

BCA  
SHORELINE BUFFER  
IMPROVEMENTS

APPLICATION & REVIEW

INSTRUCTIONS

## INSTRUCTIONS FOR SHORELINE BUFFER APPLICATIONS & REVIEW

Please read this information carefully. Ask our staff for any assistance.

Applications for either a (1) Maintenance and Restoration Permit or (2) Waterfront Structure are required before any work, modification or improvement is permitted in the BCA shoreline buffer area surrounding the Swift Creek Reservoir. Applications are available at the BCA office or on-line at [www.brandermill.com](http://www.brandermill.com). The BCA Buffer Policy has been approved by the BCA Board of Directors and is included in your packet.

1. **Maintenance and Restoration Permit.** This application is used when you wish to landscape or modify the vegetation in the buffer area between your property and the shoreline (i.e. trimming, cutting, planting or adding landscaping). The BCA Environmental Committee approves all applications for any work in the buffer area that includes this kind of proposed work. See enclosed information.
2. **Waterfront Structure Application.** This application is used if you wish to construct or place any structure (i.e. stairs) in the buffer area between your property and the shoreline. This includes applying to "grandfather" an unapproved existing structure. The BCA Architectural Review Board (ARB) approves all Waterfront Structure applications. Remember that all waterfront structures constructed in the buffer area must meet county code before they will be approved. Note: Any waterfront structure located on BCA shoreline property (including pre-existing structures) that has not been approved by the BCA and/or fails to meet county code may be removed by the BCA. See enclosed information.

Along with the appropriate application, a complete plan and drawings should be submitted to the BCA, which will provide an accurate visual representation of the exact nature and extent of the proposed work. It is the responsibility of the applicant to ensure that submittals are complete and accurate. Drawings of proposed waterfront structures and improvements in the buffer area must be detailed and drawn to scale. Applications that are unsatisfactory, incomplete or inaccurate may be rejected by the ARB or the Environmental Committee.

Applications are kept on file at the BCA and all submitted drawings/plans will become the property of the BCA and will not be returned. All improvements and construction must be completed in accordance with the application and the plans as approved.

### APPLICATION SUBMITTALS AND REVIEWS

#### Maintenance and Restoration Permit Applications:

The Environmental Committee meets on the third Thursday of each month. Applications must be submitted no later than 14 days prior to the meeting. An on-site visit by a BCA staff member, committee members and the property owner should be arranged prior to the meeting. The General Release and Indemnity Agreement must be signed and submitted as part of the application. A written response will be mailed to the applicant within 10 business days after the committee meeting. *Verbal approvals will not be granted.*

#### Waterfront Structure Applications:

Applications for waterfront structures are reviewed by the BCA staff architect and the Architectural Review Board. The ARB meets on the second and fourth Tuesday of each month and applications must be submitted no later than the day before the meeting. Responses to applications are mailed within 10 business days after the ARB meeting, unless continued to the next meeting. The approval process is not complete until the Waterfront Maintenance Covenant Agreement is notarized and filed with the Chesterfield County Clerk's office and a copy returned to the BCA. No work may begin until this is completed. The Waterfront Maintenance Covenant Agreement may be filed by the applicant or by his/her attorney. Upon request, the BCA will file the Agreement through its attorney on behalf of the resident for a \$75 fee (fee subject to change). *Verbal approvals will not be granted.*

For more information, please visit our web site at: [www.brandermill.com](http://www.brandermill.com)

## APPLICATION FOR WATERFRONT STRUCTURE APPROVAL

Neighborhood and Lot Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Improvement: \_\_\_\_\_  
(Drawings MUST be submitted)

Existing Structure : \_\_\_\_\_  
(Pictures MUST accompany request in order to have request grandfathered)

Construction Schedule: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The ARB meets the second and fourth Tuesday of each month. **Allow up to seven (7) days after the review to obtain a written response from the ARB. Verbal approvals will not be granted.** All work must be completed within 6 months of the approval date. A follow up inspection will be performed at that time to determine that all work is in compliance with this approval.

The following **MUST BE INCLUDED WITH YOUR APPLICATION:**

1. A survey or other drawing showing the house and proposed improvement on the lot, with dimensions to the property lines. See "Sample Plot Plan for Waterfront Structure."

### FOR BCA USE ONLY

#### APPLICATION RECEIVED:

Application:  Approved/Pending Filing of Waterfront Maintenance Covenant Agreement  Approved with Limiting Conditions

NOT approved

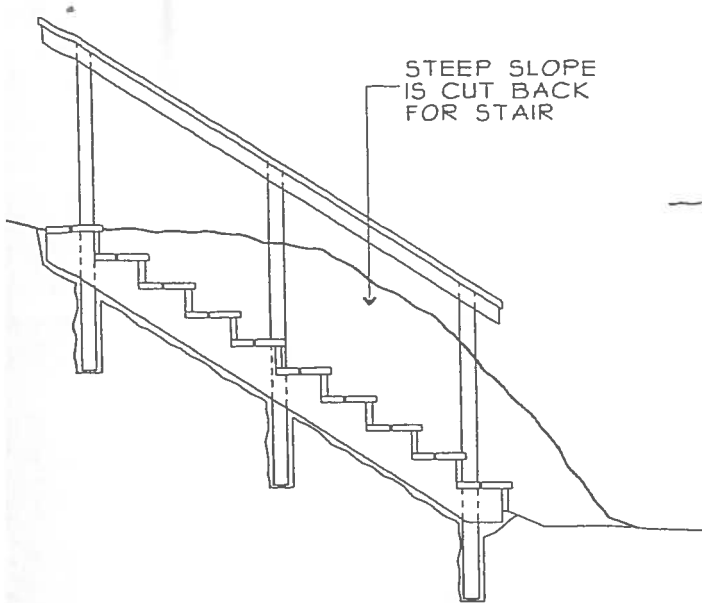
Preliminary Review –  
Additional information required

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

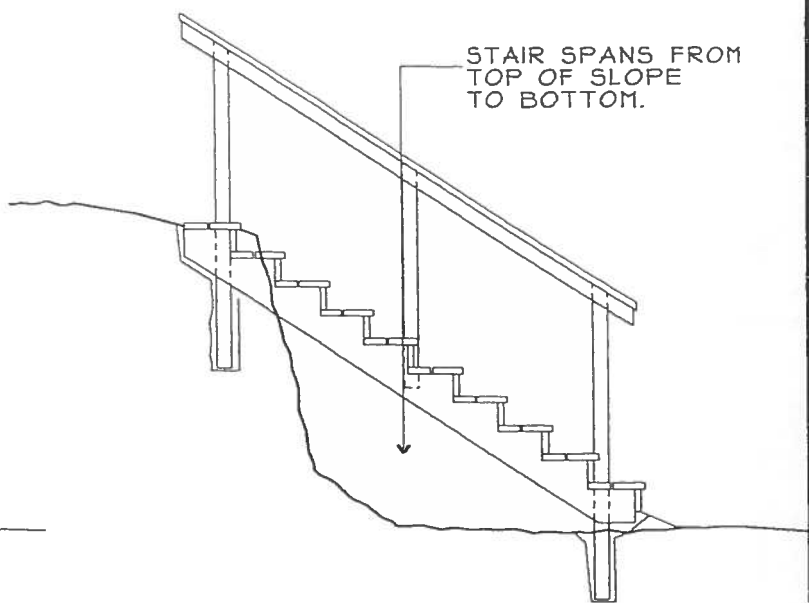
(For the Architectural Review Board)

Copy Sent to Owner:  Date: \_\_\_\_\_ Initial: \_\_\_\_\_

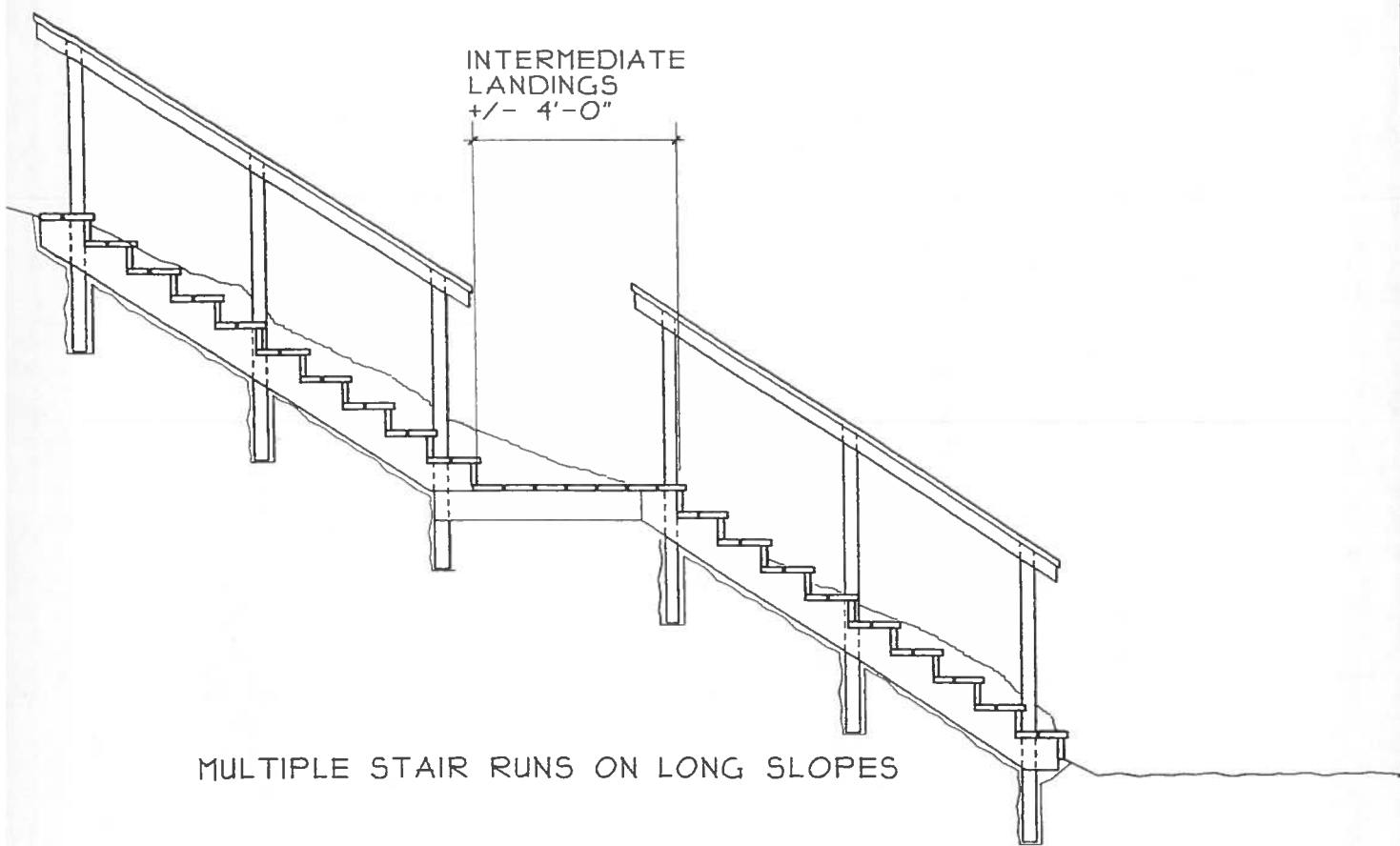
*Approval is limited to design criteria established by the Architectural Review Board and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Brandermill Covenants or Chesterfield County. Approval of siting does not imply compliance with county zoning requirements.*



ACCEPTABLE LOCATION OF STAIR

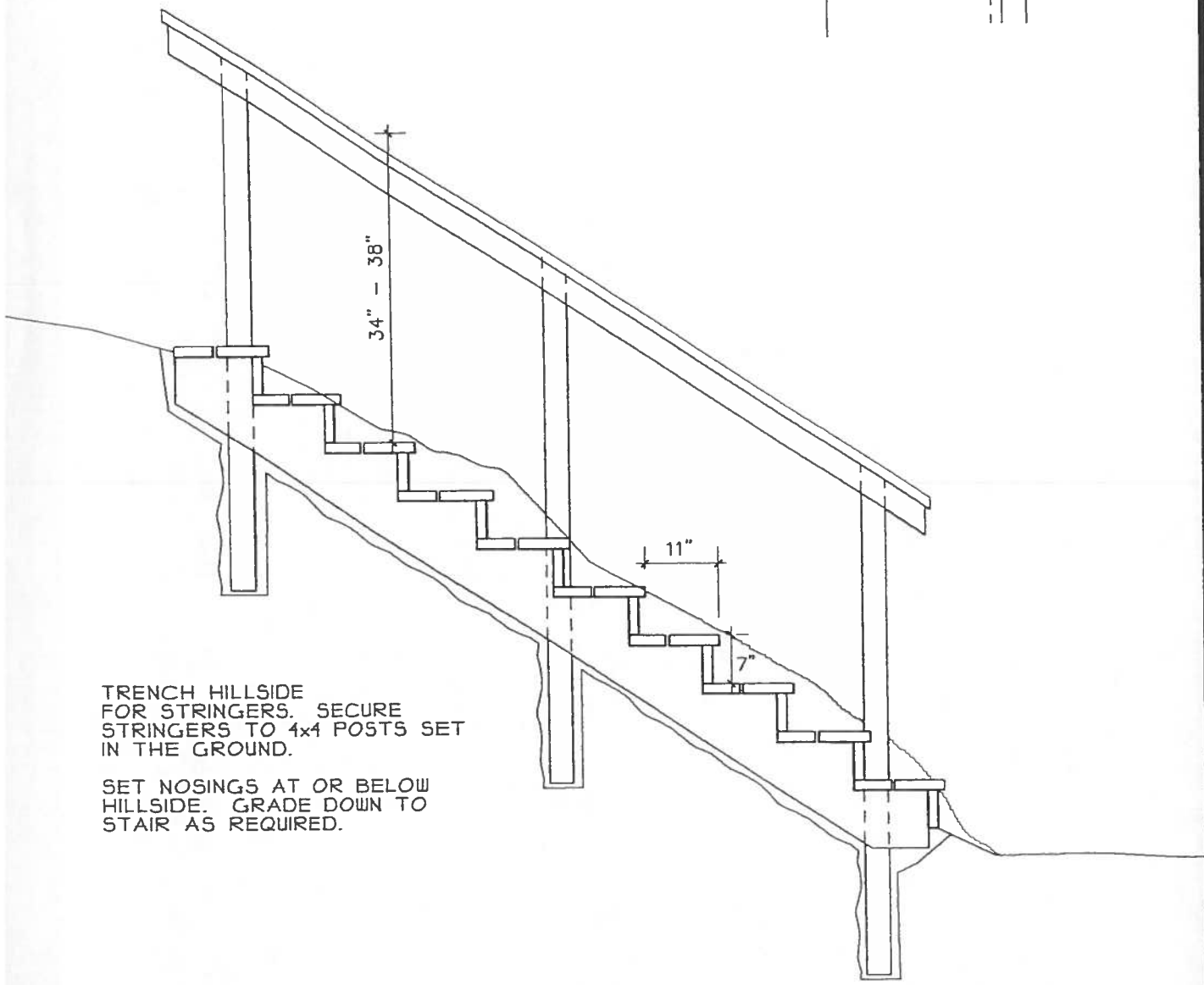
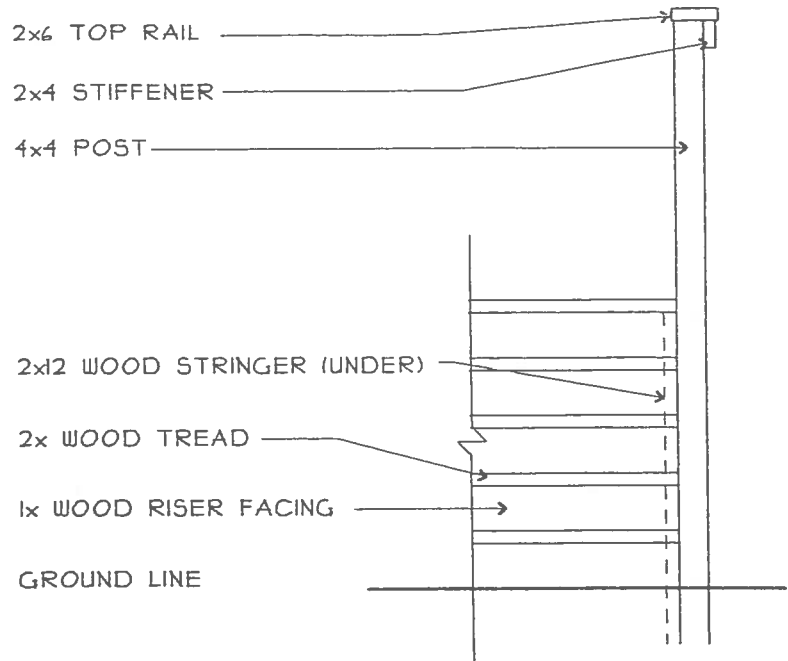


UNACCEPTABLE LOCATION OF STAIR



MULTIPLE STAIR RUNS ON LONG SLOPES

STAIR LOCATIONS SCALE: 1/4" = 1'-0"



TRENCH HILLSIDE FOR STRINGERS. SECURE STRINGERS TO 4x4 POSTS SET IN THE GROUND.

SET NOSINGS AT OR BELOW HILLSIDE. GRADE DOWN TO STAIR AS REQUIRED.

STAIR CONDITIONS SCALE: 1/2" = 1'-0"