



Date Prepared: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

**OPERATION AND MAINTENANCE CERTIFICATE APPLICATION FOR  
VIRGINIA REGULATED IMPOUNDING STRUCTURES**

**Note: Any executed Application for an Operation and Maintenance Certificate must be mailed to the appropriate Regional Engineer. In addition, a completed Certificate and Permit Application Fee Form (DCR199-192) and the required fee must be mailed under separate cover to: Virginia Department of Conservation and Recreation, Division of Finance, Accounts Payable, 600 E. Main St., 24th Floor, Richmond, Virginia 23219.**

Reference: Impounding Structures Regulations, 4VAC 50-20-10 et seq., including 4VAC 50-20-105 and 4VAC 50-20-150, Virginia Soil and Water Conservation Board

**1. Name of Dam:** \_\_\_\_\_ Inventory Number: \_\_\_\_\_  
Other Name (if any): \_\_\_\_\_

**2. Hazard Potential Classification** (See 4VAC 50-20-40 Hazard Classifications of the Virginia Impounding Structure Regulations):  
(Check one)  HIGH  SIGNIFICANT  LOW

**3. Name of Owner (Certificate Applicant):** \_\_\_\_\_  
If a corporation, name of representative: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: (Business) \_\_\_\_\_ (Residential) \_\_\_\_\_  
Other means of communication (include e-mail address if available): \_\_\_\_\_  
*Note: Please attach a list of all other owners with their contact information, if applicable; See Ownership Support Documentation on Page 4.*

**4. Operating Plan and Schedule:**  
Provide a narrative for each item:  
a. Operation of control gates and spillways: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b. Operation of Impoundment Drain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Maintenance Plan and Schedule:**  
Provide a narrative explaining the Maintenance Plan and Schedule.  
a. Earthen Embankment Impounding Structures:  
(1) embankment: \_\_\_\_\_  
(2) principal spillway: \_\_\_\_\_  
(3) emergency spillway: \_\_\_\_\_  
(4) low level outlet: \_\_\_\_\_  
(5) impoundment area: \_\_\_\_\_  
(6) downstream channel: \_\_\_\_\_  
(7) staff gages: \_\_\_\_\_  
(8) other maintenance actions: \_\_\_\_\_

b. Concrete Impounding Structures (including masonry and others):

- (1) upstream face: \_\_\_\_\_
- (2) downstream face: \_\_\_\_\_
- (3) crest of dam: \_\_\_\_\_
- (4) galleries (tunnels): \_\_\_\_\_
- (5) abutments: \_\_\_\_\_
- (6) spillways: \_\_\_\_\_
- (7) gates and outlets: \_\_\_\_\_
- (8) staff gages: \_\_\_\_\_
- (9) other maintenance actions: \_\_\_\_\_

**6. Inspection schedule (provide appropriate response):**

- a. Operator inspection (daily, weekly, etc.): \_\_\_\_\_
- b. Maintenance inspection (monthly, quarterly, semi-annual, annual): \_\_\_\_\_
- c. Technical safety inspection by a professional engineer. (Required for certification update: High Hazard Dams – every two years, Significant Hazard Dams – every three years and Low Hazard Dams – every six years: \_\_\_\_\_
- d. Inspection by dam owner or designee (years in which a Professional Engineer does not inspect): \_\_\_\_\_
- e. Note: All dams must be inspected by a professional engineer each time a dam is overtopped or significant flows through the emergency spillway are experienced.

**7. Emergency Action Plan Schedule:**

Provide the events that initiate the Emergency Action Plan.

- a. Rainfall amounts, emergency spillway flow levels or storm event: \_\_\_\_\_
- b. Frequency of observation: Stage I condition: \_\_\_\_\_ Stage II condition: \_\_\_\_\_ Stage III condition: \_\_\_\_\_

**8. State whether or not the current hazard classification for the impounding structure is appropriate and whether or not additional work is needed to make an appropriate hazard designation:**

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

**9. For newly constructed or recently altered impounding structures, provide certification from a Professional Engineer who has inspected the impounding structure during construction or alteration that, to the best of the engineer's judgment, knowledge and belief, the impounding structure and its appurtenances have been constructed or altered in conformance with the plans, specifications, drawings and other requirements approved by the Virginia Soil and Water Conservation Board.**

**OPERATION AND MAINTENANCE CERTIFICATE APPLICATION**

**OPERATION AND MAINTENANCE PLAN AND SCHEDULE**



### **Ownership Support Documentation:**

With regards to Ownership, an impounding structure located within the Commonwealth of Virginia can be owned by one Owner or multiple Owners. For the impounding structure in question, please indicate below through the use of the checkboxes (check all that apply) what category (single or multiple) you as the Owner represent and provide the required applicable documentation to the Department.

#### **For impounding structures with a single Owner, the individual completing the Application must:**

Sign the statement certifying that you are the sole Owner of the impounding structure and have all the legal authority necessary to operate and maintain this structure in accordance with the Dam Safety Act and its attendant regulations.

Provide any requested supporting documentation, such as the legal deed recorded in the appropriate local courthouse or land records office.

#### **For impounding structures with multiple Owners, the individual completing the Application must:**

Sign the statement certifying that you are an Owner of the impounding structure and have the legal authority necessary to operate and maintain this structure in accordance with the Dam Safety Act and its attendant regulations.

Provide a listing of all Owners of the impounding structure, including all applicable contact information.

If there is more than one Owner of the impounding structure to be named on the Operation and Maintenance Certificate, all the Owners must sign certification statements (which may be attached separately).

#### **Copies of the applicable legal documentation verifying the authority must be provided. Please indicate below which documents have been provided.**

Copies of any contracts or other types of written legal agreements between multiple fee-simple Owners.

Copies of any recorded easements permitting the construction of the impounding structure in question.

Copies of any written maintenance agreements.

Copies of any agreements recorded for a Homeowner's Association or a Property Owners' Association including covenants, deed restrictions, recorded instruments, or other declarations as defined per section §55-508.

Copies of the list of all current Officers of the Homeowner's Association or a Property Owners' Association. If the Association is registered with the State Corporation Commission, a copy of the applicable registration should also be provided.