



# RIVANNA WATER & SEWER AUTHORITY

695 MOORES CREEK LANE • CHARLOTTESVILLE, VIRGINIA 22902-9016  
 (434) 977-2970 • FAX: (434) 293-8858 • WEBSITE WWW.RIVANNA.ORG

## MEMORANDUM

TO: South Fork Rivanna Reservoir Boat Dock Applicants

FROM: Andrea Terry, Watershed Manager, Rivanna Water & Sewer Authority *Andrea Terry*

✓ Tamara Jo Ambler, Natural Resources Manager, Department of Community Development, Albemarle County *Tamara Jo Ambler*

SUBJECT: Procedure for Boat Dock Permit Applications

DATE: August 26, 2005

Construction of a boat dock on the South Fork Rivanna Reservoir (SFRR) requires permits from both the Rivanna Water & Sewer Authority (RWSA) and Albemarle County, and review by the City of Charlottesville. The purpose of this memo is to define the application process and the requirements placed on the applicant by these entities.

The South Fork Rivanna Reservoir is owned by the City of Charlottesville and managed by RWSA as the primary drinking water supply for the City of Charlottesville and portions of Albemarle County. Recreational activities at South Fork Rivanna Reservoir are regulated under Section 11-304 of the Albemarle County Code. As provided in the County Code, authorized activities include fishing, canoeing, boating with boats not operated by internal combustion engines, hiking, birdwatching and picnicking. Any activity not written in the code as permitted is prohibited. Prohibited activities include, but are not limited to, swimming, hunting, trapping, carrying or discharging of firearms and camping.

Section 17-317 of the Albemarle County Code establishes a two hundred horizontal feet wide vegetative buffer from the flood plain of any public water supply impoundment. In this buffer, land disturbing activities, removal of existing vegetation, and the installation of structures are significantly restricted.

The reservoir itself lies within a Flood Hazard Overlay District (Section 18-30.3 of the Albemarle County Code), and as such, development activities adjacent to the reservoir are regulated by the County as a matter of public safety and to maintain its qualification for the National Flood Insurance Program. Construction of a boat dock within the Flood Hazard Overlay District is permitted only by special use permit approved by the Albemarle County Board of Supervisors. The following steps must be taken in order to apply for a boat dock on South Fork Rivanna Reservoir:

1) **Apply for RWSA Permit.** Contact the Watershed Manager at RWSA (434-977-2970, ext. 197) to obtain the RWSA application documents. An application fee and an annual inspection fee are assessed. The application documents will define the requirements of the permit. The primary requirements are:

- The dock must be constructed in accordance with RWSA's Boat Dock Construction Requirements, a copy of which will be provided at the time of application. The applicant must provide a schematic of the dock design at the time of application and the design must be substantially in compliance with the Construction Requirements.
- The applicant must carry general liability insurance under a policy which either shows that the dock is covered or does not contain an exclusion for boat docks in an amount of not less than \$1,000,000 combined single limit. The coverage limit may be increased by RWSA and/or the City of Charlottesville from time to time. The policy must name RWSA and the City of Charlottesville each as an additional insured and copies of the policy or certificates of insurance providing that such policy may not be cancelled or otherwise terminated except upon 30 days prior written notice to the named insureds and otherwise meeting the above requirements must be delivered to each of RWSA and the City prior to construction of the boat dock.
- Submit the permit application and fee to:

Rivanna Water & Sewer Authority  
Attn: Watershed Manager  
695 Moores Creek Lane  
Charlottesville, VA 22902  
Phone: (434) 977-2970, ext. 197  
Fax: (434) 293-8858

- Submit a copy of the permit application to:

City of Charlottesville, Dept. of Public Works  
Environmental Administrator  
305 4th Street N.W.  
Charlottesville, Virginia 22903  
Phone: (434)-970-3631  
Fax: (434)-970-3659

• Permit applications will be reviewed by the RWSA and the Environmental Administrator of the City of Charlottesville. If the permit is approved, the RWSA Executive Director will send a letter of approval and permit to the applicant. The applicant can move on to step 2, only after receiving a permit from RWSA.

2) **Apply for Special Use Permit with Albemarle County.** Contact the Albemarle County Department of Community Development (434-296-5832) to obtain the necessary Special Use Permit application. Because the City of Charlottesville is the owner of the reservoir, the City must also sign the Special Use Permit application as an applicant. An application fee is assessed. The fee is not refunded if the permit is denied. The Special Use Permit application will be reviewed by the Planning Commission and the County Board of Supervisors. The process will take approximately three months.

- Submit the Special Use Permit application and fee to:

Albemarle County Community Development Department  
401 McIntire Road  
Charlottesville, VA 22902

3) **Apply for Building Permit with Albemarle County.** Once a Special Use Permit is approved, the Community Development Department will process a building permit application. Copies of the Special Use Permit approval and schematics or construction plans will need to be presented at the time of building permit application.

- Apply for Building Permit at:

Albemarle County Community Development Department  
401 McIntire Road  
Charlottesville, VA 22902

Once all permits are obtained (RWSA permit, Special Use Permit, Albemarle County Building Permit) and the policies or certificates of insurance have been delivered to each of RWSA and the City, construction of the dock can proceed. Any conditions of the Special Use Permit must be honored. The Watershed Manager and Department of Community Development will arrange an inspection following construction to be sure that all provisions of the permits are met. Thereafter, RWSA will be conducting annual inspections of the dock to assure continued compliance with the RWSA Boat Dock Policy Statement. Please note that a Special Use Permit requiring construction must be initiated within two years of the approval date. Once constructed the Special Use Permit runs with the land and remains in effect for the boat dock including any conditions imposed by the permit.

c: Thomas L. Frederick, Executive Director, Rivanna Authorities  
Gary B. O'Connell, City Manager, City of Charlottesville  
Mark Graham, P.E., Director of Community Development, Albemarle County