

# LAND DISTURBING PERMIT (E&S) APPLICATION CHECKLIST FOR ALL LAND DISTURBANCE OVER 10,000 SQUARE FEET

- \_\_\_\_\_ 1. Land Disturbing Permit Application
- \_\_\_\_\_ 2. Fees
  - Standard E&S Control Plan - \$1,000.00 + \$50.00 per disturbed acre.
  - Modifications after original approval - \$200.00
  - Working without a permit – 50% of the permit fee
- \_\_\_\_\_ 3. TJSWCD Checklist
- \_\_\_\_\_ 4. Five sets of Erosion and Sediment Control Plans  
(If properly located in Water Resource Area "C")
- \_\_\_\_\_ 5. Six sets of Erosion and Sediment Control Plans  
(If properly located in Water Resource Areas "A" or "B")

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## ITEMS REQUIRED FOR ISSUANCE OF THE LAND DISTURBANCE PERMIT ONCE E&S PLANS HAVE BEEN APPROVED

- \_\_\_\_\_ 1. Security Posted  
(In an amount to be determined once plans are approved)
- \_\_\_\_\_ 2. Entrance permit  
(If applicable)
- \_\_\_\_\_ 3. Responsible Land Disturber Certificate
- \_\_\_\_\_ 4. Copy of Virginia Stormwater Management Permit  
(Required for all Land Disturbance over one (1) acre)
- \_\_\_\_\_ 5. Submittal, approval and recordation of the Stormwater Maintenance Agreement  
(If applicable)
- \_\_\_\_\_ 6. Pre-Construction Meeting



**LAND DISTURBING PERMIT APPLICATION**

DATE \_\_\_\_\_ PLAN/PERMIT# \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
TAX MAP PARCEL \_\_\_\_\_ DISTURBED ACREAGE \_\_\_\_\_  
ZONING \_\_\_\_\_ WATER RESOURCES AREA \_\_\_\_\_  
PROPERTY LOCATION \_\_\_\_\_

**PROPERTY OWNER**  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_

**PLAN PREPARER**  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_

**CONTRACTOR**  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_

**FEE REQUIRED \_\_\_\_\_**  
**MAKE CHECKS PAYABLE**  
**TO: COUNTY OF LOUISA**

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE READ THE LOUISA COUNTY EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT ORDINANCES AND UNDERSTAND MY RESPONSIBILITY THEREUNDER. I FURTHER UNDERSTAND THAT THE ISSUANCE OF THIS PERMIT IN NO WAY GUARANTEES THE APPROVAL OF ANY REZONING, SPECIAL EXCEPTION PERMIT, SUBDIVISION PLAT, SITE PLAN, OR OTHER PLAN OF DEVELOPMENT.

I HEREBY GRANT THE COUNTY OF LOUISA THE RIGHT TO ENTER UPON SUBJECT PROPERTY PERIODICALLY TO ENSURE COMPLIANCE. THE APPLICATION MUST BE SIGNED BY THE CURRENT PROPERTY OWNER.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
RESPONSIBLE LAND DISTURBER \_\_\_\_\_  
CERTIFICATE NO. \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

## TJSWCD EROSION &amp; SEDIMENT CONTROL CHECKLIST

Following is a checklist of the necessary components of all **erosion and sediment control plans**. This list must be completed and signed by the plan preparer and must accompany all erosion and sediment control plans submitted to the Thomas Jefferson Soil and Water Conservation District (TJSWCD) for review. If you have questions, please call the TJSWCD office at 434-975-0224, or in Louisa at 540-967-5940. Plans will not be considered "submitted" until the applicant applies through the appropriate jurisdiction and pays any required fees. Virginia Erosion & Sediment Control guidance documents can be found at:

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/ErosionandSedimentControl.aspx>

For projects that disturb an acre or more, or are part of a common plan of development, a **Virginia Stormwater Management Program (VSMP) Permit** may be needed. Information regarding VSMP can be found at:

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits.aspx>

Will the project disturb an acre or more?  yes  no  
 Is the project "grandfathered" under 9VAC25-870-48?  yes  no  
 Is the project part of a "common plan of development or sale" (9VAC25-870-10)?  yes  no

**Project Name:** \_\_\_\_\_

**A. Minimum Standards:**

\_\_\_\_\_ Each of the 19 Minimum Standards of the Virginia Erosion and Sediment Control Regulations (9VAC25-840-40) must be satisfied. If a Minimum Standard is not addressed with a specific practice in the plan, the intent to satisfy that standard must be documented in writing. All requests for variances from these Minimum Standards must be submitted in writing.

**B. Narrative:** (The narrative is as much a part of the plan as is the site plan. Contractors should be made aware of all activities and specifications addressed in the narrative.)

- \_\_\_\_\_ 1. Project description - Describe the nature and purpose of the land disturbing activity, the amount of grading involved, and the number of disturbed acres (including areas disturbed by equipment traffic & off-site areas).
- \_\_\_\_\_ 2. Existing site conditions - Describe topography, vegetation, drainage patterns, and any other significant features.
- \_\_\_\_\_ 3. Adjacent areas - Describe areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
- \_\_\_\_\_ 4. Soil descriptions - Document soil names, erodibility, permeability, depth, texture, and hydrologic group of each soil.
- \_\_\_\_\_ 5. Critical areas - Describe areas that have the potential to present erosion or water quality problems due to the land disturbance.
- \_\_\_\_\_ 6. Erosion and sediment control measures - Describe the methods that will be used to control erosion, sedimentation, and excessive runoff from the site. CALCULATIONS used in designing all structural practices must be included. All practices must be designed in accordance with the *Virginia Erosion and Sediment Control Handbook*. All requests for variances from these specifications must be submitted in writing.
- \_\_\_\_\_ 7. Permanent and temporary stabilization (vegetative and non-vegetative) - Describe how each portion of the site will be stabilized after construction is completed and during construction if warranted.
- \_\_\_\_\_ 8. Soil stockpiles and borrow areas - Describe how such areas will be protected during construction and the intentions for final stabilization of such areas.
- \_\_\_\_\_ 9. Stormwater management considerations - Will the development of the site result in increased runoff? If so, CALCULATIONS verifying downstream channel adequacy, in accordance with MINIMUM STANDARD #19, must be included in this section. CALCULATIONS to verify the adequacy of all on-site pipes and stormwater conveyance channels (including roadside ditches) must also be included in this section.
- \_\_\_\_\_ 10. Construction Schedule - A detailed sequence of construction must be documented.

- \_\_\_\_ 11. Maintenance schedule for erosion and sediment control practices – A schedule of regular inspections (at least weekly and after every rainfall) and repair of erosion and sediment control structures must be set forth.
- \_\_\_\_ 12. Maintenance Agreement - A copy of the maintenance agreement for all permanent stormwater management practices must be provided with the plan. (This must be filed with the local circuit court.)

**C. SITE PLAN:**

- \_\_\_\_ 1. Name and phone number of "Responsible Land Disturber" – This person must hold a valid "Responsible Land Disturber Certificate" from the Va. Department of Environmental Quality, and must be the member of the project or development team who will be in charge of and responsible for carrying out the land disturbing activity for the project.
- \_\_\_\_ 2. Vicinity map - Include a small map locating the site in relation to the surrounding area (specific enough to allow a person unfamiliar with the area to find the site). Include a description of access to the area if necessary.
- \_\_\_\_ 3. Scale of plan - The scale of the plan must be noted and must be of sufficient size to clearly convey the characteristics of the site and control measures.
- \_\_\_\_ 4. Existing contours - Contour interval must be five (5) feet or less (and *not* interpolated from a USGS topographic map).
- \_\_\_\_ 5. Existing vegetation - Tree lines, grassy areas, and unique vegetation must be shown.
- \_\_\_\_ 6. Soils - The boundaries of different soil types must be delineated and labeled.
- \_\_\_\_ 7. North arrow - A directional arrow must be noted.
- \_\_\_\_ 8. Critical areas - Areas which have the potential to present serious erosion or water quality problems must be delineated.
- \_\_\_\_ 9. Pre- and post-development drainage areas - Dividing lines, number of acres, and the direction of flow for each drainage area before and after development must be shown. Use separate plan sheets for clarity.
- \_\_\_\_ 10. Final contours - Changes to the existing contours must be shown. Use road profiles for road construction.
- \_\_\_\_ 11. Limits of disturbance - Areas to be cleared or graded, and areas to be disturbed by construction traffic, must be outlined.
- \_\_\_\_ 12. Location of practices - The locations of the erosion and sediment control and stormwater management practices to be used on the site must be shown using the symbols from the *Virginia Erosion and Sediment Control Handbook*.
- \_\_\_\_ 13. Detail drawings and specifications for structural practices - Any structural practices used must be illustrated with DETAILED DRAWINGS CONTAINING ALL DIMENSIONS AND SPECIFICATIONS.
- \_\_\_\_ 14. Specifications for vegetative practices - Include all SPECIFICATIONS for seed, lime, fertilizer, mulch, and blankets or matting for vegetative stabilization (temporary and permanent).
- \_\_\_\_ 15. Soil stockpiles and borrow areas - The locations of stockpiles and borrow areas must be shown with adequate protection measures included. If these locations are off-site, an addendum to the plan must be submitted to show the areas.

**CERTIFICATION OF PLAN PREPARER:**

I certify that the above checklist components are satisfied in the accompanying erosion and sediment control plan, unless I have attached a written variance request for the omitted components.

\_\_\_\_\_  
SIGNATURE OF PLAN PREPARER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS