



**Chesapeake Bay Resource Protection Area  
Exception Request  
Pre-Application Questionnaire**  
County of Henrico, Virginia  
**Department of Public Works**  
Henrico Public Works Web Site: [henrico.us/works](http://henrico.us/works)

Public Works Office, County of Henrico, Virginia, P.O. Box 27032, Richmond, Virginia 23273-7032\*\* Phone 804-501-4393 Facsimile 804-501-7470  
\*\*Use P.O. Box for all mail. Street address is 4305 E. Parham Road, Richmond, Virginia 23228 for deliveries only.

**Project Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description (Include use, number of stories, building area, number of units)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax \_\_\_\_\_

**Interviewer Information**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax \_\_\_\_\_

Signature

Signature

**An answer of NO to any of the following *italicized* questions indicates the request must be considered and acted upon by the Planning Commission. A Chesapeake Bay Resource Protection Area Exception Application and all applicable information must be submitted to the Permit Center.**

**Other requests will be considered and acted upon by the Department of Public Works upon submission and review of appropriate information.**

**Water-Dependent Facilities**

Is the proposed RPA encroachment a result of a water-dependent facility (i.e., boat ramp, boat dock, marina, shoreline erosion control, etc.)? .....  NO  YES

If YES,

*Is the proposal consistent with the comprehensive plan?*.....  NO  YES

*Does/will the proposal comply with all applicable Chesapeake Bay Preservation Area development standards and general performance criteria?*.....  NO  YES

*Are all nonwater-dependent components located outside the RPA?*.....  NO  YES

*Is disturbance the minimum necessary (i.e., one point of access, etc.)?*.....  NO  YES

## Redevelopment

Is the proposed RPA encroachment located on a previously developed site?.....  NO  YES

If YES,

*Is encroachment in the RPA limited to the area previously developed?.....*  NO  YES

*Is impervious cover within the RPA limited to the area previously developed?.....*  NO  YES

*Does/will the proposal comply with all applicable Chesapeake Bay Preservation Area development standards and general performance criteria?.....*  NO  YES

## Roads and Driveways

Is the proposed RPA encroachment a result of a road or driveway? .....  NO  YES

If YES,

*Is the proposed road/driveway located along the only reasonable alignment for minimizing RPA encroachment and impacts to water quality?.....*  NO  YES

*Does/will the proposal comply with all applicable Chesapeake Bay Preservation Area development standards and general performance criteria?.....*  NO  YES

## Flood Control and Stormwater Facilities

Is the proposed RPA encroachment a result of a flood control or stormwater management facility that treats water from multiple development projects or from a significant portion of a watershed?.....  NO  YES

If YES,

*Has the Director of Public Works determined that location of the facility within the RPA is the optimum location?.....*  NO  YES

*Is the facility the minimum necessary to provide the required level of flood control, stormwater management or both?.....*  NO  YES

*Is the proposed facility consistent with the Henrico County Stream Assessment / Watershed Management Program?.....*  NO  YES

*Does/will the proposal comply with all applicable Chesapeake Bay Preservation Area development standards and general performance criteria?.....*  NO  YES

## Removal of Vegetation

Does the proposed activity involve only the removal of indigenous vegetation from the RPA? .....  NO  YES

If YES,

*Is the purpose of the activity to provide for reasonable sight lines, pedestrian ways or general woodlot management?.....*  NO  YES

*Does the proposed activity include replacing any removed trees with supplemental plantings equally effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution?.....*  NO  YES

*Will any and all paths in the RPA be constructed and surfaced to effectively control erosion?.....*  NO  YES

*Will the removal of dead, diseased or dying trees or shrubs and noxious weeds be conducted in accordance with sound horticultural practices?.....*  NO  YES

## Residential Lots

Is the proposed RPA encroachment on a residential lot recorded before March 1, 2002? .....  NO  YES

If YES,

*Is the proposed encroachment the minimum necessary to achieve a reasonable buildable area for a principal structure (the dwelling and **attached** additions) and necessary utilities? .....*  NO  YES

*Is a compensating area equal to the area of encroachment that will maximize water quality protection and mitigate the effects of the encroachment provided elsewhere on the lot? .....*  NO  YES

*Is the lower 50 feet of the RPA buffer protected from all encroachment/disturbance?.....*  NO  YES

## The Exception Process

1. The applicant schedules a pre-application meeting with the Department of Public Works to review the proposed development and determine the need for an exception.
2. Should the development qualify for an Administrative Exception, the applicant will submit a plan of the development for review and comment by the Department of Public Works and may be approved by the Public Works Director/County Engineer.
3. Should the development not qualify for an Administrative Exception:
  - a. The applicant submits a completed application, the required site plan(s), and the required fee of \$300.00 to the Permit Center, located on the Second Floor of the Administration Building.
  - b. The complete application package is referred to the Planning Office so that the staff may begin the public hearing process.
  - c. The Planning Office refers the application to the Department of Public Works for review and staff comment. The Department of Public Works makes a recommendation to the Director of Planning regarding the application, including recommended conditions.
  - d. The Planning Office schedules the application for a public hearing before the Planning Commission and prepares the required notices.
  - e. The Planning Commission holds a public hearing on the application and grants, grants with conditions, or denies the application.