



# COUNTY OF LANCASTER

8311 Mary Ball Road  
Lancaster, VA 22503

(804) 462-5129  
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## The Joint Permit Application Process

**Send your completed application and all drawings to the Virginia Marine Resources**

**Commission:** *Habitat Management Division  
2600 Washington Avenue, 3<sup>rd</sup> Floor  
Newport News, VA 23607-0756*

- ⊕ Upon receipt, VMRC assigns a number and forwards your application to all involved agencies.
- ⊕ Any additional information or revisions that are made to your application throughout this process must be sent to VMRC.

### **What happens after your application has been submitted?**

- ⊕ Your application will be reviewed by at least five agencies from the federal to local level. These agencies may perform site visits to properly assess your proposal. You may meet representatives from Army Corps of Engineers (USACE), Virginia Marine Resources Commission (VMRC), VA Dept. of Environmental Quality (DEQ), VA Institute of Marine Science (VIMS), and Lancaster County Wetlands Board members and staff.
- ⊕ You will receive notification from certain agencies regarding jurisdictional determinations and public hearing dates. If an agent does not represent the applicant, the applicant must attend the scheduled public hearings of their project.
- ⊕ Requests for additional information will be made if your application is found to be incomplete or insufficient.
- ⊕ Permits may be issued from governing bodies through public hearings. Lancaster County staff will also give notification of other permits needed from the County. This may include Wetlands, Land Disturbance, Zoning, and/or Building Permits. A Landscaping Plan Agreement may also be required.

### **Things to keep in mind:**

- This is roughly a 2-month process.
- There are processing fees, usually paid by the agent.
- Orange sign labeled "Wetlands Project" must be posted at road or project site. If you do not have an agent, the County Wetlands Board staff will supply you with a sign.
- Lancaster County wetland permits are valid for one year if not otherwise applied for differently. Extensions may be granted.

### **Contacts:**

**Lancaster County** - 804-462-5129

**Jay Woodward**, Environmental Engineer, VA Marine Resources Commission - 757-247-8032

**Karen Duhring**, Marine Scientist, VA Institute of Marine Science - 804-684-7159