

Conservation Assistance Program (VCAP/CCAP) – Site Visit Request Form

Please fill out the following form to request a site visit from the Thomas Jefferson Soil & Water Conservation District. TJSWCD staff will review your request and grant site visits according to potential program viability. For more information about VCAP/CCAP visit vaswcd.org/vcap

Name/Contact Info (Name and email/phone): _____

Property Owner if different from above, please explain: _____

Address of Area(s) in Question: _____

Please also look up and provide the following information to the best of your ability:

I am located in the City/County of _____

Is the property publicly visible or part of an educational program (Y/N)?: Yes No

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

Please provide supporting photos/video of site issues.

- | | |
|--|---|
| <input type="checkbox"/> Erosion | <input type="checkbox"/> Bare soil, no vegetation |
| <input type="checkbox"/> Excessive flow during rain events | <input type="checkbox"/> Turf runoff/compacted soil |
| <input type="checkbox"/> Basement Moisture/Flooding | <input type="checkbox"/> Other (Specify below) |
| <input type="checkbox"/> Standing/pooling water | |
| <input type="checkbox"/> No Issues | |

How is stormwater runoff currently managed on site?:

Has any work been performed to address issues checked above (Y/N)? Please explain: Yes No

Does stormwater runoff drain to your property from an offsite location (Y/N)? Please explain: Yes No

I am Interested in (Check all that Apply; see <http://vaswcd.org/vcap> for more information on project types):

- | | |
|--|---|
| <input type="checkbox"/> Impervious Surface Removal | <input type="checkbox"/> Rainwater Harvesting |
| <input type="checkbox"/> Conservation Landscaping | <input type="checkbox"/> Bioretention |
| <input type="checkbox"/> Rain Garden | <input type="checkbox"/> Infiltration Trench |
| <input type="checkbox"/> Dry Well | <input type="checkbox"/> Permeable Pavement |
| <input type="checkbox"/> Constructed Wetland | <input type="checkbox"/> Green Roof |
| <input type="checkbox"/> Vegetated Stormwater Conveyance | |

Thomas Jefferson Soil and Water Conservation District
706 Forest Street, Suite G
Charlottesville, VA 22903
434-975-0224 ext. 103

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Any existing Utilities or Easements in the Tentative Project Locations?: _____

When are you hoping to install this project?: _____

Has a staff member from TJSWCD been out to your property before? If so, when (approximately)?: Yes No

Approx. Site Visit Date: _____

Will this project be used as a demonstration site or in cooperation with another group? (Ex: Master Gardner's, Girl/Boy Scouts, Non-Profit, School, City/County Agency): Yes No

Group Name (If Applicable):

Are you willing to participate as a demonstration site in a Stormwater Management or Native Planting Tour if your project is approved?: Yes No

Please send photos with application of potential project area so that TJSWCD Staff may better assist you

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Acknowledgement Section: Please read the following statements carefully.

- I understand that a project with the Virginia Conservation Assistance Program (VCAP) and/or Charlottesville Conservation Assistance Program (CCAP) 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 upon project approval, I am allocated a certain amount of cost-share and cannot apply for more in the event my project expenses increase. All other costs incurred will be my responsibility.
- I understand that any location changes to projects need to be submitted for approval to TJSWCD. If I do not notify the TJSWCD 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 VCAP is a grant-based program and a submission of an application does not guarantee funding approval.
- I understand that VCAP is a program aimed at improving water quality in our local watersheds and ultimately, the Chesapeake Bay. The technical staff of TJSWCD 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 “VCAP/CCAP Preparation” fees are not eligible for reimbursement.
- I understand that by signing below, I am acknowledging all previous statements and will abide by these policies set forth by Thomas Jefferson Soil and Water Conservation District for the Virginia Conservation Assistance Program (VCAP) and local partner conservation programs.

Print Name: _____

Signature: _____

Date: _____