



Boat Dock – Shelter – Pier Checklist

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

- Completed Application and include one of the following signature requirements:**
 - Landowner Signature
 - Power of Attorney
 - Signed contract between contractor and landowner
 - Landowner Representative Affidavit (if applicable)

- Provide the following required Virginia State Contractors License:**
 - Contractor Class A/B/C License
 - Electrical Tradesman License and Statement – if applicable
 - HVAC Tradesman License and Statement – if applicable
 - Tradesman License LP Gas and Tank Statement- if applicable
 - Plumbing Tradesman License and Statement – if applicable
 - Landowner Exemption Form if landowner is performing any of the work him/herself

- Provide Correct Tax Map Number (staff will verify)**

- Two (2) Complete Sets of Engineered Drawings (Including Truss Specs & Layout)**

- Three (3) Site Plans Showing the Following:**
 - A site plan detailing the property lines, access paths/trails and the location of the facility along the shore with distances to any structures on the parcel.
 - Plan must show any easements (i.e. Civil War Trust, Conservation, etc.)
 - A site plan must be included for all submittals
 - If on Lake Anna, three (3) Dominion Energy Approval Packages must be included with site plan (Approved by Peery Agee)
 - If in Fawn Lake, HOA and Army Corp of Engineers approval are required.
 - If on Rappahannock River, Virginia Marine Resources Commission (VMRC) and Army Corp of Engineers' approval are required.

- Two (2) Additional Floor Plans**

Applicant's Signature

Date

If you have any questions, please contact the Code Compliance Office (540) 507-7222.

Office Use Only:

Date Application Received: _____

Reviewed By: _____

Notes: _____
