



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT

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VSMP/E&SC Application Checklist

SPR#: _____

Please submit this form along with the application form for a County of Greene VSMP (Virginia Stormwater Management Program)/E&SC (Erosion and Sediment Control) Land Disturbance Permit. This Checklist specifies the forms and documents required to obtain a permit.

Project Name and Location: _____

VSMP/E&SC Land Disturbance Permit Application & Fees:

Submittal of the application form along with associated fees, and owner signature is required at submittal. (Note: only 50% of the total VSMP fee is required at this time. The balance of the VSMP fee shall be submitted along with the General Permit Registration Statement after the stormwater management plan has been approved. 100% of the E&SC fee is due at initial submittal.)

VSMP/E&SC Application Checklist:

Submittal of this checklist is required at application submittal.

Stormwater Management Pollution Prevention Plan (SWPPP) Checklist:

Submittal of the SWPPP is due with the application and must include the Erosion and Sediment Control Plan, the Stormwater Management Plan, and the applicant's Pollution Prevention Plan (PPP), or a reference to the fact that the PPP will be present on site once land disturbing activities commence. Following is a list of requirements for both the Erosion and Sediment Control Plan and the Stormwater Management Plan. Many of the E&SC requirements are repeated under the SWM requirements. Preparers need not duplicate information, unless specific to either E&SC, or SWM. Preparers may combine all narration in one narrative, or provide separate E&SC and SWM narratives.

E&SC Plan and SWM Plan Requirements:

Narrative-

- ___ 1. Minimum Standards: Each of the 19 Minimum Standards of the 1996 Virginia Erosion and Sediment Control. Regulations must be satisfied. If a Minimum Standard is not addressed with specific practices 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.
- ___ 2. Project Description: Describe the nature of the project and the purpose of the land disturbing activity. Specify the acreage to be disturbed. (this must match the amount indicated on the application form). Identify any "Off-site" areas that will be used either as waste sites, or borrow sites.
- ___ 3. Existing Site Conditions: Describe existing drainage patterns, topography and vegetative cover on the parcel(s) where the disturbance is to occur, and adjacent area uses on each side of the disturbed area.

- ___4. Soil Description: Describe soil characteristics on the parcel(s) where the disturbance is to occur including: soil name, erodibility, permeability, depth, texture, hydrologic group.
- ___5. Critical Areas: Identify areas that have potential to present erosion or water quality problems due to the land disturbance.
- ___6. Construction Schedule: Provide a detailed sequence of construction activities. Describe when areas will be cleared, cut, and filled. Specify when the erosion and sediment control measures are to be installed, and when denuded areas are to be stabilized (see #7 below), and when any removal, or conversion of temporary measures is to be done.
- ___7. Permanent and Temporary Stabilization: Describe how each portion of the site will be stabilized both during (if required), and upon completion of construction.
- ___8. Maintenance Schedule: Provide a detailed schedule specifying when erosion and sediment control measures are to be maintained. Self-inspections by the RLD, or contractor shall be performed at least weekly and after every runoff producing rain event. Any necessary repairs to erosion and sediment control measures shall be performed immediately. Removal of sediment from sediment-catching measures must be performed when capacity of those measures is reduced by 50%.
- ___9. Soil Stockpiles: Identify location of any stockpile locations and the erosion and sediment control measures to be used to control loss of sediment from them.
- ___10. Off-Site Borrow and Waste Locations: Often overlooked, any off-site location used for purposes of either borrowing soil to be trucked to this permitted project, or any off-site location to which soil is trucked shall be identified on the plan.
- ___11. Erosion and Sediment Control Measures: Specify all measures to be used on site. Describe structural and non-structural practices that will be used. Calculations used in designing all structural practices must be included, and shall be designed in accordance with the Virginia Erosion and Sediment Control Regulations.
- ___12. Stormwater Management Description: explain how stormwater will address runoff, and how the stormwater design meets the minimum requirements for both quality and quantity. Discharge locations should be identified along with Best Management Practices (BMPs) used, and their locations using Geographic Coordinates. Water quality and quantity designs shall comply with the most current regulations of the Virginia Stormwater Management Law.
- ___13. Permanent Stormwater BMP Maintenance Responsibility: Identify the party(s) responsible for the maintenance of any/all BMPs pursuant to the Stormwater Management Maintenance Agreement.

Site Plan-

- ___14. Contact Information: Names and phone numbers of the owner, operator, and plan preparer. Each must be identified.
- ___15. Pre-development and Post-development Drainage Area Maps. One of the most important components of the plan, these maps shall identify each drainage area, and shall include drainage divide lines, number of acres in each drainage area, and directional arrows indicating the direction of flow. For stormwater requirements, both maps shall indicate Points of Discharge (outfalls), Land Cover Coefficients, Soil Types, Time of Concentration Flow Paths, Existing and Proposed Drainage Structures.
- ___16. Name and Phone Number of Responsible Land Disturber: If not known at time of plan submittal then indicate this, and the P.E., or owner may use their certification number until the "RLD" is selected. The Responsible Land Disturber must hold a valid, and current Responsible Land Disturber Certificate from the state of Virginia, and be the person responsible for carrying out the land disturbing activity on the project.
- ___17. Vicinity Map: Include a map identifying the location of the project in relation to the surrounding area, sufficient enough to allow a person unfamiliar with the area to find the site.
- ___18. Scale of Plan: Note the scale on each sheet of the plan where dimensions are shown. The scale shall be of a size so that contours and other detail items are easily visible.
- ___19. An Existing Conditions page: This sheet shall identify tree lines, vegetated areas, impervious areas, easements, utilities, water bodies, and existing contours.
- ___20. North Arrow on each plan view page.
- ___21. Soils: All soils shall be delineated on either the "Existing Conditions" page, or a separate "Soils Map" page.

- ___22. Any Critical Areas that have the potential to present serious erosion or water quality problems shall be identified on the plan.
- ___23. Limits of Disturbance shall be clearly defined, including any Off-Site areas.
- ___24. Identification of erosion and sediment control measures. The plan must show control measures to be used, and the symbols used must match those as shown in the legend. Erosion and sediment control practices must be shown using the symbols from the 1992 Virginia Erosion and Sediment Control Handbook (VESCH).
- ___25. All stockpiles shall be shown on the plan, and shall be protected against loss of sediment with the correct E&SC measures. Off-Site stockpile locations must be included in the plan.
- ___26. Detail drawings and specifications for structural practices must be illustrated, and shall conform to the specifications of the 1992 VESCH.
- ___27. Specifications for vegetative practices shall include details for both temporary and permanent vegetative cover including: seed, lime, fertilizer, mulch, and blankets or matting.
- ___28. Final Contours shall be provided either on the "Site Plan", "Grading Plan", or other.

- ___29. The following four "General Notes" shall be included, and completed on the plan:
 - " _____ " is responsible for submitting to the County of Greene a Construction General Permit Registration Statement. General Permit coverage from DEQ must be obtained by the applicant before the County of Greene may issue a Land Disturbance Permit, when required.

 - " _____ " is responsible for preparing and updating the SWPPP during the project.

 - " _____ " is responsible for paying all permit fees necessary for continued coverage, and providing permit termination notification to DEQ.

 - " _____ " is responsible for certifying that the completed stormwater management facilities are in accordance with the approved plans and specifications. An As-Built Survey/Plan/Construction Record Drawing shall be provided to the County of Greene upon completion of the project, and before full bond release, with a written log of regular inspections sufficient to adequately document compliance.
- ___30. Best Management Practices (BMPs): Each BMP shall be located on the map with a description of each, and any details and specifications pursuant to the BMP Clearinghouse including: a cross-section detail and profile of the structure, and construction notes and details such as site preparation, sequence of construction, schedule of inspections, geotechnical report, and materials specifications. Locations shall be further identified with Geographic Coordinates. Each BMP shall specify the Acres Treated, and percent of Imperviousness, Turf and Undisturbed, or Open Space. Each BMP shall also be accompanied by an Operations and Maintenance Plan specifying what is to be done, when, by whom, and how.
- ___31. Drainage Easements: All easements shall be indicated on the site plan. Easements shall extend to an Adequate Channel. Easements should provide for both construction, and maintenance purposes.
- ___32. Channel Protection: Each plan shall verify channel adequacy using calculations and cross-sections.
- ___33. Flood Protection: Each plan shall verify that the ten-year post-developed peak flow rate does not exceed the ten-year pre-developed flow rate. Earthen Impoundments and Underground Facilities shall provide stability and overland relief for the 100-year, 24-hour storm event.
- ___34. Water Quality: Each plan shall utilize the Runoff Reduction Spreadsheet to verify compliance

___35. Hydraulic Design: Whenever included in the site design, the plan shall provide the following:

___Drainage system outfalls to an adequate channel. Channel analyses shall include cross-sections, and calculations.

___Drainage system provides overland relief of the 100-year storm event.

___Storm sewers, Culverts, Ditches shall be accompanied by hydrographs, profiles and computations.

___Discharge Volume, Velocity, Depth, and Freeboard, and Channel Lining shall be provided in the verification. Additionally, Headwater, HGL, and any Outlet Protection shall be specified.

___36. Hydraulic Control Structure: All control structures shall be accompanied by the following information:

___Construction Details, Materials, Elevations, and Dimensions

___Embankment Detail. Principal Spillway Detail. Emergency Spillway Detail.

___Stage-Storage –Discharge Table

___Pre and Post-Development Hydrographs for the 1, 2, 10 and 100 year storm events.

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