



## WETLANDS PERMIT APPLICATIONS

Departments Affected: Planning and Land Use

At its December 8, 1997 meeting, the Lancaster County Wetlands Board adopted the following Administrative Policy. This policy will govern its review of all wetlands applications in the future.

Proper identification of project location through detailed drawings, benchmarks, and staking is essential to insure County records will provide a clear basis for project reviews and compliance inspections.

### POLICY:

1. Applications and property identification requirements that fail to meet the specifications of this policy will cause the proposed action to be considered incomplete. In such cases Wetlands Board action will be deferred until the required corrective measures have been taken.
2. All information required in the appendices A through R, as applicable, of the "Joint Permit Application" must appear on the drawings.
3. Site Plans (in Plan View) must be drawn on a separate sheet, should occupy most of that sheet, and be drawn to a scale of one inch equals fifty feet (1" = 50'). For larger projects, several sheets may be necessary. A larger scale (e.g. 1" = 60') may be used for larger projects if details can be clearly shown. Cross section plans must be drawn to a scale of one quarter inch equals one foot (1/4" = 1'). A sufficient number of cross section drawings shall be provided to reflect differences in site topography. Plan view drawings shall be marked to reflect the location of cross sectional drawings. Plans shall be submitted in legible blue line or black line copies. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join. All writing must be typed or clearly printed. An inset of the scale used must be drawn on each page of the drawings.
4. In addition to the scaled site plans, there must be an overall plan view of the entire property showing the project; using a recent survey plat, or a reasonably accurate drawing of the property taken from the County Tax Maps or similar source.

5. The vicinity map must show the main and secondary roads leading to the project and the body of water on which the project is located. Roads shall be identified using the official Lancaster County road name, followed by the State Route number. Written directions on Page 4 of the application must be precise, and give the location of one or more "Wetlands Project" signs leading to the project. These signs must be maintained in the required location for the time period of 20 days before the applicable Wetlands Meeting until their removal after Board action.

6. Benchmarks must be indicated on the scale drawings showing the location and distance of a series of specified points of the proposed structure(s). Each of these points must be measured from at least two permanent, fixed reference points (e.g., the corners of an existing house, pier, etc.) so that triangulation accuracy can be insured. If permanent fixed reference points do not exist in the vicinity of the project, they shall be established (e.g., using flagged permanent stakes), and maintained until the project is complete and has been inspected. The following paragraph on "staking" identifies those points of the project for which Benchmarks must be established.

7. The length and width of structures must be clearly indicated with appropriately marked stakes. In addition to the ends, stakes shall be placed at least every 50' and at all turning points of the structure. Where there is depth to the proposed structure, (e.g., a rip rap revetment) both the channelward and shoreward sides must be marked. Benchmarks must be established for each of the stakes on the channelward side. Landward stakes shall be placed opposite their channelward counterpart to clearly indicate width.

8. County Tax Map numbers for the property must appear in the "Directions" on page 4 of the application.

9. Applicants must insure that Adjacent Property Owner (APO) names and addresses reflect the latest information from the Commissioner of Revenue records and must appear next to the appropriate property lines on the plan view drawing.

10. Any missing information or revisions must be transmitted to the Wetlands Board through the Virginia Marine Resources Commission (VMRC). (There must be a VMRC transmittal for all data received by the Wetlands Board.)

11. Applications must be prepared using standard terminology from the County/State Wetlands regulations and guidelines, or the Joint Permit Application form and its accompanying instructions.