

**COMMONWEALTH OF VIRGINIA  
MARINE RESOURCES COMMISSION  
2600 WASHINGTON AVE., 3<sup>RD</sup> FLOOR  
NEWPORT NEWS, VA 23607**

**APPLICATION FOR OYSTER PLANTING GROUND (Revised 6-29-2017)**

Name(s): \_\_\_\_\_  
(Please Print) (All Applicants must be Virginia residents)

Responsible Applicant: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(if multiple applicants)

911 Address: \_\_\_\_\_  
Number Street City State Zip Code

Mailing Address \_\_\_\_\_  
Number Street P.O. Box # City State Zip Code

E-mail Address \_\_\_\_\_ Telephone: \_\_\_\_\_  
Work/Cell Home

Contact Person (if other than applicant): \_\_\_\_\_ C/O or agent \_\_\_\_ OR if signing as: POA \_\_\_\_ Corporate Officer \_\_\_\_  
(Check only one above)

Mailing Address for contact person: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

E-mail Address (for contact person) \_\_\_\_\_ Telephone: \_\_\_\_\_  
Work/Cell Home

Ground is in the waters of \_\_\_\_\_, and estimated to contain \_\_\_\_\_ acres,  
in the City/County of \_\_\_\_\_, and described and bounded as follows:

North by: \_\_\_\_\_

East by: \_\_\_\_\_

South by: \_\_\_\_\_

West by: \_\_\_\_\_

Application must include non-refundable \$25.00 fee. I/we agree to promptly pay the newspaper for the required advertising. All applicant's are equally responsible to pay all fees for advertising, notification of adjacent leaseholders, notification of adjacent highland property owners, surveying, mapping, assigning, and recording as specified in the Code of Virginia, Title 28.2. All applicants agree to comply with all legal requirements pursuant to oyster ground leasing (including residency). I understand that this application will be given priority based upon the order that it is received by the Virginia Marine Resources Commission, Engineering/Surveying Department, but such priority may be impacted if the request is protested. If signing as a Power of Attorney, provide documentation; for Corporations, corporation affidavit may be required.

Do you presently lease oyster ground in this name? yes \_\_\_\_ no \_\_\_\_ Billing number is \_\_\_\_\_

Do you presently have a MRC ID #? yes \_\_\_\_ no \_\_\_\_ MRC ID # is \_\_\_\_\_

Federal Employer Identification Number (FEIN), if applicable: \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant(s) (All applicants must sign) \_\_\_\_\_ Date \_\_\_\_\_

**Note: If the attached Oyster Ground Application Use Plan is not completed and included with this application, processing beyond initial acceptance will cease until such a plan is provided.**

**FOR OFFICE USE ONLY**

App. Number: \_\_\_\_\_ Billing Number: \_\_\_\_\_ Waterbody Number \_\_\_\_\_

Map Number: \_\_\_\_\_ District Number: \_\_\_\_\_ Assigned Surveyor: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude \_\_\_\_\_

\_\_\_\_\_  
Chief, Engineering/Surveying Department Date Law Enforcement Supervisor

## INSTRUCTIONS

Return the completed Application for Oyster Planting Ground with the \$25.00 non-refundable fee (Checks or money orders are accepted and payable to the "Treasurer of Virginia"). Mail to the address below:

Virginia Marine Resources Commission (VMRC)  
Attn: Engineering/Surveying Department  
2600 Washington Ave., 3<sup>rd</sup> Floor  
Newport News, VA 23607

### THE FOLLOWING CHARGES ARE EFFECTIVE AS OF 7/1/2017

APPLICATION FEE: (NON-REFUNDABLE).....	\$25.00
ADVERTISING: CHARGED BY THE NEWSPAPER WILL BE BILLED DIRECTLY TO THE APPLICANT.....	COST VARIES
SURVEYING: VMRC SURVEY FEE.....	\$675.00
ADDITIONAL PLAT CHARGE: (if needed, per Plat).....	\$100.00
RECORDING FEE FOR EACH LEASE/PLAT .....	\$12.00
ASSIGNMENT FEE FOR EACH LEASE/PLAT.....	\$1.50
RENTAL AMOUNT: (PER ACRE/PER YEAR) (NO ANNUAL CHARGE FOR RIPARIAN LEASES).....	\$1.50
NOTIFICATION OF ADJOINING LEASEHOLDERS AND HIGHLAND PROPERTY OWNERS WITHIN 200'(per party)	\$5.20

Pursuant to the Code of Virginia, your application will be advertised in the local newspaper for two consecutive weeks. VMRC will submit the notice to the newspaper and they will bill you directly for the advertisement. **Contact the newspaper for charge amounts.** All applications within 200 feet of highland property requires notification of such property owners. All adjacent leaseholders to an application request must also be notified. \*The cost of these notifications, when required, (by either registered or certified mail) must be paid by the applicant(s) who will be billed accordingly based on the number of parties to be notified. **Please provide a map from of your locality's tax map or GIS property map with the appropriate highland properties highlighted along with the name and address of each such property owner.**

If you are applying for a riparian oyster ground lease, you must have a minimum of 205 linear feet along the mean low water line and the name on the application must be shown exactly as on the highland deed. A plat and/or deed of your highland property are required to complete the survey. No advertisement is required for a riparian ground lease application.

#### **Additional Information:**

**Applications:** Description can be obtained from an Oyster Planting Ground map for an unassigned or vacant area ( [https://webapps.mrc.virginia.gov/public/maps/chesapeakebay\\_map.php](https://webapps.mrc.virginia.gov/public/maps/chesapeakebay_map.php) ) or contact the Engineering/Surveying Dept. for assistance).  
Application must be advertised once a week for two weeks at applicant's expense.

**Survey:** After a 60-day Code mandated waiting period, a VMRC surveyor will complete the field survey and prepare a plat. A 30-day waiting period after the plat is approved is required, by Code, before the ground can be assigned. (If you wish to use a Virginia private licensed land surveyor, they must contact this office to insure the survey and plat meet VMRC standards). If the application is protested a public hearing may be required for full Commission action for approval.

**Phone numbers:** Program Support Technician: 757-247-2226  
Draftsman/Cartographer: 757-247-2230