



### Virginia Conservation Assistance Program (VCAP) – Site Visit Request Form

Please fill out the following form to request a site visit from the Northern Virginia Soil and Water Conservation District. NVSWCD staff will review the requests and select up to (50) individuals who will be granted a site visit and given opportunity to apply for the program.

#### Contact Info for Landowners/Decision Makers:

Name	Phone	Email

Address of Area(s) in Question: \_\_\_\_\_

Are you contacting us on behalf of an HOA or Place of Worship?: \_\_\_\_\_

Any Existing Easements in the Tentative Project Location(s)?: \_\_\_\_\_

**I understand that projects may not begin until I have received funding approval, with an approval date some time in Spring or Fall of 2021**      I Understand

**Please also look up and provide the following information to the best of your ability:**

Supervisor District/Jurisdiction: **(DROP DOWN)**

I am located in the **(DROP DOWN)** watershed (Go to [Fairfax County Watershed Map](#), [Alexandria City Watershed Map](#) or [Fairfax City Watershed Map](#))

Resource Protection Area on site (Y/N)? Go to [Fairfax County Watershed Map](#), [Alexandria City Watershed Map](#) or [Fairfax City Watershed Map](#)):      Yes      No

Is the property adjacent to parkland (Y/N)?:      Yes      No

Interested Location of Potential Project:

- Front Yard
- Side Yard
- Backyard

The property has the following resource concerns (Check all that Apply):

- Erosion
- Impervious runoff
- Poor Vegetative Cover
- Turf runoff/compacted soil

Please include a short narrative describing what is happening on your property. Feel free to send in a separate word document as an addendum to this site visit request:



I am Interested in (Select up to 3 ONLY; see <https://vaswcd.org/VCAP> for more information on project types):

- |                                 |                      |
|---------------------------------|----------------------|
| Impervious Surface Removal      | Rainwater Harvesting |
| Conservation Landscaping        | Bioretention         |
| Rain Garden                     | Infiltration Trench  |
| Dry Well                        | Permeable Pavement   |
| Constructed Wetland             | Green Roof           |
| Vegetated Stormwater Conveyance | Living Shorelines    |

Has a staff member from NVSWCD been out to your property before? If so, when (approximately)?:

Will this project be used as a demonstration site or in cooperation with another group? (Ex: Master Gardener, Girl/Boy Scouts, Non-Profit, School, County Agency):

Yes (Insert group name): \_\_\_\_\_ No

Are you working with a neighbor who has also submitted a site visit request?:

Yes (Insert their name): \_\_\_\_\_ No

Are you willing to participate as a demonstration site in our annual Sustainable Garden Tour if your project is approved?:

Yes No

**PHOTOS:** Please take photos of the affected area and send with your site visit request application to [conservationdistrict@fairfaxcounty.gov](mailto:conservationdistrict@fairfaxcounty.gov). The easiest way to do this is to submit a word or PDF file with all the pictures in one document. We kindly request that you not send Google Drive or other drive links as staff cannot access files through Fairfax County issued computers. Multiple emails with attachments is fine. Thanks for understanding!

---

**For Office Use:**

Soils information:

Dominant soil type (number and name)?: \_\_\_\_\_

Soil drainage (good, fair, marginal, poor)?: \_\_\_\_\_

Suitability for infiltration trenches (good, fair, marginal, poor)?: \_\_\_\_\_



**Acknowledgement Section:** Please read the following statements carefully.

**The applicant understands that -**

- A project with the Virginia Conservation Assistance Program (VCAP) may not be used to fulfill a stormwater Best Management Practice (BMP) requirement or be used to correct a violation. If found to be in non-compliance with this policy, I will be responsible for repaying back the entire cost-share amount allocated.
- If chosen for a site visit, it is anticipated that I will apply for VCAP. If there is any uncertainty about whether VCAP is suited for my property, I will reach out to NVSWCD staff to talk about options.
- **Projects may not be installed to treat runoff from structures that are less than 3 years old.** If there is an addition on the property that is less than 3 years old, the VCAP project may not treat runoff from this addition.
- The timeline for projects and application for NVSWCD is different than that of the statewide timeline. I have read/educated myself on the timeline and will turn in an application prior to or on the deadline set forth by NVSWCD staff.
- **All projects come with a 10-year maintenance agreement. If approved, participants will be required to sign Form 3 stating they understand this maintenance responsibility.**
- Proof of an infiltration test is required for all structural practices. If my infiltration test does not yield 0.5 inches or more per hour, I will need to have revised plans or change project types.
- All contractors must be paid in full before submitting paperwork for project reimbursement.
- Upon project approval, I am allocated a certain amount of cost-share and cannot apply for more in the event my project expenses increase. All other costs incurred will be my responsibility.
- Any location changes to projects need to be submitted for approval to NVSWCD. If I do not notify NVSWCD staff of location changes, I understand that reimbursement is not guaranteed.
- Projects cannot begin prior to application approval. My application approval will be revoked if any applicable work pertaining to the project has been initiated before receiving this approval.
- VCAP is a grant-based program and a submission of an application does not guarantee funding approval.
- VCAP is a program aimed at improving water quality in our local watersheds and ultimately, the Chesapeake Bay. Priority will be given to projects that have a demonstrated resource concern (erosion, poor vegetative cover, impervious or turf runoff).
- In Fairfax County, City of Alexandria, City of Fairfax, and Arlington County, permeable pavement is reimbursed at **\$3.00 per square foot of impervious area treated.** Permeable pavement projects will only be considered when replacing existing asphalt or concrete. I will reach out to NVSWCD if I do not understand what that means for my permeable pavement project.
- Official project applications are ranked and scored per the official VCAP ranking criteria. Any project that receives a score below **75 points** will not be submitted to the state for consideration.
- It is the responsibility of the landowner and their contractor to review the updated VCAP manual to ensure their project follows all VCAP project guidelines. Not abiding by VCAP policy will cause delay or denial in a project application.
- Permit fees and “VCAP Preparation” fees are not eligible for reimbursement.
- By signing below, I am acknowledging all previous statements and will abide by these policies set forth by Northern Virginia Soil and Water Conservation District for the Virginia Conservation Assistance Program (VCAP).

Print Name: \_\_\_\_\_

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

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