



Chesterfield County, Virginia Department of Environmental Engineering

9800 Government Center Parkway– P.O. Box 40– Chesterfield, VA 23832-0040
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Chesterfield County Resource Protection Area Designation Process

The purpose of this document is to provide a clear outline of administrative procedures and provide guidance that will help the user to perform accurate and consistent evaluations of the streams and resource protection areas in Chesterfield County. Resource protection area designations are to be completed prior to the plan review process. The designation's field evaluation and application should be completed by a qualified agent or consultant and submitted to Water Quality for review and approval. The application consists of three pages, each of which needs to be completed and submitted with each new application. Confirmation of the application's receipt will be sent to the contact person by e-mail. Incomplete applications (e.g. failure to include appropriate signatures, missing the page 3 checklist, and/or only one application copy provided) will not be accepted. Please note, all applications require the signature of the **Landowner**. Forms submitted with only the signature of an agent will **not** be accepted.

Upon the acceptance of an application, the project is given a number based upon the order in which it was received. Applications are generally reviewed in the order in which they are received. It is the goal of this office to complete designation reviews in a timely manner. Processing and field verification will usually take six to eight weeks depending on weather conditions and volume of work. In order to help expedite review, please be sure to include a digital copy of site maps whenever possible.

The digital map copies must be submitted in either ARCGIS Shapefile or AutoCAD DWG/DXF format. All digital files must be referenced directly to the Virginia State Plane Coordinate System, South Zone in the 1983 Datum (Feet). The digital copy must contain each of the following map features in a separate layer: water bodies with perennial flow, tidal shores and wetlands, connected and contiguous non-tidal wetlands, non-tidal wetlands that are not connected or contiguous, location and GPS coordinates of break point(s) of surface flow and/or non-contiguous wetlands, intermittent streams, jurisdictional wetlands (if applicable), and waters

of the state (if applicable). For AutoCAD files, a layer list clearly identifying the values for the features in the DWG/DXF file must be included. For ARCGIS Shapefiles, each required item must be clearly identified in the attribute table.

Upon completion of the review, Water Quality will mail a letter indicating findings to the primary contact person only, unless otherwise requested in writing. The findings-only letter is provided in lieu of a full report in order to shorten review time. If the applicant would like more information as to how the final determination was made, they may contact Water Quality. Be sure to maintain your copy of the review letter with your files so that you may reference the designation name and number when submitting engineering plans to the county. Limits of the resource protection area will be finalized during the plan review process. The resource protection area designation process is only meant to establish areas that will require the 100' resource protection area buffer. This process does not delineate the final extent or limit of the buffer on a parcel. In the event that wetland delineation lines change as a result of a U.S. Army Corps of Engineers wetlands confirmation, resource protection area designations may change therefore changing the extent or limit of the final resource protection area buffer.

Submit all applications to:

Chesterfield County Department of Environmental Engineering
Attn: Laura E. Barry
P.O. Box 40
Chesterfield, VA 23832

All forms must be submitted via United States Postal Service or hand delivery to the Department of Environmental Engineering, Community Development Building- Third Floor.