

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 (Attached)
- _____ 4. One set of Erosion and Sediment Control Plans with calculations. Four additional plan sets will be required for final approval.
- _____ 5. Confirmation of submittal of Stormwater Plan to the Department of Environmental Quality (DEQ)
 - (Required for all Land Disturbance over one (1) acre)
 - (See Attached Submittal Information)

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. Verification of Stormwater Plan **approval and permit (VSMP)** from the Department of Environmental Quality (DEQ)
- _____ 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 & 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

STORMWATER PLAN SUBMITTAL INFORMATION

Construction activity operators should submit two (2) copies of their stormwater management plan, including two (2) copies of any supporting calculations and the completed SWM Plan Rev. Checklist (attached), to the Department of Environmental Quality (DEQ) for review and approval at the following address:

Via Postal Mail

DEQ
Office of Stormwater Management, 10th Floor
Attn: Stormwater Plan Review Coordinator
PO Box 1105
Richmond, VA 23218

Via FedEx or UPS

DEQ
Office of Stormwater Management, 10th Floor
Attn: Stormwater Plan Review Coordinator
629 East Main Street
Richmond, VA 23219

In your submission package please also include one (1) original signed and dated Construction General Permit registration statement for the project. A copy of the current registration statement can be obtained from DEQ's webpage at the following address:

<http://www.deq.virginia.gov/Portals/0/DEQ/Water/Publications/CGPRegistrationStatement2014.pdf>

If you have any questions please feel free to contact Larry Gavan (DEQ's Stormwater Plan Review Coordinator) at 804-698-4040 or Larry.Gavan@deq.virginia.gov.

PLAN SUBMITTER'S CHECKLIST

FOR STORMWATER MANAGEMENT PLANS

Please fill in all blanks and **please reference the plan sheets/pages where the information may be found**, where appropriate, or write N/A by items that are not applicable.

GENERAL

Plan Submission Date _____
Project Name _____
VSMP Permit Number _____
Site Plan Number _____
Site Address _____
Applicant _____ Phone Number _____
Applicant Legal Address _____
Owner _____ Phone Number _____
Owner E-mail Address _____
Principal Designer _____ Phone Number _____
Principal Designer E-mail Address _____
Total Disturbed Area Figure _____

_____ Professional's seal - The designer's original seal, signature, and date are required on the *cover* sheet of each Narrative and each set of Plan Sheets. A facsimile is acceptable for subsequent Plan Sheets.

_____ Number of plan sets - Attach two sets of SWM Plans.

_____ Exceptions - Exceptions requested are governed by Section 9VAC25-870-57 of the *Virginia Stormwater Management Regulations*.

_____ Local Consideration - Provide contact information for the locality's plan review coordinator.

Name _____ Phone Number _____
Address _____

_____ Grandfathering - Attach supporting documentation consistent with the requirements of Section 9VAC25-870-48 of the *Virginia Stormwater Management Regulations*.

_____ Offsite Compliance - Attach letter of availability from the off-site provider as governed by Section 9VAC25-870-55 of the *Virginia Stormwater Management Regulations*.

PROJECT NAME: _____ SUBMITTAL#: _____

PLANS DATED: _____

CHECKLIST PREPARER

I certify that I am a professional in adherence to all minimum standards and requirements pertaining to the practice of that profession in accordance with Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia and attendant regulations. By signing this checklist I am certifying that this document and all attachments are, to the best of my knowledge and belief, true, accurate, and complete.

SIGNATURE _____

PRINTED NAME _____

QUALIFICATIONS _____

DATE _____

PROJECT NAME: _____ SUBMITTAL#: _____

PLANS DATED: _____

SITE PLANS

Please reference the plan sheet numbers where specific information may be found in the blanks below.

_____ Common address and legal description of the site, including the tax reference number(s) and parcel number(s) of the property or properties affected.

_____ A narrative that includes a description of current site conditions and proposed development and final site conditions, including proposed use of environmental site design techniques and practices, stormwater control measures, relevant information pertaining to long-term maintenance of these measures, and a construction schedule.

_____ Existing and proposed mapping and plans (recommended scale of 1" = 50', or greater detail), which illustrates the following at a minimum:

- North arrow
- Legend
- Vicinity map
- Existing and proposed topography (minimum of 2-foot contours recommended)
- Property lines
- Perennial and intermittent streams
- Mapping of predominant soils from USDA soils surveys as well as the location of any site-specific test bore hole investigations that may have been conducted and information identifying the hydrologic characteristics and structural properties of soils used in the installation of stormwater management facilities
- Boundaries of existing predominant vegetation and proposed limits of clearing and grading
- Location and boundaries of natural feature protection and conservation areas (e.g., wetlands, lakes, ponds, aquifers, public drinking water supplies, etc.) and applicable setbacks (e.g., stream buffers, drinking water well setbacks, septic drainfield setbacks, building setbacks, etc.)
- Identification of any on-site or adjacent water bodies included on the Virginia 303(d) list of impaired waters
- Current land use and location of existing and proposed roads, buildings, parking lots and other impervious areas
- Location and description of any planned demolition of existing structures, roads, etc.
- Proposed land use(s) with a tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, parking lots, stormwater management facilities, and easements
- Location of existing and proposed utilities [e.g., water (including wells), sewer (including septic systems), gas, electric, telecommunications, cable TV, etc.] and easements
- Earthwork specifications
- Show the BMP name, **geographic coordinates** and design of both structural and non-structural stormwater control measures, including maintenance access and limits of disturbance
- Storm drainage plans for site areas not draining to any BMP(s)
- Location of existing and proposed conveyance systems, such as storm drains, inlets, catch basins, channels, lateral groundwater movement interceptors (French drains, agric. tile drains, etc.), swales, and areas of overland flow, including grades, dimensions, and direction of flow
- Final drainage patterns and flow paths
- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainage systems

PROJECT NAME: _____ SUBMITTAL#: _____

PLANS DATED: _____

- Location of all contributing drainage areas and points of stormwater discharge, receiving surface waters or karst features into which stormwater discharges, the pre-development and post-development conditions for drainage areas, and the potential impacts of site stormwater on adjoining parcels
- Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
- Final stabilization and landscaping plans

_____ Hydrologic and hydraulic analysis, including the following:

- Site map with locations of design points and drainage areas (size in acres) for runoff calculations
- Identification and calculation of stormwater site design credits, if any apply
- Summary description of the water quantity and water quality compliance strategy.
- Time of concentration (and associated flow paths)
- Imperviousness of the entire site and each drainage area
- NRCS runoff curve numbers or volumetric runoff coefficients
- A hydrologic analysis for the existing (pre-development) conditions, including runoff rates, volumes, and velocities, showing the methodologies used and supporting calculations
- A hydrologic analysis for the proposed (post-development) conditions, including runoff rates, volumes, and velocities, showing the methodologies used and supporting calculations
- Hydrologic and hydraulic analysis of the stormwater management system for all applicable design storms
- Pollution load and load reduction requirements and calculations
- Final good engineering and sizing calculations for stormwater control measures, including contributing drainage areas, storage, and outlet configurations, verifying compliance with the water quality and water quantity requirements of the regulations
- Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities
- Final analysis of the potential downstream impacts/effects of the project, where necessary
- Downstream analysis, where detention is proposed
- Dam safety and breach analysis, where necessary

_____ Representative cross-section and profile drawings and details of stormwater control measures and conveyances which include the following:

- Existing and proposed structural elevations (e.g., inverts of pipes, manholes, etc.)
- Design water surface elevations
- Structural details of BMP designs, outlet structures, embankments, spillways, grade control structures, conveyance channels, etc.

_____ Applicable construction and material specifications, including references to applicable material and construction standards (ASTM, etc.)

_____ Landscaping plans for stormwater control measures and any site reforestation or revegetation

PROJECT NAME: _____ SUBMITTAL#: _____

PLANS DATED: _____

_____ Long term operations and maintenance plan/agreement as governed by 9VAC25-870-112 of the Virginia Stormwater Management Program Regulations.

_____ Evidence of acquisition of all applicable local and non-local permits

_____ Waiver/exception requests

_____ Evidence of acquisition of all necessary legal agreements (e.g., easements, covenants, land trusts, etc.)

_____ Applicable supporting documents and studies (e.g., infiltration tests, geotechnical investigations, TMDLs, flood studies, etc.)

_____ Other required permits: _____

PROJECT NAME: _____ **SUBMITTAL#:** _____

PLANS DATED: _____