

## King and Queen Wetlands Board Procedure

1. Complete a **Joint Permit Application (JPA)**. Drawings and application must meet the applicable requirements of the King and Queen County **Wetland Board Submittal Guidelines**.
  - A **Water Quality Impact Assessment (WQIA)** must be submitted for work in the Chesapeake Bay Preservation Area (RPA).
  - A **land disturbing permit** application will be required for proposed land disturbance of 2,500 sq. feet or greater. (Land disturbance limits and E&S measures must be shown on the drawings submitted with the JPA.)
2. Submit application to VMRC. King and Queen County must receive a **COMPLETE** application **6 weeks prior** to the next wetlands board meeting held the **4th Tuesday of the month** with a \$300 application fee payable to King and Queen County Treasurer (\$400 for commercial projects).
3. County staff, VMRC, VIMS and wetland board members will conduct site visits to the project site. Site must be appropriately marked. An unmarked site will not be heard by the Board.
4. Comments will be generated by the county staff, VMRC and VIMS. Revisions may be required. However, the Wetlands Board has final authority over project approval.
5. A public hearing will be advertised once each week for two weeks prior to the public hearing.
6. A **public hearing** is held at 7 pm in the Court room of the King and Queen County Courthouse located at 242 Allen's Circle, King and Queen Courthouse, VA.
7. A **10-day mandatory appeals period** is required after the Wetlands Board hearing for the applicant to appeal a denial or any other citizen to appeal an approval.
8. After the wetlands permit is signed by the Chairman, the applicant will be notified to sign and notarize the permit.
9. The following approvals must be obtained prior to the start of a shoreline project or pier:
  - a. Zoning
  - b. Building (not applicable for riprap)
  - c. Wetlands Board Permit (not applicable for a pier)
  - d. WQIA
  - e. Land Disturbance Permit (if over 2,500 sq. ft. of disturbance)
  - f. VMRC authorization or no permit necessary letter

**g. Corps authorization. (NOTE: Piers on the Mattaponi River do not qualify for the RP-17 compliance statement. Written authorization from the Corps is required for these piers).**

10. The contractor constructing the shoreline project or pier must **notify the county 48 hours** prior to start of work and when the project is completed.

**Wetland project questions or comments can be directed to the King and Queen County Environmental Codes Compliance Officer, Philip Thompson at (804) 769-5000 or [pthompson@kingandqueenco.net](mailto:pthompson@kingandqueenco.net).**