

## Lancaster County Virginia Building & Land Use

8311 Mary Ball Road

Lancaster, VA 22503

804.462.5480 – Phone

804.462.0031 – Fax

[build@lancova.com](mailto:build@lancova.com) – email

[www.lancova.com](http://www.lancova.com)



### **Application Check List for a Single Family Residence Building Permit**

- Completed Permit Application (complete only the areas pertaining to the work you are doing).
- One copy of the Septic and Well Permit. If the well and septic are new, an Operational Permit will need to be submitted to our office from the Health Department prior to issuance of a Certificate of Occupancy. If the well and septic are existing, you may be required to have a Safe, Adequate & Proper (SAP) form filled out and signed by the Building Official and the Health Department prior to issuance of a Certificate of Occupancy.
- One copy of Building/Construction Plans
- If Industrialized/Modular Building: A copy of the set-up manual for the appropriate model and one copy of the completed Home Site Setup & Installation Sheet.
- One copy of a site plan drawn to scale showing where the home will be located and the setback distances from all property lines, road right-of-ways, and the Resource Protection Area (if applicable).
- A copy of your Utility permit if you are building in any subdivision served by public water and/or sewer.
- Completed Agreement in Lieu of E & S and Agreement in Lieu of a Stormwater Management Plan.
- A copy of the WQIA form and Bay Act Site Plan if encroaching in an RPA Buffer.
- Flood Elevation Certificate (if applicable)
- A copy of your approved zoning permit if you are located in the Town of Irvington, White Stone, or Kilmarnock. Lancaster County does not issue Zoning permits for the Towns.
- A copy of the deed indicating ownership of the property if ownership is different than as shown in the current tax records.

**Incomplete applications will not be accepted.**

# LANCASTER COUNTY – REVISED PERMIT/PUBLICATION FEES

**Effective April 25, 2025**

## **Building**

Minimum Fee—Any Permit	\$50
Refund Processing Fee	\$25
Reinspection fee when not ready	\$100
New Construction/Additions	\$ .12 per square foot (Residential) \$ .15 per square foot (Commercial)
Certificate of Occupancy	\$50
Renovations (Materials & Labor)	\$50 plus \$2 per \$1000 (Residential) \$5 per \$1000 (Commercial)
Condition Crawl Space	\$50
Accessory Buildings	same as new construction
Manufactured Homes	\$200 Single or double wide
Mobile Offices	\$200
Demolition	\$25
Amusement Device	\$15 per ride
Signs	\$30 non-illuminated \$50 illuminated
Tent	\$50
Chimney/Flue	\$50
Fire Suppression System	\$.03 per sq ft
Underground Storage Tanks	\$50 per tank
Electrical Service	\$50
<u>Electrical</u> –Residential	\$50
–Commercial	\$50 plus \$5 per \$1000
<u>Plumbing</u> - Residential	\$50
-Commercial	\$50 plus \$5 per \$1000
<u>Mechanical</u> -Residential	\$50
-Commercial	\$50 plus \$5 per \$1000
Septic-Safe, Adequate & Proper Review (Distribution box and tank top must be exposed for inspection)	\$75
Swimming Pools	\$75 above, \$150 in-ground
Appeal to Building Code	
Board of Appeals	\$250
Moving a Structure	\$.03 per square foot
Reinspections	\$50
Permit Renewal	\$50
After-the-Facts	double original
Bulkheads/Piers/Rip Rap/Groins	\$200
<u>Site Plan</u> -Residential	\$50
-Commercial	\$100
Erosion and Sediment Control Plan	\$100 first acre, \$50 each additional acre
Erosion and Sediment Control Agreement	\$50
Stormwater Management Plan	\$100
Environmental Site Assessment	\$50
Subdivision	\$50 +\$20 per lot
Boundary Line Adjustment	no fee
<u>Communications Tower</u>	
-Co-location on existing tower	\$500
-New tower	\$5000

## **Zoning**

Zoning	\$50
Special Exception	\$400
–Internet Antenna/Pole	\$200
–Manufactured Home	no fee
–Utility Scale Solar Facility	\$5,000
Rezoning	\$500
Ordinance Amendment	\$300
<u>Zoning Appeals</u>	
Request for Variance	\$400 (plus \$15 per adjoining property owner)
Appeal Administrators Decision	\$400
<u>Bay Act Waiver</u>	\$300
<u>Wetlands</u>	
Wetlands-All	\$300
Permit Extension	\$100
Site Visit-Wetlands Delineation	\$50
<u>Publications</u>	
Comprehensive Plan	\$40
Code of Ordinances	\$40
Land Development Code	\$40
Monthly permits issued report	\$5
E-911 Address Assignment	no fee

*By Lancaster County Board of Supervisors*

*Attest: Don G. Gill*

*Don G. Gill, County Administrator*

**Adopted: September 28, 1989**      **Amended: October 26, 1989**  
**Amended: February 22, 1990**      **Amended: September 20, 1990**  
**Amended: October 25, 1990**      **Amended: November 29, 1990**  
**Amended: August 26, 1993**      **Amended: January 25, 2001**  
**Amended: December 28, 2005**      **Amended: May 29, 2008**  
**Amended: October 30, 2008**      **Amended: June 24, 2010**  
**Amended: December 30, 2010**      **Amended: June 27, 2019**  
**Amended: June 24, 2021**      **Amended: October 31, 2024**  
**Amended: April 24, 2025**

**RESIDENTIAL ONLY**

Lancaster County  
8311 Mary Ball Rd.  
Lancaster VA 22503

Phone: 804-462-5480  
Fax: 804-462-0031

**BUILDING/ZONING PERMIT APPLICATION**

Date of Application: \_\_\_\_\_

Both pages are to be completed.

Review period of all permit applications is a minimum of 3 business days.

**TYPE OF WORK (Check One)**

New Construction	<input type="checkbox"/>	Alteration	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Water/Sewer Line	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

**CATEGORY OF CONSTRUCTION (Check One)**

Single Family Dwelling	<input type="checkbox"/>	Patio Home	<input type="checkbox"/>
Manufactured Home	<input type="checkbox"/>	Multi-family (Duplex/Townhouse/Apts)	<input type="checkbox"/>
Dock	<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>
Attached Garage	<input type="checkbox"/>	Detached Garage	<input type="checkbox"/>
Modular:			
On-Frame	<input type="checkbox"/>	Off-Frame	<input type="checkbox"/>

**SCOPE OF WORK (Describe briefly, but thoroughly)**


**JOB SITE INFORMATION**

911 Address	
City/State/ZIP	
Tax Map#	

**PROPERTY OWNER INFORMATION**

Name	
Mailing Address	
City/State/ZIP	
Phone #	email

Temporary power pole? (New homes only) Yes ☐ No ☐

(grade to finished ceiling height)

Building Height of Principle Structure:

Building Height of Accessory Building:

Year Constructed:

**Estimated Construction Cost:**

Town Zoning? ☐

**Water/Sewer:** Existing Public Septic/Well Health Dept. #

Check all permits needed that apply...

Electric ☐ Plumbing ☐ HVAC ☐ Gas ☐

I hereby certify that I have authority to make this application and to the truthfulness of the information in the application and that if any of the information provided is incorrect, the Building/Zoning Permit may be revoked. If the permit is issued wrongfully, whether based on misinformation or an improper application of the Code, the Building/Zoning Permit may be revoked. By signing this application I am hereby certifying that I am responsible for conveying all information relevant to this application including Building, Zoning, E&S Control Codes and all other applicable codes to the property owner and/or contractor.

Signature of Applicant

Printed Name of Applicant

Contact Phone #

Date

**For Office Use Only**

Tax Map# \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Zone: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning Statement: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_ Section: \_\_\_\_\_

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Height: \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved by: C.B.O. \_\_\_\_\_ C.Z.A. \_\_\_\_\_ Approval date: \_\_\_\_\_

**NEW CONSTRUCTION/ADDITIONS/MANUFACTURED HOMES**

Building Size (ie. 24x36):

Number of Bedrooms:

Number of Full Baths:

Number of Half Baths:

Existing Buildings on Property and Dimensions (incl. main dwelling):

Primary	Heat Pump	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Elec.	<input type="checkbox"/>
Heat Type:	Solar	<input type="checkbox"/>	Oil	<input type="checkbox"/>		<input type="checkbox"/>
	Hot Water	<input type="checkbox"/>	Other	<input type="checkbox"/>		

**Manual J Calculations are required at time of application for calculating heating and cooling requirements.**

(New HVAC Units Only)

Please check which of the two testing options you will use.

☐ Blower Door Test

☐ Visual Inspection

☐ Duct Tightness Test

Foundation Type: Masonry ☐ Poured Wall ☐

Other _____ <input type="checkbox"/> Crawlspace:	
Conditioned Backfill _____	Unconditioned Height _____ <input type="checkbox"/>

First Floor \_\_\_\_\_ sq. ft.

Second Floor \_\_\_\_\_ sq. ft.

Third Floor \_\_\_\_\_ sq. ft.

Basement (Fin) \_\_\_\_\_ sq. ft.

Basement (Unfin) \_\_\_\_\_ sq. ft.

Porch (w/ roof) \_\_\_\_\_ sq. ft.

Deck (no roof) \_\_\_\_\_ sq. ft.

Garage \_\_\_\_\_ sq. ft.

Attic/Bonus Room (over 7' & 70 sq. ft) \_\_\_\_\_ sq. ft.

**MANUFACTURED HOME ONLY**

Type: Single ☐ Double ☐ Triple ☐

Manufacturer: \_\_\_\_\_ Size: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Front Porch/Deck Size: \_\_\_\_\_ Rear/Side Deck/Porch Size(s): \_\_\_\_\_

HUD Sticker Present? Yes ☐ No ☐

**OTHER REQUIRED INFORMATION**

Is the job site in the 100-year floodplain? Yes ☐ No ☐

Power Company Work Order Number: \_\_\_\_\_

Permanent/Reconnect: \_\_\_\_\_

Site Plan Yes ☐ No ☐

**For Office Use Only** Site Plan Format: \_\_\_\_\_ Added to system: \_\_\_\_\_

**Lancaster County**  
**STATEMENT OF CONTRACTORS**

**MECHANICS LIEN AGENT (if applicable)**

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**ELECTRICAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PLUMBING CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**HVAC CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**GAS CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SPECIALTY CONTRACTOR** (ie. Fire Alarm/Sprinkler/Suppression Systems, Sprinkler, Kitchen Hood, Asbestos, Modular, etc.)

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_ Cost: \_\_\_\_\_

**OWNER'S AFFIDAVIT** (Only fill out if you are the owner and doing the work yourself)

I, \_\_\_\_\_, of \_\_\_\_\_ (Current Address) affirm that  
I am the owner of a certain tract or parcel of land located at: \_\_\_\_\_ and  
that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the  
Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

\_\_\_\_\_  
**Signature of Owner**

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

**§ 54.1-111. Prerequisites to obtaining building, etc., permit.** Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor. (Code 1950 § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)

**Cross references.** As to punishment for Class 3 misdemeanors, see § 18.2-11.



# COUNTY OF LANCASTER

Department of Planning/Land Use

## AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN

### SINGLE FAMILY RESIDENCE *(Parcels disturbing < 1 acre in total development)*

In lieu of submitting an Erosion and Sediment Control Plan for the construction of a single family dwelling, I agree to comply with the requirements of the Erosion and Sediment Control Program Administrator. Such requirements are based upon the conservation standards contained in the Lancaster County Erosion and Sediment Control Ordinance and the Virginia Erosion and Sediment Control Handbook and represent the practices necessary to provide adequate control of erosion and sedimentation.

As a minimum, permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site. Temporary soil stabilization shall be applied within seven days to denuded areas that may not be at final grade but will remain undisturbed for longer than 30 days. Permanent stabilization shall be applied to areas that are to be left undisturbed for more than one year. Permanent vegetation shall not be considered established until a ground cover is achieved that, in the opinion of the Erosion and Sediment Control Administrator or designee, is uniform, mature enough to survive and will inhibit erosion.

Where construction vehicles access public paved roads, provision shall be made to minimize the transport of sediment onto the public paved surface. Where sediment is transported onto a public road surface, the road shall be cleaned thoroughly at the end of each day. Sediment shall be transported to a sediment control disposal area. Street washing shall be allowed only after sediment is removed in this manner.

All sediment barriers and other measures intended to trap sediment shall be constructed or installed as a first step in any land disturbing activity and shall be made functional before upslope land disturbance takes place. All temporary protection and stabilization measures must be maintained as provided for in the Virginia Erosion and Sediment Control Handbook until all denuded areas have been permanently stabilized. All downslope areas shall have sediment trapping facilities as well as any other erosion and sediment control measures needed.

I further understand that failure to comply with such requirements within three working days following notice by the representatives of Lancaster County could result in citation for violation of the Lancaster County Erosion and Sediment Control Ordinance.

I further agree to grant the right of entry, for the inspection of the aforementioned erosion and sediment stabilization requirements to employees of Lancaster County, representing the Erosion and Sediment Control Administrator.

**Property Owner (Print Name):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

**Person Responsible for Erosion & Sediment Control (Print Name):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number of Person Responsible for ESC: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ Date: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Disturbed Area (square ft): \_\_\_\_\_



# COUNTY OF LANCASTER

Department of Planning/Land Use

## AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN

### SINGLE FAMILY RESIDENCE *(Parcels disturbing < 1 acre in total development)*

In lieu of submitting a Stormwater Management Plan for the construction of this single-family detached residential structure, I agree to comply with the requirements of this "Agreement in Lieu of a Stormwater Management Plan" to ensure compliance with the applicable post-construction stormwater management provisions of the Virginia Stormwater Management Program (VSMP) Regulations.

#### Requirements:

- As required by the Construction General Permit (VAR10), a copy of this signed and dated "Agreement in Lieu of a Stormwater Management Plan" shall be maintained in my Stormwater Pollution Prevention Plan (SWPPP) for the construction activity. A SWPPP template for a Single-Family Residence is available on the Department of Environmental Quality (DEQ) website (<http://deq.state.va.us/>). Follow these links on the website: programs> water> stormwater management> VSMP permits> construction general permit.
- See page 4 of the SWPPP template for pollution prevention practices required to be followed during construction (e.g. clearing and grading, concrete washouts, dewatering operations, etc.).
- Post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, I agree to direct:
  - runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable,
  - runoff from on-lot impervious services (e.g., driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable, and
  - runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

I fully understand that not complying may result in the revocation of this "Agreement in Lieu of a Stormwater Management Plan" and that the submission of a project-specific Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations may be required.

This "Agreement in Lieu of a Stormwater Management Plan" does not authorize land disturbance. Land disturbing activities cannot begin until the County of Lancaster provides authorization in the form of a Land Disturbing Permit.

**Property Owner (Print Name):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

**Person Responsible for Erosion & Sediment Control (Print Name):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number of Person Responsible for ESC: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ Date: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Disturbed Area (square ft): \_\_\_\_\_

## Now that you have a permit, what's next?

- Post your permits so they are visible from the public right-of-way.
- Make sure the plans that have been stamped by the building official remain on site at all times.
- Install erosion control measures to include silt fencing and construction entrances if needed.
- Set back verification, Resource Protection Area, and initial flood elevation surveys, (when required), need to be received by the building office prior to inspections being called in.
- Permit holders are to schedule inspections by calling the **inspection line at 804-462-0241** with the following information; permit number, type of inspections, and contact phone number. Please note that inspections called in prior to 2:30 in the afternoon will be scheduled for the next business day.

### List of required inspections for typical single family residence construction

- **Footings** and **E&S** (erosion and sediment control) need to be ready for inspection and called in for the same day. E&S Inspections are done by the Zoning Office.
- **Foundation** (to include drain tile, waterproofing, projection)
- **Floor joist**
- **Under slab** trades inspections
- **Slabs**
- **Water and Sewer Laterals**
- **Veneer**
- **Service**
- **Framing** and trades rough-in inspections to include **electrical, plumbing, mechanical, gas, fireplaces**, etc...

The building office requests that framing and trades be scheduled at the same time. Note that framing typically can't be scheduled or inspected prior to trades rough-ins due to damage that can be done to framing during the installation of trades work. Also note that fire blocking and draft stopping should be ready at this time.

- **Insulation**
- **Health Department approval** and final **flood elevation certificates** need to be sent by the permit holder and received by the building office prior to scheduling final inspections.
- **Final Inspections** to include **building, trades**, and **E&S** (erosion and sediment control).

Certificates of Occupancy can not be issued until all finals are completed, 3<sup>rd</sup> party inspections are on file, and any accompanying documents are received.

*Brett Dawson*

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Building Official, Lancaster County VA

*Olivia Hall*

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Director of Planning and Land Use/Zoning Office





# WETLANDS – WHAT YOU SHOULD KNOW BEFORE YOU BUY OR BUILD

U.S. ARMY CORPS OF ENGINEERS

BUILDING STRONG®

The U.S. Army Corps of Engineers (USACE) and the U.S. Environmental Protection Agency (USEPA) define wetlands as follows, *“Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.”*

Wetlands are areas that are covered by water or have saturated soils for long periods (a minimum of 14 consecutive days) during the growing season. Plants growing in wetlands are capable of living in saturated soil conditions for at least part of the growing season. Wetlands such as swamps and marshes are often obvious, but some wetlands are not easily recognized, often because they are dry during part of the year or "they just don't look very wet" from the roadside. **Caution: Many wetlands lack both standing water and saturated soils during at least part of the growing season.**

**There are no definitive maps of federally regulated wetlands or waterways.** Therefore, it is often difficult to determine USACE's jurisdiction based solely on an in-office review. In most cases, a site inspection is the only definitive means of determining the presence/absence and extent of wetlands, streams, and other conveyances of water that may be present on a parcel. The USACE consults the following in-office resources to evaluate the potential for wetlands or waterways that may be present on a site:

- **U.S. Geological Survey (USGS) quadrangle maps** – <http://www.usgs.gov/pubprod> which typically indicate wetland and streams with unique symbols shown on the map legend.
- **National Wetland Inventory (NWI) maps** - <http://www.fws.gov/wetlands> **Use these maps with caution.** **Many federally regulated wetlands in Ohio are not on the NWI maps.** The NWI maps are published by the U.S. Fish and Wildlife Service as habitat maps *based on aerial photography*. These maps are not ground verified and mapped boundaries may not be consistent with wetland boundaries established according to the USACE 1987 Wetland Delineation Manual and associated Regional Supplements. These maps were not developed for use as confirmation as to the presence/absence of federally (USACE) regulated wetlands. Further, the absence of a mapped wetland on the NWI maps cannot be interpreted to indicate that no wetlands exist within the non-mapped area. As indicated above, the only definitive information usually results from a site inspection.
- **Natural Resources Conservation Service (NRCS) web soil survey** which has replaced County Soil Surveys - <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm> This tool will help identify the presence of hydric soils or soils with hydric inclusions/components. Hydric soils exhibit poorly and/or very poorly drained characteristics that typically occur in wetlands.
- **Other On-line Resources**  
<http://maps.google.com>  
<http://bing.com/maps/>

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**U.S. ARMY CORPS OF ENGINEERS – BUFFALO DISTRICT**

1776 NIAGARA STREET, BUFFALO, NEW YORK 14207-3199  
[www.lrb.usace.army.mil](http://www.lrb.usace.army.mil)

January 2023



Aerial photography (various websites – see below)

Mapped indicators implying that wetlands or waterways may be present on a given parcel include, but are not limited to the following:

- Wetland or waterway symbols on the USGS maps
- Identified wetland types on the NWI or other wetland maps
- Hydric soils or partially-hydric (a non-hydric soil with hydric inclusions or components) indicated on the NRCS soil survey. Hydric soils are poorly and very poorly drained soils typically occurring in wetlands.
- Streams, drainageways, ponds or other water bodies indicated on the USGS map or NRCS Soil Survey.

If any of these indicators are mapped within a project site, the USACE recommends further investigation to determine if regulated wetlands or waterways exist and whether a Department of the Army permit may be required for the proposed work. It is not necessary that USACE personnel conduct the preliminary review of these resources. An individual can expedite the review process by conducting the initial review and compiling information which can be provided to the USACE in the event that further investigation is required. A review should be conducted on any land that is in an undeveloped “natural” state (e.g. wooded, scrub shrub, meadow, old field, etc.), that exhibits the mapped indicators noted above, or is not currently being cropped and designated as “Prior Converted” (PC) cropland by the U.S. Department of Agriculture/NRCS.

If your preliminary review indicates that wetlands and streams may be present on the parcel, you should engage an individual familiar with federal delineation, such as an environmental consultant, to conduct a formal delineation to identify all wetlands, streams, ditches, drainageways, etc. on the parcel. Delineation is the procedure used to flag and map the upland/wetland boundary and to identify and map all streams, drainages, other waterways/conveyances etc. on a parcel. Wetlands are required to be delineated in accordance with the 1987 Corps of Engineers Wetland Delineation Manual (Manual) and appropriate Regional Supplements to the Manual. Copies of the Manual and current versions of the Midwest Region or Northcentral and Northeast Regional Supplements can be obtained at:

[http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits/reg\\_supp.aspx](http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits/reg_supp.aspx)

After a wetland and waters delineation has been completed, a delineation report should be submitted to the USACE for review and verification. The report should contain a request that the USACE provide confirmation of the mapped location and boundaries of all aquatic resources identified and a request for determination of federal jurisdiction of the resources.

The delineation should be verified by the USACE **prior to finalizing any project design** for the site to ensure that no further modifications of project plans would be needed to comply with the 404(b)(1) Guidelines (Guidelines). These Guidelines require that all practicable steps are taken to avoid and minimize impacts to aquatic resources. These steps may include, but are not limited to, redesign of the project and consideration of alternative project sites that contain less or no aquatic resources.