



**Application for a License Agreement and Resource Protection Area Encroachment for the Placement of a Dock within Swift Creek Reservoir** Forms should be mailed to:

Chesterfield County Department of Utilities  
Attention: Real Property Office  
P.O. Box 608  
Chesterfield, VA 23832

<mailto:Realpropertyoffice@chesterfield.gov>

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

This application initiates the process to obtain a license agreement from the Utilities department to place a dock within a Chesterfield County impoundment easement and approval from the Environmental Engineering department to encroach into a Chesapeake Bay Preservation Act Resource Protection Area (RPA). In addition to the license agreement and RPA encroachment permission, the construction, extension or full replacement of a dock in Swift Creek Reservoir requires a Building Permit. Issuance of the license agreement is required prior to submitting a separate application for building permit to construct the dock.

**I. Contact Information of Property Owner(s)**

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mailing City, State, Zip: \_\_\_\_\_  
Phone Number: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**II. Property Information**

Property Address: \_\_\_\_\_  
Property City, State, Zip: \_\_\_\_\_

**III. Contractor Information**

If applicable, please complete the following fields:

Name of Contractor: \_\_\_\_\_  
Contractor's Address: City, \_\_\_\_\_  
State, ZIP \_\_\_\_\_  
Contractor's Phone Number: Work: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
Contractor's Email: \_\_\_\_\_

**IV. Description of Project**

\_\_\_\_\_

**V. License Agreement:** Unexecuted Agreement to be delivered to Landowner via  Mail  Email  Pick-up

**FOR OFFICE USE ONLY**

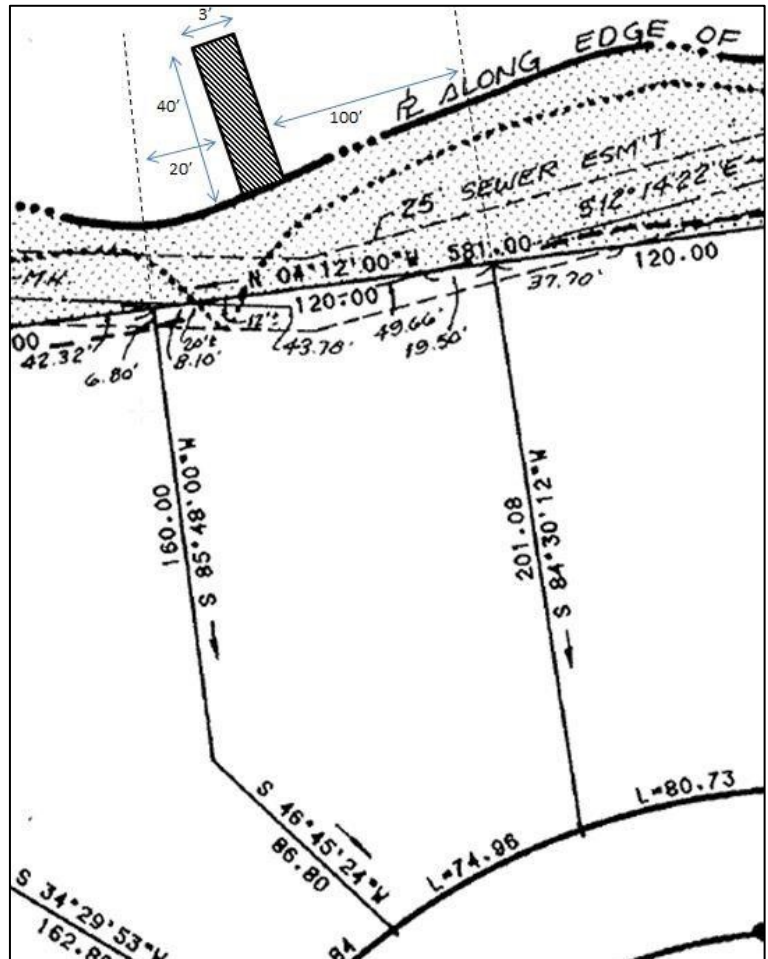
GPIN(s): File \_\_\_\_\_ Number: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Application  Mail  Email  Delivered Submitted By: \_\_\_\_\_

## Materials and Exhibits Required for the Placement of a Dock in Swift Creek Reservoir

Include the following in your submittal as attachments:

- a. Standard Dock Plans/Drawings – **NOTE:** Maximum allowable length is 40 feet and maximum allowable width is 4 feet. **Docks with “L” or “T” structures are PROHIBITED.**
- b. Materials List – **NOTE:** Pressure treated lumber (or approved alternative material [MoistureShield composite decking by AERT](#)), galvanized lag bolts, and porcelain coated screws are the only materials currently approved for construction of docks in Swift Creek Reservoir. Alternative materials may be considered on a case by case basis following a detailed evaluation of suitability and potential impacts to water quality. [Cleaning of docks can be performed with pressure washing with water only \(no soaps, detergents, cleaners, solvents, etc.\)](#)
  - **The following activities are PROHIBITED: human habitation on docks (no toilets, sinks, hose bibs, etc.); dredging other than to set pylons; painting, varnishing or use of organic solvents; use of herbicides or pesticides on dock or adjoining land.**
- c. Landowner of Reservoir Bottom’s Permission (SC Reservoir Holdings, LLC or others)
- d. Community Civic Association or HOA Approval/Permission
- e. U.S. Army Corps of Engineers Release Email
- f. A minimum of two color digital photographs of the proposed dock site showing the current condition of the RPA buffer. One photo looking landward and one seaward from the center of the existing RPA buffer.
- g. A statement addressing HOW the dock will be accessed (via a new or existing path) and the number and types of vegetation (if any) that will be removed because of the dock installation and/or access.
- h. A plot plan showing the location of the proposed dock and the property the dock is intended to serve. An example is provided below. Please include the following information on the plot plan: i. A notation whether the dock project is an expansion of an existing structure or is a proposed new structure.

- ii. The location of the proposed and/or existing dock in relation to the shoreline and property boundaries.
- iii. The dimensions of the proposed and/or existing dock.
- iv. The measurements from the proposed and/or existing dock to the right and left property lines and water’s edge.
- v. Include the following information regarding the property on which the dock is to be constructed: Owners name, address, GPIN, subdivision name, section and lot number.



Please contact Chesterfield County Planning Department if you have questions regarding the plot plan. (804-748-1050, or [planning@chesterfield.org](mailto:planning@chesterfield.org))