

Shoreline Buffer Modification Policy

Administrative Policies & Procedures

Effective July 1, 2009

Purpose

The purpose of this policy is to ensure that the community's riparian property (shoreline buffer area) complies with local, state and federal regulations and to explain the procedure that shoreline residents must follow to obtain approval for any modification to BCA property within this area. All of the shoreline within Brandermill lies within the Resource Protection Area (RPA). The shoreline buffer area is BCA property and the Chesterfield County Environmental Engineering Department is the regulatory agency responsible for review of all applications within the buffer.

Application Submittal and Review

Shoreline residents who wish to perform any work within the BCA buffer must file the appropriate application with the BCA. Application requirements are included in the application packet, and are available at the BCA office. Applications that are not complete with required attachments will be returned to the applicant. If the application conforms to applicable BCA regulations and is deemed complete by the BCA, the BCA will forward the application to the county and send a confirmation letter to the applicant. All applications must include appropriate to-scale drawings or plan sets that provide an accurate representation of work to be performed as well as a notarized BCA Waterfront Easement and Maintenance Covenant Agreement that must be recorded in the Chesterfield County Clerk's Office prior to final approval and commencement of land disturbing activity.

Waterfront Structure Application

This application must be submitted for any type of structure, as defined in the Chesterfield County ordinance, and shall be routed to the BCA Architectural Review Board (ARB). The application must be submitted prior to the ARB meeting at which the applicant intends for it to be processed. Committee comments shall be mailed to the applicant within 5 business days after the ARB meeting at the applicant's last known residential address or as directed otherwise on the application, unless the case is continued to the next meeting. Applicants who wish to respond to the comments of the ARB shall have 14 days from receipt of the ARB comments to send written responses to the ARB chair. The ARB chair shall forward the application and all comments to the county for review after the aforementioned response period has expired.

Maintenance & Restoration Application

This application must be submitted for non-structural work and shall be routed to the BCA Environmental Committee. Complete applications must be submitted prior to the BCA Environmental Committee meeting at which the applicant intends for it to be processed. Committee comments shall be mailed to the applicant within 5 business days of the committee meeting at the applicant's last known residential address or as directed otherwise on the application, unless the case is continued to the next meeting. Applicants who wish to respond to the comments of the committee shall have 14 days from receipt of the committee comments to send written responses to the committee chair. The committee chair shall forward the application and all comments to the county for review after the aforementioned response period has expired.

When the application has been approved by the county and returned to the BCA, a BCA representative will schedule an on-site meeting to deliver the approved application and plans to the applicant and ensure that the parties involved understand the requirements of the approved plan.