



801 Crawford Street  
Portsmouth, Virginia 23704

## CHESAPEAKE BAY AREA Water Quality Impact Assessment (WQIA) Review Form

*This form is utilized jointly by the Planning and Engineering Departments.*  
<https://www.portsmouthva.gov/450/Chesapeake-Bay-Program>

A **Water Quality Impact Assessment (WQIA)** is a state-mandated requirement of the Chesapeake Bay Preservation Area Designation and Management Regulations that were adopted in 1989 by the Virginia General Assembly. Development within the Chesapeake Bay Preservation Area is regulated in [Chapter 9.1](#) of the Portsmouth City Code and in accordance with the Code of Virginia.

A WQIA is required for **ALL** land disturbance within the Resource Protection Area (RPA) and for any development within Resource Management Areas (RMAs) when required by the City Engineer due to the unique characteristics of the site or intensity of development.

### COMPLETENESS REVIEW:

If City staff determines that the submittal contains insufficient information for staff review, the application will be deemed to be **INCOMPLETE** and will not be reviewed. The applicant will be informed of the deficiencies and will be allowed to amend or resubmit their proposal.

If City staff determines that the submittal is complete, the request will be reviewed by a staff review team and receive a determination of APPROVED or NOT APPROVED. If the proposal is NOT APPROVED, the applicant will be given an opportunity to amend and resubmit their proposal, if appropriate.

**A review fee of \$125 is required to be submitted with the application. Applications will not be reviewed without the fee being paid.**

### 1. General Project Information

Submission Date:	
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Project Address:	
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Lot Area (in square feet):		
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#### Date lot platted (Check One)

<input type="checkbox"/>	Prior to October 1, 1989
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<input type="checkbox"/>	Between October 1, 1989 and March 1, 2002
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<input type="checkbox"/>	After March 1, 2002
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#### Existing land use (Check One)

<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Single Family	<input type="checkbox"/>	Multi-Family
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<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Other:
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#### Proposed land use (Check One)

<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Single Family	<input type="checkbox"/>	Multi-Family
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<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Other:
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#### Check the all appropriate boxes to describe the project

<input type="checkbox"/>	RPA	<input type="checkbox"/>	RMA	<input type="checkbox"/>	IDA
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<input type="checkbox"/>	Development	<input type="checkbox"/>	Redevelopment
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<input type="checkbox"/>	Water Dependent Facility	<input type="checkbox"/>	Road or Driveway Crossing	<input type="checkbox"/>	Flood/Control/Stormwater Facility
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<input type="checkbox"/>	Access Path to Water Dependent Facility	<input type="checkbox"/>	Sight Lines/Vista	<input type="checkbox"/>	General Woodlot Management
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<input type="checkbox"/>	Shoreline Erosion Control Project	<input type="checkbox"/>	Other:
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#### Total area of the proposed land disturbance in the 100-foot RPA buffer including but not limited to clearing or grading, laydown yard for material and equipment, drives for other impervious cover and areas for equipment access.

<input type="checkbox"/>	Less than 2,500 square feet	<input type="checkbox"/>	Greater than 2,500 square feet
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Any land disturbing activity that equals or exceeds an area of 2,500 square feet shall also comply with the requirements of [Chapter 11](#) Erosion and Sediment Control, Excavation and [Chapter 31.2](#) Stormwater Management of the Portsmouth City Code and Code of Virginia.

<b>Total square footage of land disturbance in the 100-foot RPA buffer</b>		
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## 2. Applicant Information

Applicant Name:		
Mailing Address:		
Phone Number(s):		
Email Address:		

## 3. Detailed Written Narrative of Proposed Project

*Use additional sheet(s) as needed.*

## 4. Specific Mitigation to be Used

*List planting units to be used including specific plants for mitigation  
OR BMP indicated by Virginia Runoff Reduction Method (VRRM) spreadsheet.  
(See next page for additional information)*

## 5. Property Owner Information (if different from applicant)

*The property owner must sign the property owner consent box.*

Property Owner Contact Name:		
Mailing Address:		
Phone Number(s):		
Email Address:		

By signing this application below, I, as the owner of the property listed, give my endorsement of this application.

<b>Property Owner or Authorized Signature:</b>		<b>Date Signed:</b>	
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## 6. Applicant Certification

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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## Required Information

Any land disturbing activity that equals or exceeds an area of 2,500 square feet shall also comply with the requirements of [Chapter 11 Erosion and Sediment Control, Excavation and Chapter 31.2 Stormwater Management of the Portsmouth City Code and Code of Virginia](#).

**Attach a plan/physical survey** showing existing conditions and proposed work that includes the items listed below. The required information **MUST** be shown **ON THE PLAN**.

- A. The field delineated edge of wetlands performed by a certified/qualified professional with date and person/company. Note that delineations must not be more than 5 years old.
- B. The 100-foot Resource Protection Area (RPA) buffer (including the 50-foot seaward and landward buffer lines).
- C. All existing and proposed structure(s) and other development.
- D. A boundary line showing the limits of land disturbance on the submitted plan – include project area, equipment access paths as well as equipment and material laydown areas.
- E. A written description of the project (in **Section 3** of this form), including the construction/development sequence and a description of equipment and methods to be used.
- F. Tree and woody vegetation removal associated with the project. (if applicable)
  1. For pre-approval to remove trees within the project area, indicate the location, species and caliper/trunk size of each tree to be removed for the project on the submitted plan. Staff will evaluate any required replacement trees or other vegetation as part of the WQIA review process. Additional documentation may be required.
  2. For violations where trees have been removed prior to approval, the submitted plan shall fully reflect all replacement trees. Trees shall be replaced at a 3 to 1 ratio (3 new trees for each 1 tree removed from the Resource Protection Area) Replacement trees must be located in the Resource Protection Area and shown on the submitted plan and must be a minimum size of 1 1//2" caliper. Tree species, size, and location shall be indicated on the plan.
- G. Proposed mitigation:
  1. Planting unit(s) – A minimum of **ONE PLANTING UNIT** shall be proposed for every 400 square feet or fraction thereof of proposed land disturbance within the Resource Protection Area (RPA). Tree and shrub species, size, and location shall be indicated on the plan. Provide the calculation and description of the planting units and other mitigation to be used in **Section 4** of this form.

### OR

2. Use the Virginia Runoff Reduction Method (VRRM) spreadsheet and instructions (see link below) to determine an appropriate Best Management Practice (BMP) for the project and provide details of BMPs to be used.  
<https://www.deq.virginia.gov/water/stormwater/stormwater-construction/guidance-vrrm>

## Planting Unit Calculations

1 – 400 square feet of land disturbance = 1 Planting Unit  
401 – 800 square feet of land disturbance = 2 Planting Units  
801 – 1200 square feet of land disturbance = 3 Planting Units  
1201 – 1600 square feet of land disturbance = 4 Planting Units  
1601 – 2000 square feet of land disturbance = 5 Planting Units  
2001 – 2400 square feet of land disturbance = 6 Planting Units

### ONE PLANTING UNIT IS COMPRISED OF ALL OF THE FOLLOWING:

*One (1) canopy tree – 1 ½ - 2 inch caliper or large evergreen – 6 feet tall minimum; **AND**  
Two (2) understory trees – ¾ - 1 ½ inch caliper or evergreen – 4 feet tall minimum; **AND**  
Three (3) small shrubs or woody groundcover – 15 -18 inches in height minimum*

## Planting Unit Requirements

1. It is strongly recommended that the plant list from the [DCR Riparian Buffer Manual](#) be used to satisfy the planting unit requirements. Alternative plants proposed must have the same performance characteristics as the plants on the lists.
2. All plants shall be located in the Resource Protection Area (RPA) and shown on the submitted plan.
3. It is recommended that applicants consult a local nursery to determine which plants from the approved lists are available.
4. **DO NOT PLANT ANYTHING** until the City has approved the plan.
5. After approval, plant the required plant material and leave the plant label tags attached until after inspection.
6. Call the City staff coordinator to schedule an inspection following planting.
7. A reinspection is required after one year. Any plantings that have not survived must be replaced if they die before the one year reinspection.