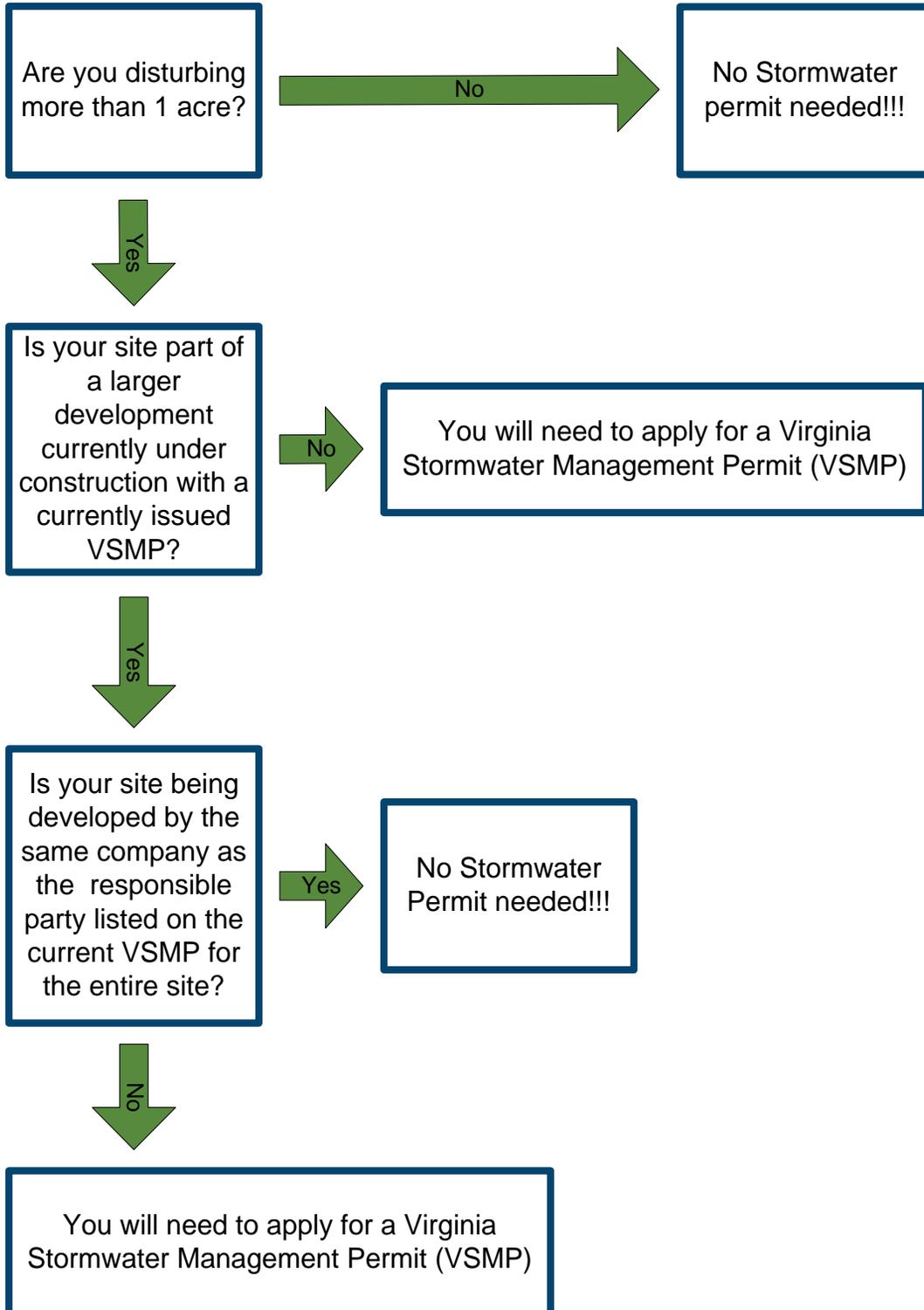
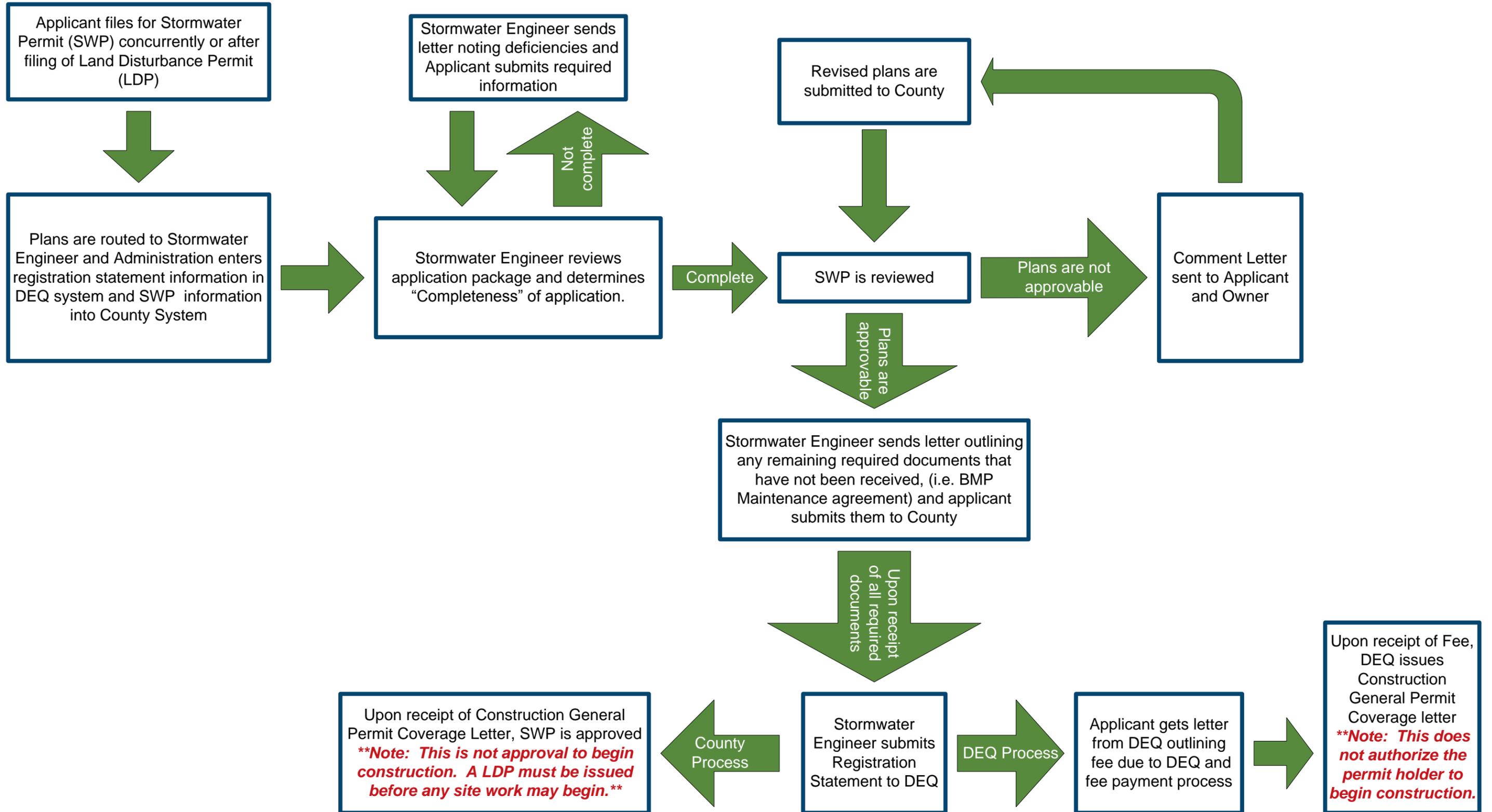


# Stormwater Permit Requirements for Commercial Developments



# Stormwater Permit Application Process





# STORMWATER MANAGEMENT PERMIT

## COUNTY OF GOOCHLAND, VIRGINIA

Environment & Land Development Office

P.O. Box 103

Goochland, VA 23063

Phone: (804) 556-5849

Web: [www.co.goochland.va.us](http://www.co.goochland.va.us)

FAX: (804) 556-5654

### Submittal Requirements

The following forms must be filled out completely and submitted or the application may not be accepted:

1. A Stormwater Management Permit Application with full answers to every statement and question. The application must be signed by the Property Owner.
2. A Registration Statement with full answers to every statement and question. **Please note that any errors or incomplete answers will cause delays in permit & coverage letter issuance.**
3. Completed Stormwater and E&S checklists with associated documentation (i.e. calculations, etc.)
4. Five (5) sets of Stormwater and E&S plans
5. SWPPP (required before approval)
6. Applicable fee – see attached fee schedule

Office Use Only:  
SWP-

### Contact Information

Full legal name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

Full legal name of Contractor/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Property Information

Street Address: \_\_\_\_\_

GPIN Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Disturbed Area: \_\_\_\_\_

Is this application filed for coverage for a project currently under review?  Yes  No

If so, provide LDP/POD #: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_





**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 a 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 a 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):**

(1) Name: \_\_\_\_\_ (2) Name: \_\_\_\_\_  
HUC: \_\_\_\_\_ HUC: \_\_\_\_\_

(3) Name: \_\_\_\_\_ (4) 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 Goochland County. 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 Detached Residential Structures.

Operators with an existing stormwater discharge or proposing a new stormwater discharge associated with the construction of a single family detached residential structure are not required to submit a Registration Statement or the Department of Environmental Quality (DEQ) portion of the general permit fee.

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 Goochland County 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 Goochland County 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:

**Goochland County**  
**1800 Sandy Hook Road, Suite 280**  
**PO Box 103**  
**Goochland, VA 23063**

### 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 County 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) 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), 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 6<sup>th</sup> 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.



## **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 \_\_\_\_\_

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 five sets of SWM Plans.

\_\_\_\_\_ 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*.

#### **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/REGISTRATION # \_\_\_\_\_

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 of the BMP(s) 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

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

properties and drainage systems

- 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
- Runoff reduction spreadsheets
- 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:** \_\_\_\_\_



## PLAN SUBMITTER'S CHECKLIST

### FOR EROSION AND SEDIMENT CONTROL PLANS

Please fill in all blanks and 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 \_\_\_\_\_

Principal Designer \_\_\_\_\_ Phone Number \_\_\_\_\_

Principal Designer E-mail Address \_\_\_\_\_

Total Disturbed Area Figure \_\_\_\_\_

\_\_\_\_\_ Complete set of plans- Include all sheets pertaining to the site grading and stormwater and any activities impacting erosion and sediment control and drainage:

- Existing conditions
- Demolition
- Site grading
- Erosion and sediment control
- Storm sewer systems
- Stormwater management facilities
- Utility layout
- Landscaping
- On-site and off-site borrow and disposal areas that do not have separate approved ESC Plans

\_\_\_\_\_ 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 – Incorporate E&S into the five (5) required Stormwater Management plans

\_\_\_\_\_ Certified Responsible Land Disturber (RLD) - A certified RLD is required during all stages of construction, from the initial land disturbance through final site stabilization. **The name of the project RLD must be provided before any land disturbance may begin.** Notify the County in a timely manner if the RLD changes during the course of the project.

#### CHECKLIST PREPARER

PROJECT NAME: \_\_\_\_\_ SUBMITTAL#: \_\_\_\_\_

PLANS DATED: \_\_\_\_\_

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/REGISTRATION # \_\_\_\_\_

DATE \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

**NARRATIVE**

Please reference plan sheet numbers where the information may be found.

- \_\_\_\_\_ Project description - Briefly describe the nature and purpose of the land-disturbing activity. Provide the area (acres) to be disturbed.
  
- \_\_\_\_\_ Existing site conditions - A description of the existing topography (% slopes), ground cover, and drainage (on-site and receiving channels).
  
- \_\_\_\_\_ Adjacent areas - A description of all neighboring areas such as residential developments, agricultural areas, streams, lakes, roads, etc., that might be affected by the land disturbance.
  
- \_\_\_\_\_ Off-site areas - Describe any off-site land-disturbing activities that may occur (borrow sites, disposal areas, easements, etc.). Identify the Owner of the off-site area and the entity responsible for plan review. Include a statement that any off-site land-disturbing activity associated with the project must have an approved ESC Plan. Submit documentation of the approved ESC Plan for each of these sites.
  
- \_\_\_\_\_ Soils - Provide a description of the soils on the site, giving such information as soil name, mapping unit, erodibility, permeability, surface runoff, and a *brief* description of depth, texture and soil structure. Show the site location on the Soil Survey, if it is available. Include a plan showing the boundaries of each soil type on the development site.
  
- \_\_\_\_\_ Critical areas - A description of areas on the site that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, watercourses, wet weather / underground springs, etc.).
  
- \_\_\_\_\_ Erosion and sediment control measures - A description of the structural and vegetative methods that will be used to control erosion and sedimentation on the site. Controls should satisfy applicable minimum standards and specifications in Chapter 3 of the 1992 *Virginia Erosion and Sediment Control Handbook* (VESCH) or more stringent local requirements.
  
- \_\_\_\_\_ Management strategies / Sequence of construction - Address management strategies, the sequence of construction, and any phasing of installation of ESC measures.
  
- \_\_\_\_\_ Permanent stabilization - A brief description, including specifications, of how the site will be stabilized after construction is completed.
  
- \_\_\_\_\_ Maintenance of ESC measures - A schedule of regular inspections, maintenance, and repair of erosion and sediment control structures should be set forth.
  
- \_\_\_\_\_ Calculations for temporary erosion and sediment control measures - For each temporary ESC measure, provide the calculations required by the standards and specifications.
  
- \_\_\_\_\_ Stormwater management considerations - Will the development of the 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, including during construction.

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

\_\_\_\_\_ Specifications / Detail Drawings for erosion and sediment control measures - For each erosion and sediment control measure employed in the plan, include, at a minimum, the detail from the standard and specification in the VESCH or more stringent local requirements. Include any approved variances or revisions to the standards and specifications.

\_\_\_\_\_ Specifications for stormwater and stormwater management structures - Provide specifications for stormwater and stormwater management structures, i.e., pipe materials, pipe bedding, stormwater structures.

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

**SITE PLAN**

Please reference plan sheet numbers where the information may be found.

- \_\_\_\_\_ Vicinity map - A small map locating the site in relation to the surrounding area. Include any landmarks that might assist in locating the site.
  
- \_\_\_\_\_ Indicate north - The direction of north in relation to the site.
  
- \_\_\_\_\_ Off-site areas - Include any off-site land-disturbing activities (e.g., borrow sites, disposal areas, etc.) not covered by a separate approved ESC Plan.
  
- \_\_\_\_\_ Legend - Provide a complete listing of all ESC measures used, including the VESCH uniform code symbol and the standard and specification number. Include any other items necessary to identify pertinent features in the plan.
  
- \_\_\_\_\_ Property lines and easements - Show all property and easement lines. For each adjacent property, list the deed book and page number and the property owner's name and address.
  
- \_\_\_\_\_ Existing vegetation – Show the existing tree lines, grassed areas, or unique vegetation.
  
- \_\_\_\_\_ Limits of clearing and grading – Delineate all areas that are to be cleared and graded.
  
- \_\_\_\_\_ Protection of areas not being cleared - Fencing or other measures to protect areas that are not to be disturbed on the site.
  
- \_\_\_\_\_ Critical areas – Note all critical areas on the plan.
  
- \_\_\_\_\_ Existing contours – Show the existing contours of the site.
  
- \_\_\_\_\_ Final contours and elevations – Show changes to the existing contours, including final drainage patterns.
  
- \_\_\_\_\_ Site development – Show all improvements such as buildings, parking lots, access roads, utility construction, etc. Show all physical items that could affect or be affected by erosion, sediment, and drainage.
  
- \_\_\_\_\_ Location of practices - The locations of erosion and sediment control and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the VESCH.
  
- \_\_\_\_\_ Adequate Conveyances – Ensure that stormwater conveyances with adequate capacity and adequate erosion resistance have been provided for all on-site concentrated stormwater runoff. Off-site channels that receive runoff from the site, including those receiving runoff from stormwater management facilities, must be adequate. Increased volumes of sheet flows must be diverted to a stable outlet, adequate channel, pipe or pipe system, or a stormwater management facility.

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

- Provide exhibits showing the drainage divides, the direction of flow, and the size (acreage) of each of the site drainage areas that discharge runoff off-site, both existing and proposed.
- Provide calculations for pre- and post-development runoff from these drainage areas.
- Ensure that Minimum Standard 19 is satisfied for each off-site receiving channel, including those that receive runoff from stormwater management facilities.
- Provide calculations for the design of each permanent stormwater management facility.
- Ensure that increased volumes of sheet flows are diverted to a stable outlet, to an adequate channel, pipe or pipe system, or to a stormwater management facility.
- Provide adequacy calculations for all on-site stormwater conveyances.

\_\_\_\_\_ Calculations for permanent stormwater conveyances - For each permanent stormwater conveyance or structure, provide the following design calculations, as applicable:

- Drainage area map with time of concentration ( $T_C$ ) path shown
- $T_C$  calculation/nomograph
- Locality IDF curve
- Composite runoff coefficient or RCN calculation
- Peak runoff calculations
- Stormwater conveyance channel design calculations
- Storm drain and storm sewer system design calculations
- Hydraulic Grade Line if any pipe in the system is more than 90% full for a 10-year storm
- Culvert design calculations
- Drop inlet backwater calculations
- Curb inlet length calculations

\_\_\_\_\_ Direction of Flow for Conveyances - Indicate the direction of flow for all stormwater conveyances (storm drains, stormwater conveyance channels).

\_\_\_\_\_ Storm Drain Profiles - Provide profiles of all storm drains except roof drains. If the type of pipe (RCP, CMP, HDPE, etc.) is not called out on the profiles, then the most conservative pipe material that may be specified for the project must be used in the adequacy calculations.

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

MINIMUM STANDARDS

Plan Sheet # \_\_\_\_\_

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

**Yes No NA**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-1  | Have temporary and permanent stabilization been addressed in the narrative?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Are practices shown on the plan?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Temporary and permanent seed specifications?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Lime and fertilizer?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Mulching?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Blankets/Matting?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Pavement/Construction Road Stabilization?   |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-2  | Has stabilization of soil stockpiles, borrow areas, and disposal areas been addressed in the narrative and on the plan?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       | Have sediment trapping measures been provided?  |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-3  | Has the establishment and maintenance of permanent vegetative stabilization been addressed?   |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-4  | Does the plan specifically state that sediment-trapping facilities shall be constructed as a first step in land-disturbing activities?                              |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-5  | Does the plan specifically state that stabilization of earthen structures is required immediately after installation? Is this noted for each measure on the plan?   |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-6  | Are sediment traps and sediment basins specified where needed and designed to the standard and specification?   |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-7  | Have the design and temporary/permanent stabilization of cut and fill slopes been adequately addressed? Is Surface Roughening provided for slopes steeper than 3:1? |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-8  | Have adequate temporary or permanent conveyances (paved flumes, channels, slope drains) been provided for concentrated stormwater runoff on cut and fill slopes?    |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-9  | Has water seeping from a slope face been addressed (e.g., subsurface drains)?   |
| <br>                     |                          |                          |       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MS-10 | Is adequate inlet protection provided for all operational storm drain and culvert inlets?   |

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_

**Yes No NA**

- MS-11 Are adequate outlet protection and/or channel linings provided for all stormwater conveyance channels and receiving channels? Is there a schedule indicating:  
   Dimensions of the outlet protection? Lining? Size of riprap?  
   Cross section and slope of the channels? Type of lining? Size of riprap, if used?
- MS-12 Are in-stream protection measures required so that channel impacts are minimized?
- MS-13 Are temporary stream crossings of non-erodible material required where applicable?
- MS-14 Are all applicable federal, state and local regulations pertaining to working in or crossing live watercourses being followed?
- MS-15 Has immediate restabilization of areas subject to in-stream construction (bed and banks) been adequately addressed?
- MS-16 Have disturbances from underground utility line installations been addressed?  
   No more than 500 linear feet of trench open at one time?  
   Effluent from dewatering filtered or passed through a sediment-trapping device?  
   Proper backfill, compaction, and restabilization?
- MS-17 Is the transport of soil and mud onto public roadways properly controlled? (i.e., Construction Entrances, wash racks, transport of sediment to a trapping facility, cleaning of roadways at the end of each day, no washing before sweeping and shoveling)
- MS-18 Has the removal of temporary practices been addressed?  
   Have the removal of accumulated sediment and the final stabilization of the resulting disturbed areas been addressed?
- MS-19 Are properties and waterways downstream from development adequately protected from sediment deposition, erosion, and damage due to increases in volume, velocity and peak flow rate of stormwater runoff? Have adequate channels been provided on-site?

**PROJECT NAME:** \_\_\_\_\_ **SUBMITTAL#:** \_\_\_\_\_

**PLANS DATED:** \_\_\_\_\_



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

(Please Type or Print All Information)

## 1. Construction Activity Operator:

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address (if available): \_\_\_\_\_

## 2. Name and Location of the Construction Activity: (As listed on the Registration Statement.)

Name: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

3. General Permit Registration Number: \_\_\_\_\_

## 4. Reason for Terminating Coverage Under the General Permit: (The operator shall submit a Notice of Termination after one or more of the following conditions have been met.)

- A. Necessary permanent control measures included in the SWPPP for the site are in place and functioning effectively and final stabilization has been achieved on all portions of the site for which the operator is responsible. When applicable, long-term responsibility and maintenance requirements for permanent control measures shall be recorded in the local land records prior to the submission of a notice of termination:
- B. Another operator has assumed control over all areas of the site that have not been finally stabilized and obtained coverage for the ongoing discharge:
- C. Coverage under an alternative VPDES or state permit has been obtained; or
- D. For residential construction only, temporary soil stabilization has been completed and the residence has been transferred to the homeowner.

*The notice of termination should be submitted no later than 30 days after one of the above conditions being met. Authorization to discharge terminates at midnight on the date that the notice of termination is submitted for the conditions set forth in subsections B through D above, unless otherwise notified by the County or the Department. Termination of authorizations to discharge for the conditions set forth in subsection A above shall be effective upon notification from the County or the Department that the provisions of subsection A have been met or 60 days after submittal of the notice of terminations, whichever occurs first.*

5. **Permanent Control Measures Installed:** (When applicable, a list of the on-site and off-site permanent control measures (both structural and nonstructural) that were installed to comply with the stormwater management technical criteria. Use the attached template if additional space is needed.)

Permanent Control Measure #1

Type of Permanent Control Measure: \_\_\_\_\_

Date Functional: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Receiving Water: \_\_\_\_\_

Total Acres Treated: \_\_\_\_\_ Impervious Acres Treated: \_\_\_\_\_

Permanent Control Measure #2

Type of Permanent Control Measure: \_\_\_\_\_

Date Functional: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Receiving Water: \_\_\_\_\_

Total Acres Treated: \_\_\_\_\_ Impervious Acres Treated: \_\_\_\_\_

Permanent Control Measure #3

Type of Permanent Control Measure: \_\_\_\_\_

Date Functional: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Receiving Water: \_\_\_\_\_

Total Acres Treated: \_\_\_\_\_ Impervious Acres Treated: \_\_\_\_\_

**6. Participation in a Regional Stormwater Management Plan:** (When applicable, information related to the participation in a regional stormwater management plan. Attach a separate list if additional space is needed.)

Regional Stormwater Management Facility

Type of Regional Stormwater Management Facility: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Total Site Acres Treated: \_\_\_\_\_ Impervious Site Acres Treated: \_\_\_\_\_

7. **Perpetual Nutrient Credits:** (When applicable, information related to perpetual nutrient credits that were acquired in accordance with § 62.1-44.15:35 of the Code of Virginia. Attach a separate list if additional space is needed.)

Nonpoint Nutrient Credit Generating Entity

Name: \_\_\_\_\_

Perpetual Nutrient Credits Acquired (lbs/acre/year): \_\_\_\_\_

8. **Certification:** "I certify under penalty of law that I have read and understand this Notice of Termination 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 Notice of Termination General VDPES Permit for Discharges of Stormwater from Construction Activities (VAR10)

## GENERAL

A Notice of Termination must be submitted when an operator no longer wishes to be covered under the General VDPES Permit for Discharges of Stormwater from Construction Activities (VAR10).

All Notice of Terminations should be submitted to:

**Goochland County**  
**1800 Sandy Hook Road, Suite 280**  
**PO Box 103**  
**Goochland, VA 23063**

## LINE-BY-LINE INSTRUCTIONS

### Item 1: Construction Activity Operator Information.

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 that was issued general permit coverage.

### Item 2: Name and Location of the Construction Activity Information.

Provide the official name, street address (if available), city or county (if not located within a 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). NOTE: This information can be obtained from the previously submitted Registration Statement.

### Item 3: General Permit Registration Number.

Provide the existing general permit registration number for the construction activity identified in Item 2.

### Item 4: Reason for Termination.

Indicate the appropriate reason for submitting this Notice of Termination. The Notice of Termination may only be submitted after one or more of the following conditions have been met:

- a. Necessary permanent control measures included in the SWPPP for the site are in place and functioning effectively and final stabilization has been achieved on all portions of the site for which the operator is responsible. When applicable, long-term responsibility and maintenance requirements for permanent control measures shall be recorded in the local land records prior to the submission of a notice of termination:
- b. Another operator has assumed control over all areas of the site that have not been finally stabilized and obtained coverage for the ongoing discharge:
- c. Coverage under an alternative VDPES or state permit has been obtained: or
- d. For residential construction only, temporary soil stabilization has been completed and the residence has been transferred to the homeowner.

The Notice of Termination should be submitted no later than 30 days after one of the above conditions being met.

### Item 5: Permanent Control Measures (when applicable).

For each on-site and off-site permanent control measure (both structural and non-structural) that was installed to comply with the stormwater management technical criteria provide the following information:

- a. The type of permanent control measure:
- b. The date that the permanent control measure became functional as a post-development stormwater management control:

- c. The street address (if available), City or County (if not located within a City) of the permanent control measure;
- d. The latitude and longitude in decimal degrees of the approximate center of the permanent control measure;
- e. The receiving water of the permanent control measure; and
- f. The number of total and impervious acres treated by the permanent control measure (to the nearest one-tenth of an acre).

Attach a separate list if additional space is needed.

### Item 6: Participation in a Regional Stormwater Management Plan (when applicable).

For each Regional Stormwater Management Facility provide the following information:

- a. The type of regional facility to which the site contributes;
- b. The street address (if available), City or County (if not located within a City) of the regional facility;
- c. The latitude and longitude in decimal degrees of the approximate center of the regional facility; and
- d. The number of total and impervious site acres treated by the regional facility (to the nearest one-tenth of an acre).

Attach a separate list if additional space is needed.

### Item 7: Perpetual Nutrient Credits (when applicable).

Provide the following information related to perpetual nutrient credits that were acquired in accordance with § 62.1-44.15:35 of the Code of Virginia:

- a. The name of the nonpoint nutrient credit generating entity from which perpetual nutrient credits were acquired; and
- b. The number of perpetual nutrient credits acquired (lbs. per acre per year).

Attach a separate list if additional space is needed.

### Item 8: 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.

**Additional Measures for Notice of Termination of VSMP #**

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Permanent Control Measure # \_\_\_\_\_

Type of Permanent Control Measure: \_\_\_\_\_

Date Functional: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Receiving Water: \_\_\_\_\_

Total Acres Treated: \_\_\_\_\_ Impervious Acres Treated: \_\_\_\_\_

Permanent Control Measure # \_\_\_\_\_

Type of Permanent Control Measure: \_\_\_\_\_

Date Functional: \_\_\_\_\_

Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County (if not located within a City): \_\_\_\_\_

Latitude (decimal degrees): \_\_\_\_\_ Longitude (decimal degrees): \_\_\_\_\_

Receiving Water: \_\_\_\_\_

Total Acres Treated: \_\_\_\_\_ Impervious Acres Treated: \_\_\_\_\_