



**LAND DISTURBANCE PERMIT APPLICATION
SUBMISSION REQUIREMENTS FOR PROJECTS WITH
MORE THAN 1 ACRE OF DISTURBANCE
(NOT PART OF A COMMON PLAN DEVELOPMENT)**

COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 540-347-2405

18 Court Street, Lower Level Warrenton, VA 20186

Email: planning@warrentonva.gov

Facsimile: 540-349-2414

Submitted items:

- Land Disturbance/Zoning Permit Application with original signatures
- Responsible Land Disturber Certification
- VDOT entrance permit (if applicable)
- Town ROW permit
- Fees
 - o Land Disturbance Permit fee - \$200.00 + \$50.00 x (acres) = \$ _____
 - o Land Disturbing w/out permit fee (if applicable) \$250 = \$ _____
 - o VSMP fee – 50% is required to be paid upon application

Area of Disturbance	VSMP General SWM Fee	
<input type="checkbox"/> > 10,000 sq. ft < 5 acres	\$3,956	= \$ _____
<input type="checkbox"/> > 5 acres < 10 acres	\$4,502	= \$ _____
<input type="checkbox"/> > 10 acres < 50 acres	\$5,460	= \$ _____
Total Amount Due:		= \$ _____
- Five (5) copies of the Erosion & Sediment Control and Stormwater Plan
- Permits for Wetland Impacts, or Pond/stream work
- Conditional Letter of Map Revision / FEMA Map / No-Rise Certificate(s) for floodplain impacts
- Minimum Standard 19 requirements – 3 cross-sections & calculations
- Registration Statement for Construction General Permit
- Stormwater Pollution Prevention Plan Booklet
- Flash drive containing individual PDFs of all submission materials

Prior to LDP issuance submission requirements:

- Confirmation of Construction General Coverage
- Bond and agreement has been submitted and posted
- Maintenance Agreement Recorded
- Final portion of the 50% fee

Applicant Signature

Date

Owner Signature

Date



Town of Warrenton
Department of Community Development
18 Court Street, Lower Level
Warrenton, VA 20186
Phone: (540) 347-2405 Fax: (540)349-2414
www.warrentonva.gov

FEE CALCULATION SHEET
LAND DISTURBING & VIRGINIA STORMWATER MANAGEMENT PROGRAM FEES

PROJECT NAME: _____

Land Disturbing Permit (LDP)

- | | | |
|--|--|------------|
| 1. E&S Plan Review
(where not part of a larger plan review) | \$200 + (\$50 X _____)
no. of acres | = \$ _____ |
| 2. All Others (\$25,000 maximum) | \$200 + (10% X _____)
E&S Bond | = \$ _____ |
| 3. Land Disturbing without Permit | \$250 + LDP Fee | = \$ _____ |
| 4. Land Disturbing Permit
Reinstatement Fee (50% of the current
Land Disturbing Permit Fee or \$1500,
whichever is less for Reinstatement
of permit after Stop Work Order) | | = \$ _____ |
| Total Land Disturbing Permit Fee | | = \$ _____ |

Virginia Stormwater Management Program Fees:

New VSMP General/Stormwater Management, including review of SWM Facilities not previously approved by the Town.

(Fee based on the total area within common plans of development or sale. ***50% of the fee paid upon application and 50% upon issuance**)

VSMP Application Fee (50% of total fee):

- | | |
|--|------------|
| 1. VSMP Application Fee based on area of disturbance | = \$ _____ |
| Disturbance ≥ 10,000 sq. ft. and <5 acres = \$1,978 | |
| Disturbance ≥ 5 and < 10 acres = \$2,251 | |
| Disturbance ≥ 10 acres and < 50 acres = \$2,730 | |
| Disturbance ≥ 50 acres and < 100 acres = \$3,665 | |
| Disturbance ≥100 acres= \$5,594 | |

Issuance of VSMP and LDP- Release of Plan (50% of total fee)

*Note: Bond must also be posted

- | | |
|--|------------|
| 1. VSMP Application Fee based on area of disturbance | = \$ _____ |
| Disturbance ≥ 10,000 sq. ft. and <5 acres = \$1,978 | |
| Disturbance ≥ 5 and < 10 acres = \$2,251 | |
| Disturbance ≥ 10 acres and < 50 acres = \$2,730 | |
| Disturbance ≥ 50 acres and < 100 acres = \$3,665 | |
| Disturbance ≥100 acres= \$5,594 | |

Annual VSMP/LDP Maintenance Fees

- 1. VSMP Maintenance = \$ _____
(Paid annually by the anniversary date of the permit coverage until a Notice of Termination is effective.)
Disturbance ≥ 10,000 sq. ft. and <5 acres = \$400
Disturbance ≥ 5 and < 10 acres = \$500
Disturbance ≥ 10 acres and < 50 acres = \$650
Disturbance ≥ 50 acres and < 100 acres = \$900
Disturbance ≥100 acres= \$1,400

- 2. LDP Maintenance = \$ _____
(Paid annually by the anniversary date of the permit coverage until a Notice of Termination is effective.)
Disturbance ≥ 10,000 sq. ft. and <5 acres = \$1,200
Disturbance ≥ 5 and < 10 acres = \$1,500
Disturbance ≥ 10 acres and < 50 acres = \$1,950
Disturbance ≥ 50 acres and < 100 acres = \$2,700
Disturbance ≥100 acres= \$4,200
Maximum of Original LDP Fee

Total Annual VSMP/LDP Maintenance Fee = \$ _____

As-Built Submission

- 1. 1st and 2nd Submissions = \$250
- 2. 3rd & Subsequent Submissions = \$300 = \$ _____

Total As-Built Submission Fee = \$ _____

Bond Reduction or Release Request

Each Request = \$250 = \$ _____

Total Bond Reduction or Release Fee = \$ _____



LAND DISTURBANCE PERMIT APPLICATION

Zoning Permit #: _____

Land Disturbing Permit #: _____

Community Development Department
18 Court Street, Lower Level
Warrenton, VA 20186

Phone: 540-347-2405
Email: planning@warrentonva.gov
Facsimile: 540-349-2414

Application is hereby made for a land disturbance permit in accordance with the description of work and for the purposes set forth in this application, and in accordance with the Town of Warrenton Zoning, Floodplain Management, Stormwater Management & Erosion and Sediment Control Ordinances and Site Conservation Manual, as amended, and the state Minimum Standards for stormwater management and erosion and sediment control.

Check all that apply:

____ Land Disturbance Permit ____ Supplemental Land Disturbance Plan ____ Stop Work Reinstatement
____ Zoning Permit ____ Amendment to LDP # _____ ____ Annual LDP Maintenance Renewal Fee

Project Name: _____

Site Plan Case No.: _____

Project Location (Rte. /St#): _____

GPIN #(s): _____

Acreage to be Disturbed: _____

Project Completion Date: _____

Provide a brief description of the type of work (ex: building a road or driveway, site preparation for commercial project) and the land area involved (square feet, acres, length of road):

DESIGNATED RESPONSIBLE LAND DISTURBER	
Name: _____	Certificate #: _____
Address: _____	Phone: _____
_____	Email: _____
_____	_____
Signature	Date
Please provide copy of Va. Registered Land Disturber's Certificate	

As owner, I hereby certify that:

- I have read and examined this application and know the information provided is true and correct.
- I agree to comply with the Erosion and Sediment Control Plan, approved by the Town's staff, and in accordance with the adopted Stormwater Management & Erosion and Sediment Control Ordinance.
- I further grant right-of-entry onto the property described above and in that attached plan, to the agents and employees of the Town of Warrenton for purposes of inspection or monitoring of the installation or re-installation, of erosion and sediment control measures.
- I further agree to comply with all provisions of the Town of Warrenton Zoning Ordinance and Site Conservation Manual for the purposes of satisfying all applicable permitting and approval requirements for stormwater, erosion & sediment control, floodplain management, and land disturbance for properties in the Town.
- This project is EXEMPT FROM VSMP / SWPP Plan Registration and Permitting requirements due to the following:
 _____ Site Plan or Common Plan of Development approved prior to July 1, 2014
 _____ Less than one (1) acre total disturbed area, including all on-site and off-site activities
 _____ Other _____

I understand that the issuance of this Land Disturbing Permit under the provisions herein in no way guarantees or vests me with any other type of administrative or legislative permit approval in regard to this property, which is the subject of the Land Disturbing Permit. I agree to comply with the inspection and monitoring report schedule that has been/or will be set for me during the Erosion and Sediment Control Plan review process.

TOWN OF WARRENTON: Land Disturbance Permit

Signature Page

OWNER	
Name:	Organization/Co.:
Address:	Phone:
Email address:	Alt. Phone:
Owner's Signature	Date

APPLICANT	
Name:	Organization/Co.:
Address:	Phone:
Email address:	Alt. Phone:
Applicant's Signature	Date

****(If applicant is other than the property owner, applicant must submit proof of authority to act as agent for the owner for the purposes of this application)***

FOR OFFICIAL USE ONLY:		
Zoning Permit #	LDP Plan Review Case #	
Zoning Designation:	Required Setbacks –	Side:
Special Permits/Entitlements? Y / N Case #:	Front:	Rear:
Do the following apply to the property? Floodplain: <input type="checkbox"/> No <input type="checkbox"/> Yes	Wetlands? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Notes/ Comments/Conditions for the Permit:

Signature: _____ Zoning Administrator	Date:
Signature: _____ Erosion & Sediment Control/Stormwater Administrator	Date:



**Registration Statement
General VPDES Permit for Discharges of Stormwater from Construction**

Activities (VAR10)

(Please Type or Print All Information)

1. **Construction Activity Operator:** *(General permit coverage will be issued to this operator. The Certification in Item #12 must be signed by the appropriate person associated with this operator.)*
Name: _____
Contact: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email address (if available): _____
Indicate if DEQ may transmit general permit correspondence electronically: Yes No
2. **Existing General Permit Registration Number (for renewals only):** _____
3. **Name and Location of the Construction Activity:**
Name: _____
Address (if available): _____
City: _____ State: _____ Zip: _____
County (if not located within an Independent City): _____
Latitude (decimal degrees): _____ Longitude (decimal degrees): _____
Name and Location of all Off-site Support Activities to be covered under the general permit:
Name: _____
Address (if available): _____
City: _____ State: _____ Zip: _____
County (if not located within an Independent City): _____
Latitude (decimal degrees): _____ Longitude (decimal degrees): _____
4. **Status of the Construction Activity (check only one):** Federal State Public Private
5. **Nature of the Construction Activity (e.g., commercial, industrial, residential, agricultural, oil and gas, etc.):**

6. **Name of the Receiving Water(s) and Hydrologic Unit Code (HUC):**
Name: _____ Name: _____
HUC: _____ HUC: _____
7. **If the discharge is through a Municipal Separate Storm Sewer System (MS4), the name of the MS4 operator:**

8. **Estimated Project Start and Completion Date:**
Start Date (mm/dd/yyyy): _____ Completion Date (mm/dd/yyyy): _____
9. **Total Land Area of Development (to the nearest one-hundredth acre):** _____
Estimated Area to be Disturbed (to the nearest one-hundredth acre): _____
10. **Is the area to be disturbed part of a larger common plan of development or sale?** Yes No
11. **A stormwater pollution prevention plan (SWPPP) must be prepared in accordance with the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.**
12. **Certification:** "I certify under penalty of law that I have read and understand this Registration Statement and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."
Printed Name: _____ Title: _____
Signature: _____ Date: _____

(Please sign in INK. This Certification must be signed by the appropriate person associated with the operator identified in Item #1.)

Instructions for Completing the Registration Statement

General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10)

GENERAL

A. Coverage under this General Permit.

Any operator applying for coverage under this general permit who is required to submit a Registration Statement (see Section B below) must submit a complete Registration Statement to the Department. The Registration Statement serves as a Notice of Intent for coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10).

B. Single-family Residences.

Operators with an existing stormwater discharge or proposing a new stormwater discharge associated with the construction of a single-family residence separately built, disturbing less than one acre and part of a larger common plan of development or sale is not required to submit a Registration Statement, provided that the stormwater management plan for the larger common plan of development provides permanent control measures (i.e., stormwater management facilities) encompassing the single family residence.

Operators of these types of discharges are authorized to discharge under this general permit immediately upon the general permit's effective date of July 1, 2014.

C. To Apply for Permit Coverage.

1. New Construction Activities. Any operator proposing a new stormwater discharge from construction activities shall submit a complete Registration Statement to the Department prior to the commencement of land disturbance, unless exempted by Section B above. Any operator proposing a new stormwater discharge from construction activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment is immediately authorized to discharge under this general permit and must submit a complete Registration Statement to the Department no later than 30 days after commencing land disturbance; documentation to substantiate the occurrence of the public emergency must accompany the Registration Statement.

2. Existing Construction Activities. Any operator that was authorized to discharge under the general permit issued in 2009, and who intends to continue coverage under this general permit, shall submit a complete Registration Statement to the Department on or before June 1, 2014, unless exempted by Section B above.

D. Where to Submit Registration Statements.

All Registration Statements should be submitted to:

**Town of Warrenton Department of Community Development
18 Court Street, Lower level
Warrenton, VA 20186**

LINE-BY-LINE INSTRUCTIONS

Item 1: Construction Activity Operator Information.

"Operator" means the owner or operator of any facility or activity subject to the Stormwater Management Act and regulations. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other state permit or VSMP authority permit conditions (i.e., they are authorized to direct workers at

a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions).

The entities that are considered operators will commonly consist of the owner or developer of a project (the party with control of project plans and specifications) or the general contractor (the party with day to day operational control of the activities at the project site which are necessary to ensure compliance with the general permit).

Provide the legal name (do not use a colloquial name), contact, mailing address, telephone number, and email address (if available) of the construction activity operator; general permit coverage will be issued to this operator. Indicate if the Department may transmit general permit correspondence electronically.

Item 2: Existing General Permit Registration Number.

For reapplications only, provide the existing general permit registration number for the construction activity. This item does not need to be completed for new construction activities applying for general permit coverage.

Item 3: Name and Location of the Construction Activity Information.

Provide the official name, street address (if available), city or county (if not located within an Independent City) of the construction activity. Also, provide the latitude and longitude in decimal degrees of the approximate center of the construction activity (e.g., N 37.5000, W 77.5000).

Name and Location of Off-site Support Activity Information.

This general permit also authorizes stormwater discharges from support activities (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas) located on-site or off-site provided that (i) the support activity is directly related to a construction activity that is required to have general permit coverage; (ii) the support activity is not a commercial operation, nor does it serve multiple unrelated construction activities by different operators; (iii) the support activity does not operate beyond the completion of the construction activity it supports; (iv) the support activity is identified in the registration statement at the time of general permit coverage; (v) appropriate control measures are identified in a SWPPP and implemented to address the discharges from the support activity areas; and (vi) all applicable state, federal, and local approvals are obtained for the support activity.

Provide the official name, street address (if available), City and County (if not located within an Independent City) of all off-site support activities to be covered under this general permit. Also, provide the latitude and longitude in decimal degrees of the approximate center of the off-site support activities (e.g., N 37.5000, W 77.5000). Also, if an off-site support activity is going to be covered under this general permit the total land area of the off-site support activity and the estimated area to be disturbed by the off-site support activity need to be included in Item #9.

Item 4: Status of the Construction Activity.

Indicate the appropriate status (Federal, State, Public, or Private) of the construction activity.

Item 5: Nature of the Construction Activity.

Provide a brief description of the construction activity, such as commercial, residential, agricultural, oil and gas, etc. This list is not all inclusive.

Item 6: Receiving Waters(s) and HUC Information.

Provide the name of the receiving water(s) and corresponding HUC for all stormwater discharges including any stormwater discharges from off-site support activities to be covered under this general permit.

Hydrologic Unit Code or HUC is a watershed unit established in the most recent version of Virginia's 6th order national watershed boundary dataset.

Item 7: MS4 Information.

If stormwater is discharged through a municipal separate storm sewer system (MS4), provide the name of the MS4 operator. The name of the MS4 operator is generally the Town, City, County, Institute or Federal facility where the construction activity is located.

Item 8: Construction Activity Start and Completion Date Information.

Provide the estimated start date (month/day/year) of the construction activity. Provide the estimated completion date (month/day/year) of the construction activity.

Item 9: Construction Activity Area Information.

Provide the total area (to the nearest one-hundredth acre) of the development (i.e., the total acreage of the larger common plan of development or sale). Include the total acreage of any off-site support activity to be covered under this general permit.

Provide the estimated area (to the nearest one-hundredth acre) to be disturbed by the construction activity. Include the estimated area of land disturbance that will occur at any off-site support activity to be covered under this general permit.

Item 10: Common Plan of Development or Sale Information.

Indicate if the area to be disturbed by the construction activity is part of a larger common plan of development or sale. Larger common plan of development or sale is defined as a contiguous area where separate and distinct construction may be taking place at different times on different schedules. Plan is broadly defined as any announcement or documentation, including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, etc., or physical demarcation such as boundary signs, lot stakes, or surveyor markings indicating that construction activities may occur.

Item 11: Stormwater Pollution Prevention Plan (SWPPP).

A Stormwater Pollution Prevention Plan (SWPPP) must be prepared in accordance with the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10) prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.

Item 12: Certification.

A properly authorized individual associated with the operator identified in Item 1 of the Registration Statement is responsible for certifying and signing the Registration Statement. **Please sign the Registration Statement in INK.**

State statutes provide for severe penalties for submitting false information on the Registration Statement. State regulations require that the Registration Statement be signed as follows:

- a. For a corporation: by a responsible corporate officer. For the purpose of this part, a responsible corporate officer means:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or
 - (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major

capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application

requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.

c. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this part, a principal executive officer of a public agency includes:

- (i) The chief executive officer of the agency, or
- (ii) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

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**CHECKLIST For
EROSION & SEDIMENT CONTROL PLANS**

_____ **Minimum Standards** - All applicable Minimum Standards must be addressed.

PROJECT NARRATIVE

_____ **Project description.** Briefly describe the nature and purpose of the land-disturbing activity (Chapter 6, VESCH).

- Total acreage of site
- Total disturbed acreage
- Include how many acres will be in permanent seed.
- Include all utility work (storm sewer and waterline)
- Include work in live streams as defined by DEQ

_____ **Existing site conditions.** A description of the existing topography, vegetation and drainage (Chapter 6, VESCH).

- Wetland type vegetation
- Shrubs/tree line
- Include all drainage swales
- Identify any existing structures

_____ **Adjacent areas.** A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance (Chapter 6, VESCH).

- Include all adjacent sensitive areas such as wetlands, steep slopes, or water bodies
- Address any possible traffic issues
- Does current GIS map reflect actual conditions?
- Identify off-site staging areas

_____ **Off-site-areas.** Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.) (4VAC50-30-80, Chapter 8, VESCH).

- Does the site balance in regards to amount of cut and fill?
- Will offsite areas be used as a borrow area or stockpile?
- Include a note that the borrow area & stockpile location has not been identified with this plan, that a plan amendment will be required along with a bond estimate for the new disturbance if the borrow area & stockpile location is not permitted.
- Offsite Soil Tracking Form

_____ **Soils.** A brief description of the soils on the site giving such information as (Chapter 6, VESCH):

- Soil name
- Mapping unit
- Erodibility Permeability Depth Texture
- Soil structure
- Type 1 Soil Map provided
- Specify micaceous or hydric soils, or soils that may contain hydric inclusions
- Reference soils information in narrative to plan sheet
- Specify high water table soils

_____ **Critical areas** - A description of areas on the site which have potentially serious erosion problems (Chapter 6, VESCH).

- Drainfields
- Offsite SWM facility
- Micaceous soils -highly erodible soils
- Wetlands or water bodies
- Steep slopes
- Wet weather/underground springs
- Channels
- Traffic issues

_____ **Erosion and sediment control measures** - A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in Chapter 3. VESCH)

- Controls used should be specific to the project
- List E&S controls to be used- Reference to VESCH
- Provide detail for each control -Reference to VESCH
- Include the statement that "the E&S inspector has the authority to add or delete E&S controls as necessary in the field as site conditions change. In addition, no sediment basin or trap can be removed without written authorization.
- Stream Crossing Installation (MS-12 thru 15, Std. 3.24)
 - Type of diversion needs to be provided
 - How will the work be done in the dry?
 - What type of crossing will be used?
 - Removal process? Stabilization?

_____ **Coordinate a Pre-Construction Conference with the Environmental Division after receiving the Land Disturbing Permit.**

_____ **Management Strategies** (Chapter 6 of the VESCH) Discuss E&S Phase 1 and Phase 2

- Perimeter sediment trapping measures to be installed as a first step.
- Include the phasing of removal for each sediment basin & sediment trap, until all upslope areas are stabilized. Take in consideration of utility installation, roadways, building locations, etc.
- Discuss conversion of sediment basins to its permanent storm water facility for both wet and dry ponds.
 - **Procedure for Converting Dry Ponds: (MS-3)**
 - Consult with the erosion and sediment control inspector prior to beginning the conversion from sediment basin to dry pond to ensure that the timing is appropriate for the conversion to take place.
 - Pump down basin -use approved dewatering measures. Effluent must be filtered.
 - Remove accumulated sediment (as needed) to establish the final grade of the pond. Sediment must be disposed of in an approved area.
 - Grade and roughen the bottom of the pond to prepare it for seeding.
 - Install debris/trash rack device on the low-flow orifice to prevent clogging.
 - Seed, mulch, and tack jute mesh or other suitable matting to the bottom of the pond.
 - After the conversion is complete, prepare and submit as-built plans of the pond(s) to the Department of Community Development in conjunction with the bond release request

- **Procedure for Converting Wet Ponds: (MS-3)**
 - Consult with the erosion and sediment control inspector prior to beginning the conversion from sediment basin to wet pond to ensure that the timing is appropriate for the conversion to take place.
 - Pump down basin- use approved dewatering measures. Effluent must be filtered.
 - Remove accumulated sediment (as needed) to establish the final grade of the pond. Sediment must be disposed of in an approved area.
 - Grade and roughen the bank of the pond to prepare it for seeding.

_____ **Permanent stabilization** - A brief description, including specifications, of how the site will be stabilized after construction is completed (MS-1 thru 3 & 5, and Chapter 3, VESCH).

- Specify type of seeding, matting, sod or other types of stabilization that may be used
- Include table 3.31-B (temporary seeding guidelines) Include table 3.32-D (permanent seeding guidelines) Include table 3.35-A (mulching guidelines)

_____ **Storm water runoff considerations-** Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff (MS-19) .

- The first paragraph of MS-19 has been included
- List what type of permanent stormwater facility that will be installed on the project

_____ **Calculations** - Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post • development runoff (4VAC50-30-40, MS-19 and Chapter 6, VESCH) .

The following information must be submitted when a Temporary Sediment Basin (Std. 3.14, MS-6) is proposed for a project:

- Temporary Sediment Basin Design Data Sheets
- Time of Concentration flow path (broken up into sheet, shallow concentrated and channel flow). When a Tc of 5 minutes is used, the flow path is not required.
- Stage/storage elevation information in graph format
- When using TR-55, all worksheets must be included in submittal.
- When using the Modified Rational method (for drainage areas less than 20 acres) a "C" factor of 0.6 must be used.
- A schematic for each sediment basin must be provided showing dimensions and elevations.
- Show the length of the flow path from the inflow at the wet pool to the outflow to ensure that the length to width ratio is adequate.
- Emergency spillway dimensions and calculations.
- Include this note that a stake or spray paint marker on riser for cleanout elevation will need to be in place for sediment basins & sediment traps

The following information must be submitted with a Temporary Sediment Trap (Std. 3.13, MS-6) is proposed for a project.

- Embankments heights (H), Outlet Height (Ho), and Minimum Top Widths (W), Weir Length
- One detail for multiple traps is sufficient
- Provide dimensions for wet & dry storage
- Provide wet & dry storage elevations
- Provide cleanout elevation

- Include this note that a stake or spray paint marker on riser for cleanout elevation will need to be in place for sediment basins & sediment traps

The following information must be submitted with a Temporary Stream Crossing (Std. 3.24, MS-12 thru 15)

- If a crossing is to remain in place up to 14 days, must carry a 2 year storm
- If a crossing is to remain in place for 14 days to 1 year, it must be sized to carry a 10 year storm.
- A profile of the crossing and all calculations used must be submitted
- Drainage size shown
- Does pipe diameter provided coincide with drainage area?
- Temporary culvert crossing should not exceed 40 ft

_____ **Maintenance** - A schedule of regular inspections and repair of erosion and sediment control structures should be set forth. Please include maintenance information for each control proposed to be used. (4VAC50-30-60)

- Add a note that RLD reports can be audited by the E&S inspector at any time, if RLD reports are not provided, the E&S inspector can report this to DCR. A follow-up inspection may take place by DCR. (Virginia Erosion & Sediment Control Law, Sec. 10.1-566(A))

SITE PLAN Section:

Vicinity map - A small map locating the site in relation to the surrounding area. Include any land marks which might assist in locating the site. (Chapter 6, VESCH)

Directions - _____

_____ **Indicate north** - The direction of north in relation to the site. (Chapter 6, VESCH)
This is to be shown on each plan sheet, including vicinity map

_____ The E&S plan should be at a scale of at least 1"=50'. (Chapter 6, VESCH)

_____ **Limits of clearing and grading** - Areas which are to be cleared and graded. All areas involved in the construction of the project should be included. (Chapter 6, VESCH)

- Construction entrances must be included at all access points
- Include 'staging areas'
- Include stockpile/borrow areas
- Areas that may have safety fence but will not be disturbed
- Phase I E&S controls-give spot elevation to show drainage
- Offsite stockpile areas
- Trails
- Well installation
- Storm sewer installation
- Waterline installation
- Power line installation
- Stream crossings
- Drainfields
- Drip lines for trees to be retained

_____ **Existing contours** - The existing contours of the site. (Chapter 6, VESCH)

- Does this reflect the actual current condition of the site?
- Show sufficient elevations

_____ **Final contours** - Changes to the existing contours, including final drainage patterns. (Chapter 6, VESCH)

_____ **Existing vegetation** - The existing tree lines, grassed areas, or unique vegetation. (Chapter 6, VESCH)

- Does this reflect the actual current condition of the site?

_____ **Soils** - The boundaries of different soil types. (Chapter 6, VESCH)

- Show on the E&S Phase 1.

_____ **Existing drainage patterns** - The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area. (Chapter 6, VESCH)

- Show drainage areas & acreage for pre-development on phase 1
- Show drainage areas & acreage for post-development on phase 2

_____ **Critical erosion areas** - Areas with potentially serious erosion problems. (See Chapter 6 for criteria)

- Identify critical areas with * on the Phase 1 & 2 E&S plan.

_____ **Site Development**- Show all improvements such as buildings, parking lots, access roads, utility construction, etc. (Chapter 6, VESCH)

**On smaller subdivisions where lots are to be sold to individuals prior to home construction and individual contractors are obtained by the homeowners, then the buildings and driveways do not need to be shown on the plans.*

- *The following information needs to be included in the plan and on each plat. "At the time of building permit application, the individual/at owner is responsible for preparing an erosion and sediment control plan for review or applying for an agreement-in-lieu-of at the discretion of the Town prior to any land disturbing activities beyond what is shown and bonded on the approved final construction plans".*
- *The following language needs to be included in the construction plan. "No erosion and sediment control plan review was done for the individual lot improvements beyond what is shown on the approved final construction plans. At time of building permit application, the individual lot owner is responsible for preparing an erosion and sediment control plan for review or applying for an agreement-in-lieu-of at the discretion of the Town prior to any land disturbing activities".*

- Sediment basins & sediment traps need to stay in place until upslope areas are stabilized, take in consideration of utility installation, lots, and buildings
- Roads & Lots need to be shown on phase 1 & 2
- Actual lot numbers & road names need to be shown on phase 2
- Target areas to be stabilized ASAP Consider phasing of a project
- All engineered plans require a phase 1 & 2 E&S plan
- Sanitary sewer, water line and storm sewer must be shown on the Phase 2 E&S plan. Structure numbers must also be shown. While these are not required to be shown on the Phase 1 E&S plan, the perimeter E&S controls for Phase 1 must take the construction of these utilities into account.
- Keep all of phase 1 E&S controls on phase 2 E&S plans
- Show stockpiles - with appropriate E&S controls
- Are stockpiles located above sensitive areas?

_____ **Location of practices** - The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.

- Use standard symbols to identify controls
- Provide a legend
- When micaceous soils are found on a site, rock check dams and silt fence should be used in conjunction with sediment traps and sediment basins in those areas.

_____ **Off-site areas** - Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.) (4VAC50-30-80, Chapter 8, VESCH).

- Does the site balance in regards to the amount of cut and fill required?
- Is it on the same property as the project? If so, it needs to be included in the LOC. Show access.
- Show offsite stockpile
- Show location of erosion controls. Offsite Soil Tracking Form

_____ **Detail drawings** - Any structural practices used that are referenced to the E&S handbook or local handbooks should be explained and illustrated with detail drawings. (Chapter 3, VESCH)

- Include details of structural practices and reference them to the VESCH.
- If any E&S structural practices are proposed that are not included in the VESCH, then a detail and a request for a variance must be submitted to the Town (plan approval authority).

_____ **Provide Comment Response letter.** Please provide a comment-response letter identifying how each comment is addressed with the current plan submission. This will greatly assist in the review of all future plan submissions.