



Instructions for Submitting the 2009 Annual Assessment of Local Government Chesapeake Bay Preservation Area Activity form

- ❖ **To mail the Annual Assessment form**
simply print a copy of the two-page questionnaire, fill out all the fields available for each of the 13 questions (along with any additional information you may want to include on a separate page) and mail it to:

Shawn Smith
Principal Environmental Planner
DCR/CBLA
Pocahontas Building
900 East Main Street, 8th Floor
Richmond, VA 23219

- ❖ **To submit your completed form electronically:**
 - ✓ fill out all the fields available for each of the 13 questions
 - ✓ Save the completed form as a word document
 - ✓ Save any additional information as a word document
 - ✓ Send the saved files as an attachment to:

Shawn.Smith@dcr.virginia.gov

**Thank you for your cooperation
Questions? Call 1-800-243-7229**