



## Department of Planning & Community Development Wetlands Board Sand Management Application Form

A Sand Management Permit is a permit granted by the local wetlands board to allow owners of property to remove sand, deposit sand and grade the dune/beach, on nourished beaches in the City of Virginia Beach, because of an excessive accumulation of sand that affects infrastructure.

A typical Sand Management Permit for a bullheaded lot requests to remove accumulated sand up to a maximum of 15 feet seaward of the bulkhead to a depth of three (3) feet below the bulkhead cap. Additional grading is allowed at a 2:1 slope. Sand may either be used to enhance the existing dunes, or placed flat on the beach. All vegetation in the excavation area shall be preserved.

### APPLICATION REQUIREMENTS

**Submit one (1) completed copy of this application and your plans to Virginia Marine Resource Commission:**

- If by mail or courier:  
Virginia Marine Resources Commission  
Habitat Management Division  
2600 Washington Avenue, 3rd Floor  
Newport News, Virginia 23607-0756  
Phone: (757) 247-2200  
Fax: (757) 247-8062
- If by email, the application must be provided as a PDF attachment to [JPA.permits@mrc.virginia.gov](mailto:JPA.permits@mrc.virginia.gov)

**A completed application includes:**

- Application Form
- Disclosure Statement
- Signed Standard Conditions Form
- Project Drawings
  - Plan View Drawing (overhead, to scale or with dimensions clearly marked)  
Show property lines, existing structures, areas where removing, depositing, and grading sand.
  - Section View Drawing (side-view, to scale or with dimensions clearly marked) Show existing structures, areas where removing, depositing, and grading sand.
- Application Fee - \$230.00, checks made payable to City Treasurer
  - All fees should be submitted directly to the Planning & Community Development Department, Attention: Waterfront Operations, 2405 Courthouse Drive, Room 191 Virginia Beach, Virginia 23456. Please include the applicant's name, address, phone number, and file number, if known.
  - Please note that applicants will be billed separately for advertisement fees and adjacent property owner notifications

## PART 1 GENERAL INFORMATION

**PLEASE PRINT OR TYPE ALL RESPONSES:** If a question does not apply to your project, please print N/A (not applicable) in the block or space provided. If additional space is needed, attach 8-1/2" x 11" sheets of paper.

1. Property owner(s) name and complete address \_\_\_\_\_  
 Contact Information:  
 Home ( \_\_\_ ) \_\_\_\_\_  
 Work ( \_\_\_ ) \_\_\_\_\_  
 Fax ( \_\_\_ ) \_\_\_\_\_  
 Cell ( \_\_\_ ) \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 State Corporation Commission ID Number (if applicable) \_\_\_\_\_

2. Authorized agent name\* and complete mailing address (if applicable): \_\_\_\_\_  
 Contact Information:  
 Home ( \_\_\_ ) \_\_\_\_\_  
 Work ( \_\_\_ ) \_\_\_\_\_  
 Fax ( \_\_\_ ) \_\_\_\_\_  
 Cell ( \_\_\_ ) \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 State Corporation Commission ID Number (if applicable) \_\_\_\_\_

\* **If multiple applicants, property owners, and/or agents, each must be listed and each must sign the applicant signature page. If for a company, use the SCC registered name.**

3. Project location information:  
 Street Address \_\_\_\_\_  
 Lot/Block/Parcel# \_\_\_\_\_

4. Provide a detailed description of the project in the space below. If additional space is needed, provide a separate sheet of paper with the project description. Be sure to include dimensions for the excavation area, if grading is being requested, the proposed slope for grading, if vegetation is present or proposed, where the excavated sand will be deposited, and how the construction site will be accessed.

FOR AGENCY USE ONLY	
	Notes:
	JPA #

## PART 1 GENERAL INFORMATION (CONTINUED)

5. Have you obtained a contractor for the project? \_\_\_ Yes\* \_\_\_ No.

Contractor's name\* and complete mailing address:

Contact Information:

Home ( \_\_\_ ) \_\_\_\_\_

Work ( \_\_\_ ) \_\_\_\_\_

Fax ( \_\_\_ ) \_\_\_\_\_

Cell ( \_\_\_ ) \_\_\_\_\_

email \_\_\_\_\_

State Corporation Commission ID Number (if applicable) \_\_\_\_\_

**\* If multiple contractors, each must be listed and each must sign the applicant signature page. If for a company, use the SCC registered name.**

## PART 2 SIGNATURES

### 1. Property Owners Signatures (required for all projects)

\_\_\_\_\_  
Property Owner's Name (printed/typed)

\_\_\_\_\_  
(Use if more than one owner)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
(Use if more than one owner)

\_\_\_\_\_  
Date

### 2. Applications having agents (if applicable)

#### CERTIFICATION OF AUTHORIZATION

I (we), \_\_\_\_\_, hereby certify that I (we) have authorized \_\_\_\_\_  
(Applicant's name(s)) (Agent's name(s))

to act on my behalf and take all actions necessary to the processing, issuance and acceptance of this permit and any and all standard and special conditions attached. We hereby certify that the information submitted in this application is true and accurate to the best of our knowledge.

\_\_\_\_\_  
(Agent's Signature)

\_\_\_\_\_  
(Use if more than one agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Use if more than one applicant)

\_\_\_\_\_  
(Date)

## PART 2 SIGNATURES (CONTINUED)

### 3. Applicant's having contractors (if applicable)

#### CONTRACTOR ACKNOWLEDGEMENT

I (we), \_\_\_\_\_, have contracted \_\_\_\_\_  
(Applicant's Name(s)) (Contractor's Name(s))

to perform the work described in this Joint Permit Application, signed and dated \_\_\_\_\_. We will read and abide by all conditions set forth in all Federal, State and Local permits as required for this project. We understand that failure to follow the conditions of the permits may constitute a violation of applicable Federal, state and local statutes and that we will be liable for any civil and/or criminal penalties imposed by these statutes. In addition, we agree to make available a copy of any permit to any regulatory representative visiting the project to ensure permit compliance. If we fail to provide the applicable permit upon request, we understand that the representative will have the option of stopping our operation until it has been determined that we have a properly signed and executed permit and are in full compliance with all terms and conditions.

\_\_\_\_\_  
Contractor's name or name of firm

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Contractor's or firms address

\_\_\_\_\_  
Contractor's signature and title

\_\_\_\_\_  
Contractor's License Number

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
(use if more than one applicant)

\_\_\_\_\_  
Date

## STANDARD CONDITIONS

The following 8 conditions are general requirements that apply to all sand management applications:

1. Any sand excavated shall be limited to within the subject property's boundaries. The applicants and their agents should communicate with adjacent property owners regarding the project's potential to alter the contours of the sand on adjacent properties.
2. Excavated sand that contains debris or rubble shall not be placed on the beach and shall be disposed offsite in a lawful manner.
3. If the excavated sand is clean beach quality sand, it may be placed upon the beach in accordance with the following conditions:
  - A single unvegetated access way to the beach is used to transport the sand.
  - No sand is to be placed upon existing dune vegetation.
  - No sand is to be placed within 20 feet of a Public Beach Access.
  - Any sand placed within 100 feet of mean high water shall be evenly graded along the beach berm (flat dry portion of the beach).
4. The Sand Management Permit does not authorize construction of any type of structure or any activity other than the excavation or grading indicated.
5. A Federal project, the Sandbridge Beach Erosion Control and Hurricane Protection Project, is present on or near the property. At the request of the Corps of Engineers, if any work will occur below 7 feet NAVD88 (design profile for Sandbridge Beach), property owners or their agent shall coordinate with Ms. Michelle Hamor in the ACOE Planning Branch at (757) 201-7491 to determine if authorization is required under Section 408.
6. The contractor or operator doing the work shall contact the Waterfront Operations office at (757) 385-8246 to schedule a pre-construction meeting to occur prior to any site work or beginning excavation.
7. Valid Sand Management Permits can be reactivated multiple times whenever an excessive accumulation of sand affects infrastructure; however, the contractor or operator doing the work shall contact the Waterfront Operations office at 757-385-8246 prior to any site work or beginning excavation.
8. Any existing dune vegetation removed shall be re-installed on the dune crest and face to the greatest extent practicable. In order to prolong the design life of the sand reservoir and minimize the need for maintenance sand management, the Department of Planning & Community Development recommends that the existing vegetation or American Beachgrass be sprigged 12 inches on center during the winter months, 5 feet seaward from the new crest, over the crest, and halfway down the newly created backslope.

By signing this form, I, the property owner, acknowledge that I have read and agree to adhere to the above eight (8) conditions.

Signature: \_\_\_\_\_  
(Property Owner)

Date: \_\_\_\_\_