



# Sand Management Permit Application

Department of Planning & Community Development

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.

## Requirements

At this time, pursuant to State and City Codes, Sand Management Permit request still require a Public Hearing, advertisement of the hearing in the local newspaper, and notification of the adjacent property owners. There is a \$100 processing fee. Advertisement of the hearing and notification of the adjacent property owners fee is approximately \$150 ( exact cost will be provided once a hearing has been scheduled ). Professionally engineered construction plans are not required. You may submit a marked up copy of an existing physical survey, site plan, etc. If you have any questions, contact the Planning & Community Development Department's Waterfront Operations office 757 385-8246.

## How to apply

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

- If by mail or courier, use the VMRC address:  
Virginia Marine Resources Commission  
Habitat Management Division  
2600 Washington Avenue, 3rd Floor  
Newport News, Virginia 23607-0756  
Phone: (757) 247-2200, Fax: (757) 247-80622
- If by electronic mail (i.e., 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:**

- Part 1 – General Information**
- Part 2 – Signatures**
- Part 3 – Fees**
- Part 4 – A completed Disclosure Statement** [www.vbgov.com/disclosureform](http://www.vbgov.com/disclosureform)
- Part 5 – 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.  
An example of a sand management section view drawing is attached for your use and convenience

## Permit Application Fees

**Do not send any permit application fees in with the JPA**, since VMRC is not responsible for accounting for permit application fee. Submit the required \$100 processing and advertisement fees, by check payable to: "Treasurer, City of Virginia Beach" 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.

Below is a typical cross section of Sand Management for a bulkheaded lot in Sandbridge.

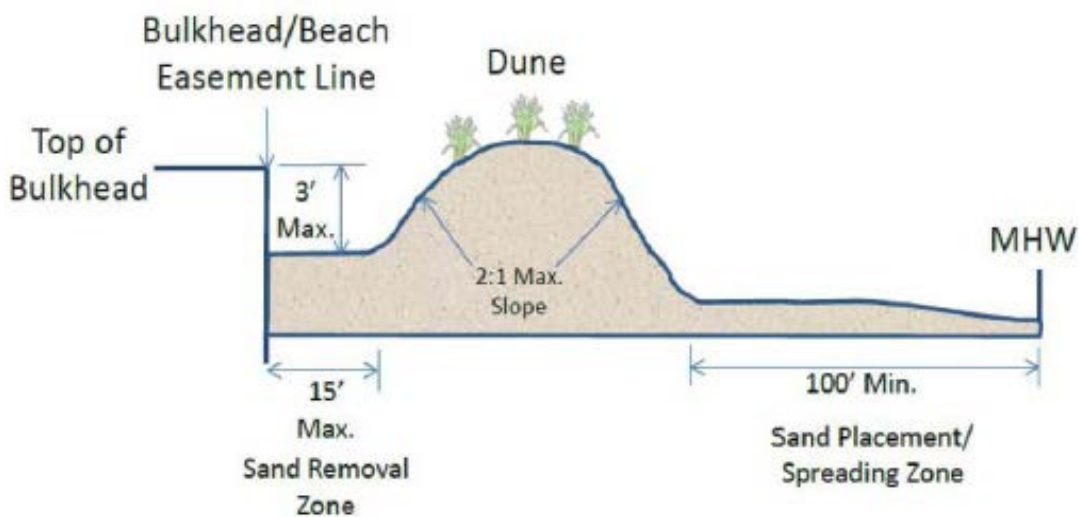
Sand is excavated 15-feet out from the bulkhead and 3-feet deep. If the excavated sand is clean beach quality sand it may be placed upon the beach in accordance with the following conditions:

- 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 Public Beach Access ways.
- Seaward of the excavated area, a dune may be created with two to one maximum slopes (2:1). You may sprig the dune with appropriate dune vegetation. No dunes should be established within 100' of mean high water.
- Any sand placed within 100' of mean high water shall be evenly graded along the beach berm (flat dry portion of the beach).

Excavated sand that contains debris or rubble cannot be placed on the beach and must be disposed of in a lawful manner.

You may use this typical cross section as one of your application drawings, if it reflects your Sand Management proposal.

### Sandbridge Beach – Sand Management and Placement Profile



## 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.

- |                                                                                         |                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Property owner(s) name* and complete address,<br/>if different from applicant</p> | <p>Contact Information:<br/>         Home (____) _____<br/>         Work (____) _____<br/>         Fax (____) _____<br/>         Cell/Pager (____) _____<br/>         E-mail _____<br/>         State Corporation Commission ID Number (if applicable) _____</p> |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**\*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.**

2. 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 how the construction site will be accessed, especially if clearing and/or grading will be required.

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

- |                                                         |                                                                                                                                                                                        |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Contractor’s name* and complete mailing address:</p> | <p>Contact Information:<br/>         Home (____) _____<br/>         Work (____) _____<br/>         Fax (____) _____<br/>         Cell/Pager (____) _____<br/>         E-mail _____</p> |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

<b>FOR AGENCY USE ONLY</b>	
	Notes:
	JPA#

**Part 1 – General Information (continued)**

- 4. Project location information:  
 Street Address \_\_\_\_\_  
 Lot/Block/ Parcel # \_\_\_\_\_
- 5. Completion date of proposed work: \_\_\_\_\_ - \_\_\_\_\_

**Part 2 – Signatures**

1. Property Owners Signatures

**NOTE: REQUIRED FOR ALL PROJECTS**

Property Owner’s Name (printed/typed)	(Use if more than one owner)
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Property Owner’s Signature	(Use if more than one owner)
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\_\_\_\_\_  
Date

**CONTRACTOR ACKNOWLEDGEMENT**

I (we), \_\_\_\_\_, have contracted \_\_\_\_\_  
 (Property Owner’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 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 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
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Contractor’s signature and title	Contractor’s License Number
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Property Owner’s Signature	(use if more than one owner)
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\_\_\_\_\_  
Date

**APPLICANT'S NAME** \_\_\_\_\_

## DISCLOSURE STATEMENT FORM

The completion and submission of this form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Virginia Beach requiring action by the City Council or a board, commission, or other body appointed by the City Council. Such applications and matters include, but are not limited to, the following:

Acquisition of Property by City	Disposition of City Property	Modification of Conditions or Proffers
Alternative Compliance, Special Exception for	Economic Development Investment Program (EDIP)	Nonconforming Use Changes
Board of Zoning Appeals	Encroachment Request	Rezoning
Certificate of Appropriateness (Historic Review Board)	Floodplain Variance	Street Closure
Chesapeake Bay Preservation Area Board	Franchise Agreement	Subdivision Variance
Conditional Use Permit	Lease of City Property	Wetlands Board
	License Agreement	

**The disclosures contained in this form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law.**

### SECTION 1 / APPLICANT DISCLOSURE

FOR CITY USE ONLY / All disclosures must be updated two (2) weeks prior to any Planning Commission and City Council meeting that pertains to the application(s).

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<input type="checkbox"/>	APPLICANT NOTIFIED OF HEARING	DATE:	
<input type="checkbox"/>	NO CHANGES AS OF	DATE:	
<input type="checkbox"/>	REVISIONS SUBMITTED	DATE:	

Check here if the **APPLICANT IS NOT** a corporation, partnership, firm, business, or other unincorporated organization.

Check here if the **APPLICANT IS** a corporation, partnership, firm, business, or other unincorporated organization.

(A) List the Applicant's name: \_\_\_\_\_  
If an LLC, list all member's names:

\_\_\_\_\_

\_\_\_\_\_

If a CORPORATION, list the the names of all officers, directors, members, trustees, etc. below: *(Attach list if necessary)*

\_\_\_\_\_

\_\_\_\_\_

(B) List the businesses that have a parent-subsiary <sup>1</sup> or affiliated business entity <sup>2</sup> relationship with the Applicant: *(Attach list if necessary)*

\_\_\_\_\_

\_\_\_\_\_

See next page for information pertaining to footnotes <sup>1</sup> and <sup>2</sup>



## SECTION 2 / PROPERTY OWNER DISCLOSURE

*Complete Section 2 only if property owner is different from Applicant.*

Check here if the **PROPERTY OWNER IS NOT** a corporation, partnership, firm, business, or other unincorporated organization.

Check here if the **PROPERTY OWNER IS** a corporation, partnership, firm, business, or other unincorporated organization, **AND THEN**, complete the following.

(A) List the Property Owner's name: \_\_\_\_\_

If an LLC, list the member's names: \_\_\_\_\_

\_\_\_\_\_

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If a Corporation, list the names of all officers, directors, members, trustees, etc. below: *(Attach list if necessary)*

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**(B)** List the businesses that have a parent-subsiary <sup>1</sup> or affiliated business entity <sup>2</sup> relationship with the Property Owner: *(Attach list if necessary)*

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<sup>1</sup> "Parent-subsiary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

<sup>2</sup> "Affiliated business entity relationship" means "a relationship, other than parent-subsiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

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### SECTION 3. SERVICES DISCLOSURE

Are any of the following services being provided in connection with the subject of the application or any business operating or to be operated on the Property. If the answer to any item is YES, please identify the firm or individual providing the service: IF THE OWNER AND APPLICANT ARE DIFFERENT, EACH MUST COMPLETE THE SECTION SEPERATELY

## APPLICANT

YES	NO	SERVICE	PROVIDER (use additional sheets if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Accounting and/or preparer of your tax return	
<input type="checkbox"/>	<input type="checkbox"/>	Architect / Landscape Architect / Land Planner	
<input type="checkbox"/>	<input type="checkbox"/>	Contract Purchaser (if other than the Applicant) - identify purchaser and purchaser's service providers	
<input type="checkbox"/>	<input type="checkbox"/>	Any other pending or proposed purchaser of the subject property (identify purchaser(s) and purchaser's service providers)	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Contractors	
<input type="checkbox"/>	<input type="checkbox"/>	Engineers / Surveyors/ Agents	
<input type="checkbox"/>	<input type="checkbox"/>	Financing (include current mortgage holders and lenders selected or being considered to provide financing for acquisition or construction of the property)	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Services	
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Brokers / Agents/Realtors for current and anticipated future sales of the subject property	

### SECTION 4. KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

YES	NO	Does an official or employee of the City of Virginia Beach have an interest in the subject land or any proposed development contingent on the subject public action?
<input type="checkbox"/>	<input type="checkbox"/>	

If yes, what is the name of the official or employee and what is the nature of the interest?

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**CERTIFICATION:**

I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.

I understand that, upon receipt of notification that the application has been scheduled for public hearing, **I am responsible for updating the information provided herein two weeks prior to the Planning Commission, Council, VBDA meeting, or meeting of any public body or committee in connection with this Application.**

APPLICANT'S SIGNATURE	PRINT NAME	DATE

## OWNER

YES	NO	SERVICE	PROVIDER (use additional sheets if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Accounting and/or preparer of your tax return	
<input type="checkbox"/>	<input type="checkbox"/>	Architect / Landscape Architect / Land Planner	
<input type="checkbox"/>	<input type="checkbox"/>	Contract Purchaser (if other than the Applicant) - identify purchaser and purchaser's service providers	
<input type="checkbox"/>	<input type="checkbox"/>	Any other pending or proposed purchaser of the subject property (identify purchaser(s) and purchaser's service providers)	
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<input type="checkbox"/>	<input type="checkbox"/>	Engineers / Surveyors/ Agents	
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\_\_\_\_\_

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PROPERTY OWNER'S SIGNATURE	PRINT NAME	DATE