

APPLICATION FORM**For Resource Protection Area (RPA) Encroachment Exceptions Pursuant to Article 6 of the Chesapeake Bay Preservation Ordinance; Public Hearing Required****Part 1 – Property Information**

Property Owner's Name: _____

Property Address: _____

Description (Lot# Subdivision): _____

Project Name: _____

Tax Map Number: _____

Magisterial District: _____ Permit #: _____

Part 2 -Exception Type

Check One	CBPO Section	Exception Types: (Refer to CBPO for detailed list of qualifications and limitations)
	118-6-7	Loss of buildable area within an RPA on a lot or parcel recorded prior to November 18, 2003. The proposed construction encroaches into the seaward 50 feet of the RPA buffer.
	118-6-8(a)	Accessory structure within the RPA, where the principal structure was established (i.e. RUP issued) as of July 1, 1993 and the proposed construction encroaches into the 1993 RPA.
	118-6-8(b)	Accessory structure in the RPA, where the principal structure on the lot or parcel was established (i.e. RUP issued) between July 1, 1993 and November 18, 2003 and the construction encroaches into the 2003 RPA.
	118-6-9	General RPA Encroachment request for encroachments into either the 1993 or 2003 RPA that do not qualify for waivers under CBPO Article 5 and do not qualify under any of the above Sections.

Part 3 –General Description of Exception Request

Acres or Square Feet	Description of Exception Request
Property Area (acres or square feet)	
Disturbed Area in RPA (acres or square feet)	
Impervious Area within RPA (acres or square feet)	
Brief Description of Project and RPA Encroachment	

Check here if a Special Exception (SE) and/or Rezoning (RZ) application has been/will be submitted. The public hearing will be conducted by the Board of Supervisors in conjunction with the SE or RZ hearing.

Part 4 – Submission Checklist

Check	CBPO Section	Exception Types: (Refer to CBPO for detailed list of qualifications and limitations)
	118-6-5(a)	Four (4) copies of this <i>application form</i> , completed and signed by the applicant.
	118-6-5(b)	Four (4) copies of a <i>Water Quality Impact Assessment (WQIA)</i> . The WQIA may be submitted with the application as a combined document.
	118-6-5(c)	Fourteen (14) copies of a <i>plat</i> which meets the submission requirements of Zoning Ordinance Section 9-011, paragraph 2. In addition, four (4) letter size copies of the plat that is suitable for reproduction and distribution.
	118-6-5(d)	<i>Photographs</i> of the property showing existing structures, terrain and vegetation
	118-6-5(e)	Four (4) copies of a <i>map identifying classification of soil types</i> , at a scale of one inch equals five hundred feet (1" = 500'), covering an area at least 500 feet beyond the perimeter of the proposed development.
	118-6-5(f)	A <i>statement of justification</i> which addresses how the proposed development complies with the factors set forth in Sections 118-6-6(a) through (f). (See Part 5 below).
	118-6-3(c)	A List of property owners, with addresses, to be notified (minimum of 5). Include all properties abutting, immediately across the street from, and within 500 feet of the subject property (including all properties which lie in adjacent municipalities). In addition, the name and address of a Homeowners or Civic Association that is within the immediate area that will be notified.
	118-6-3(d)	If the exception is associated with a RZ or SE, the notification shall be conducted concurrently with the RZ or SE notification, and the public hearing will be conducted by the Board of Supervisors. Provide a list of owners, with addresses, to be notified in accordance with Zoning Ordinance Article 18 instead of CBPO Section 118-6-3(c).
	104-1-3(d)	Application Fees (must be paid at the time of submission of the application)
	101-2-9 and 112-17-109	Exception request fee: \$204 per lot (not to exceed \$876) for individual lots; \$876 for subdivisions or site plans.
	101-2-9 and 112-17-109	WQIA fee (if submitted as a combined document): \$432 for single lot, \$1,652.40 for subdivision or site plan, per submission.
	101-2-9 and 112-17-109	A public hearing is required for all exceptions under Article 6. There is an additional fee of \$438 per exception request.

Part 5 Statement of Justification checklist

Check	CBPO Section	Exception Types: (Refer to CBPO for detailed list of qualifications and limitations)
	118-6-6(a)	The requested exception to the criteria is the minimum necessary to afford relief.
	118-6-6(b)	Granting the exception will not confer upon the applicant any special privileges that are denied by this part to other property owners who are subject to its provisions and who are similarly situated.
	118-6-6(c)	The exception is in harmony with the purpose and intent of this Chapter and is not of substantial detriment to water quality.
	118-6-6(d)	The exception request is not based upon conditions or circumstances that are self-created or self-imposed.
	118-6-6(e)	Reasonable and appropriate conditions are imposed, as warranted, that will prevent the allowed activity from causing a degradation of water quality.
	118-6-6(f)	Other findings, as appropriate and required for the specific exception being applied for, are met. The additional criteria are listed in CBPO Sections 118-6-7(a) through (f), CBPO Section 118-6-8(a)(1) and (2), CBPO Section 118-6-8(b)(1) and (2), or CBPO Section 118-6-9.

Part 6

All information in this application and all documents submitted in support of this request are correct to the best of my knowledge and belief.

Applicant Name: _____ (please print)

Authorized Agent(s): _____

Business Location Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Facsimile: _____

Email Address: _____

Business Phone Number: _____ Cell Phone Number: _____

Signature:  (Owner/Agent) _____ Date: _____

SUBMIT TO: Customer and Technical Support Center
 Site and Addressing Center
 12055 Government Center Parkway, Suite 230
 Fairfax, Virginia 22035