

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

*Please fill out this form to request a site visit from the Colonial Soil & Water Conservation District. CSWCD staff will review and schedule site visits according to potential program viability and proposed water quality impacts. Submit the completed form to [robyn.woolsey@colonialswcd.net](mailto:robyn.woolsey@colonialswcd.net). For more information about VCAP visit [vaswcd.org/vcap](http://vaswcd.org/vcap)*

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

Contact Info (Phone and Email): \_\_\_\_\_

Address of Area(s) of Concern: \_\_\_\_\_

County/City: \_\_\_\_\_

Is this property a:      Private Residence      HOA      School      Place of Worship      Other

If you selected Other, please describe: \_\_\_\_\_

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

Is the property publicly visible or part of an educational program?      Yes      No

The property has the following issues (check all that apply):

- |                                   |                            |
|-----------------------------------|----------------------------|
| Excessive flow during rain events | Turf runoff/compacted soil |
| Standing/pooling water            | No issues                  |
| Erosion/Bare soil/no vegetation   | Other (describe below)     |

Please describe the issues occurring on site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How is stormwater runoff currently managed on the property?

\_\_\_\_\_  
\_\_\_\_\_

Has any work been performed to address issues circled above? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Does stormwater runoff drain to your property from a nearby location? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Does stormwater runoff from your property drain directly into a water body, storm drain, or conveyance ditch?

\_\_\_\_\_  
\_\_\_\_\_

I am interested in (Check all that apply; see <http://vaswcd.org/vcap> for more information on practices):

Conservation Landscaping

Impervious Surface Removal

Removal Rainwater Harvesting

Bioretention

Rain Garden

Infiltration Trench

Dry Well

Permeable Pavement

Living Shoreline

Vegetated Stormwater Conveyance

Constructed Wetland

Green Roof

Are there any existing Utilities or Easements in the tentative project location(s)? \_\_\_\_\_

If you have a practice in mind, what is your construction timeline?  
\_\_\_\_\_

***When submitting this application, please include photos, a detailed description, and any other useful documentation of the water quality problem within the area of concern. This information will help CSWCD staff better assist you.***

**Please insert photos below or attach them to your application. If your files are too large to send via email, please include a note of that here.**

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

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

- I understand that a project with the Virginia Conservation Assistance Program may not be used to fulfill a stormwater Best Management Practice (BMP) requirement or be used to correct a violation. I understand that if I am found to be in non-compliance with this policy, I will be responsible for repaying back the entire cost-share amount allocated.
- I understand that projects may not be installed on a property that is 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.
- I understand that proof of an infiltration test is required for all structural practices. I also understand that 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.
- I understand that this is a reimbursement program, meaning that the project must be completed before submitting paperwork for project reimbursement.
- I understand that any location changes to projects need to be submitted for approval to CSWCD. If I do not notify the CSWCD staff of location changes, I understand that reimbursement is not guaranteed.
- I understand that I may not begin a project prior to application approval. I also understand that my application approval will be revoked if any applicable work pertaining to the project has been initiated before receiving this approval.
- I understand that submission of a VCAP application does not guarantee funding approval.
- I understand that VCAP is aimed at improving water quality in our local watersheds and ultimately, the Chesapeake Bay. The technical staff of CSWCD will give recommendations to fulfill that goal. I also understand that priority will be given to projects that correct a drainage and erosion issue.
- I understand that permit fees and direct “VCAP Preparation” fees are not eligible for reimbursement.
- I understand that any reimbursement funding received is considered taxable income by the IRS and that I will receive a 1099-M form to report this income after receiving my reimbursement.
- I understand that by signing below, I am acknowledging all previous statements and will abide by these policies set forth by Colonial Soil and Water Conservation District for the Virginia Conservation Assistance Program (VCAP).

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

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