



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

**RECORD REPORT FOR VIRGINIA REGULATED IMPOUNDING STRUCTURES**

Reference: Impounding Structures Regulations, 4VAC 50-20-10 et seq., including 4VAC 50-20-70 and 80, Virginia Soil and Water Conservation Board

**1. Project Information:**

- a. Name of Impounding Structure: \_\_\_\_\_
- b. Inventory Number: \_\_\_\_\_  
Other Name (if any): \_\_\_\_\_
- c. Name of Reservoir: \_\_\_\_\_
- d. Check one:  Old Structure  New Structure

**2. Location of Impounding Structure:**

- a. City or County: \_\_\_\_\_
- b. Located \_\_\_\_\_ feet/miles upstream/downstream of Highway Number \_\_\_\_\_
- c. Name of river or stream: \_\_\_\_\_
- d. Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**3. Ownership:**

- a. Owner's Name: \_\_\_\_\_  
If a corporation, name of representative: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Telephone: (Residential) \_\_\_\_\_ (Business) \_\_\_\_\_
- d. Other means of communication: \_\_\_\_\_

**4. Construction/Alteration Design Report:**

- a. Design Report prepared by: \_\_\_\_\_
- b. Design Report date: \_\_\_\_\_
- c. Check one:  Construction  Alteration Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**5. Owner's Engineer:**

- a. Engineering Firm and Engineer: \_\_\_\_\_
- b. Professional Engineer Virginia Number: \_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- d. Telephone: (Business) \_\_\_\_\_

**6. Impounding Structure Data (Identify datum used for all elevations):**

- a. Type of material: earth  concrete  masonry  Other: \_\_\_\_\_

	<u>Design Configuration</u>	
b. Top of Impounding Structure Elevation	_____	Feet
c. Downstream Toe Elevation (Lowest)	_____	Feet
d. Height of Impounding Structure	_____	Feet
e. Crest Length (Exclusive of Spillway)	_____	Feet
f. Crest Width	_____	Feet
g. Upstream Slope (Horizontal to Vertical)	H: _____	V
h. Downstream Slope (Horizontal to Vertical)	H: _____	V

<b>7. Reservoir Data</b>	<u>Design Configuration</u>	
a. Maximum Capacity	_____	Acre-feet
b. Maximum Pool Elevation	_____	Feet
c. Maximum Pool Surface Area	_____	Acres
d. Normal Capacity	_____	Acre-feet
e. Normal Pool Elevation	_____	Feet
f. Normal Pool Surface Area	_____	Acres
g. Freeboard (to lowest crest elevation)	_____	Feet

<b>8. Spillway Data</b>	Type	Construction Material	Design Capacity	Invert Elevation	
a. Low Level Drain	_____	_____	_____	_____	Feet
b. Principal Spillway	_____	_____	_____	_____	Feet
c. Emergency Spillway	_____	_____	_____	_____	Feet
d. Briefly describe the low level drain and principal spillway; include dimensions, trash guards, and orientation of intake and discharge to dam if looking downstream:	_____				
	_____				
e. Describe the emergency spillway to include dimensions and orientation to dam if looking downstream:	_____				
	_____				

**9. Watershed Data:**

a. Drainage Area: \_\_\_\_\_ square miles

b. Type and Extent of Watershed Development: \_\_\_\_\_

c. Time of Concentration: \_\_\_\_\_ (hours) Routing Procedure: \_\_\_\_\_

d. Spillway Design Flood used (mark appropriate box):

_____	PMF, source	_____
_____	½ PMF, source	_____
_____	100 Year, source	_____
_____	50 Year, source	_____
_____	Other, source	_____

e. Design inflow Hydrograph: Volume: \_\_\_\_\_ acre-feet  
Peak inflow: \_\_\_\_\_ cfs  
Rainfall duration of design inflow hydrograph: \_\_\_\_\_ hours

f. Freeboard during passage of spillway design flood: \_\_\_\_\_ feet

**10. Impounding Structure History:**

a. Date construction completed: \_\_\_\_\_

b. Designed by: \_\_\_\_\_ Date: \_\_\_\_\_

- c. Built by: \_\_\_\_\_ Date: \_\_\_\_\_  
d. Inspections by: \_\_\_\_\_ Date: \_\_\_\_\_  
e. Description of repairs: \_\_\_\_\_  
f. Has the impounding structure ever been overtopped?  Yes  No
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**11. Operational Procedures: Provide a narrative describing the following impounding structure procedures:**

- a. Operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b. Maintenance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
c. Filling: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
d. Emergency Action Plan Implementation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
e. Structure Evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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**12. Hydraulic/Hydrologic Data: Provide a narrative describing the following hydraulic/hydrologic data:**

- a. Spillway Design Flood: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b. Hydrologic records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
c. Flood experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
d. Flood potential: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
e. Reservoir regulation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
f. Comments/ Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**13. Dam Stability: Provide a narrative and evaluation describing impounding structure stability:**

a. Foundation/abutments: \_\_\_\_\_

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b. Embankment materials: \_\_\_\_\_

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**14. Attachments:**

a. Attach Record Drawings signed and sealed by a licensed professional engineer and signed by the owner.

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**CERTIFICATION BY OWNER'S ENGINEER**

I hereby certify that the information provided in this Record Report and the attached Record Drawings have been examined by me and found to be true and correct in my professional judgment.

Signed: \_\_\_\_\_ Virginia Number: \_\_\_\_\_  
Professional Engineer's Signature Print Name

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

Engineer's Virginia Seal:



**CERTIFICATION BY OWNER**

I hereby certify that the information provided in this Record Report and the attached Record Drawings have been examined by me.

Signed: \_\_\_\_\_  
Owner's Signature Print Name

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

**Mail the executed form to the appropriate  
Department of Conservation and Recreation  
Division of Dam Safety and Floodplain Management  
Regional Engineer**