



Guidance for Land Disturbing Activities

Guidance for the Implementation
of the
City's Erosion & Sediment Control and Stormwater
Management Programs

City of Hopewell
Virginia



May 2016
Revised September 2019

Disclaimer: This document is for guidance purposes only and does not supersede City Code or regulations cited herein.

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Appendices

Appendix A

Quick Reference Guide

Appendix B –

Form LDA 01: Application for a Land Disturbing Permit

Form LDA 02: Application for a Land Disturbing Permit – Single Family Residence with an Agreement in Lieu of an ESC Plan

Form LDA 03: Land Disturbing Permit, ESC Plan, and VSMP Permit Fee Form

Form LDA 04: ESC Plan Preparer/Reviewer Checklist

Form LDA 05: SWM Plan Preparer/Reviewer Checklist

Form LDA 06: Preconstruction Meeting Verification Form

Form LDA 07: Construction Inspection Checklist < 1 acre Disturbance

Form LDA 08: Construction Inspection Checklist with a SWPPP

Form LDA 09: Construction Inspection Checklist for Agreement in Lieu of Plan Activities

Form LDA 10: SWM Facility Record Drawing and Certification

Form LDA 11: Termination of Land Disturbance Form

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1.0 INTRODUCTION

The City of Hopewell (City) implements a consolidated Erosion and Sediment Control (ESC) & Stormwater Management (SWM) Program in accordance with the City Code. The City Code incorporates, by reference, the following laws and attendant regulations as the enabling authority and the technical and administrative basis for the program:

- Virginia ESC Law (§62.1-44.15:51 et. seq.) and Virginia ESC Regulations (9VAC25-840);
- Virginia SWM Law (§62.1-44. 15:24 et. seq.) and Virginia SWM Program (VSMP) Regulations (9VAC25-870);
- VPDES General Permit for Discharges of Stormwater from Construction Activities (9VAC25-880; VAR10);
- ESC and SWM Certification Regulations (9VAC25-850); and the
- Chesapeake Bay Preservation Act (§62.1-44.15:67 et. seq.) and Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830).

The relevant City codes can be found on the Stormwater Division home page: <http://hopewellva.gov/storm-water>.

This Guide has been Developed to assist applicants acquire a permit for a Regulated Land disturbing Activity (LDA) project through plan design and approval, construction, and long term inspections and maintenance of stormwater Best Management Practices to ensure consistency with City requirements referenced above. A Process Diagram is provided in Appendix A that illustrates the process from the application for a permit for a land disturbance activity through the completion of the activity.

The Guide includes the following sections:

Applicability – Determine if the proposed activity is a regulated LDA subject to the City’s ESC and SWM Program.;

Permit Application – Procedures for submittal of a LDA Permit Application and required ESC and SWM plans;

Construction – Procedures for conducting inspections and maintaining compliance with the approved plans and City code; and

Post-Construction and Reporting – Responsibilities and procedures to ensure long-term care and maintenance of stormwater management facilities.

Administration and enforcement of the City’s Programs will be performed by City personnel as described in this guidance. The City shall ensure responsible staff and its representatives obtain the necessary program implementation certifications as required by the Virginia Department of Environmental Quality (VDEQ).

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2.0 APPLICABILITY

The entire City is designated a Chesapeake Bay Preservation Area. Therefore, the ESC and SWM ordinances apply to all regulated LDAs conducted within the City.

2.1 Regulated Land Disturbing Activities

Regulated Land Disturbing Activities (LDA) are subject to applicable City ordinances requiring an approved ESC plan, SWM plan, or both, and permit(s) prior to the commencement of the activity. A regulated LDA is defined as follows:

A **land-disturbing activity** (LDA) means a man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land. (§ 62.1-44.15:24. Code of Virginia).

A **regulated land disturbing activity** is that which disturbs 2,500 ft² or greater. (§ 62.1-44.15:34. Code of Virginia).

The following activities **are not required to comply** with the requirements of the City's Erosion & Sediment Control or Stormwater Management Ordinances unless otherwise required by federal law:

1. Minor land-disturbing activities, including home gardens and individual home landscaping, repairs, and maintenance work;
2. Installation, maintenance, or repair of any individual service connection;
3. Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;
4. Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
5. Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.1 Code of Virginia;
6. Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot operations; agricultural engineering operations including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the Board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area is reforested in accordance with the Code of Virginia (§ 10.1-1100 et seq.) or is converted to bona fide agricultural or improved pasture use (§ 10.1-1163.B);

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7. Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;
8. Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission, or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to this article and the regulations adopted pursuant thereto;
9. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company;
10. Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the VESMP authority shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements of subsection A is required within 30 days of commencing the land-disturbing activity; and
11. Allowable discharges to a sanitary sewer as described in Chapter 31 of the City Code: Sewers and Sewage Disposal.

The following activities are **required to comply** with the City's Erosion & Sediment Control ordinance but **are not required to comply** with the City's stormwater quantity and water quality technical criteria, unless otherwise required by federal law:

1. Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;
2. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection; and
3. Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.

2.2 Regulated Land Disturbing Activities Permit Application Requirements

Table 1 and **Table 2** outline the different categories of regulated land disturbing activities and the general requirements.

2.2.1 Site Plans

Site plans provide staff with an opportunity to review the project's compliance with applicable subdivision and zoning ordinance requirements, as well as the location and adequacy of provisions for permanent drainage and temporary construction related erosion and sediment control.

Site plans are required when a project includes a building permit or a land area greater than 1,000

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square feet. The required content of a site plan is provided on the Site Plan Application and can be downloaded from the Planning Department website.

Table 1. RESIDENTIAL CONSTRUCTION (SINGLE FAMILY DETACHED) PLAN & PERMIT REQUIREMENTS	
1.	Lot within subdivision (Common Plan of Development) <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit Application* (LDA 02) <input type="checkbox"/> Agreement in lieu of an ESC and SWM Plan <input type="checkbox"/> VPDES CGP ¹ Coverage (\$290)
2.	Lot ≥ 1,000 ft² and < 2,500 ft² land disturbance (not in a common plan of development) <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit Application* (LDA 02) <input type="checkbox"/> Agreement in lieu of ESC and SWM Plan
3.	Lot ≥ 2,500 ft² and < 1 acre land disturbance <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 02) <input type="checkbox"/> Agreement in lieu of ESC and SWM Plan
4.	Lot ≥ 1acre and < 5 acres land disturbance <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 02) <input type="checkbox"/> ESC Plan * <input type="checkbox"/> Agreement in lieu of SWM Plan <input type="checkbox"/> VPDES CGP ¹ Coverage (\$290)
5.	Lot ≥ 5 acres and < 10 acres land disturbance <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 01) <input type="checkbox"/> ESC Plan <input type="checkbox"/> SWM Plan <input type="checkbox"/> VPDES CGP ¹ Coverage (\$3,400)
*Refer to fee schedule for Permit Fee amounts. 1. Virginia Pollutant Discharge Elimination System Construction General Permit	

2.2.2 Agreement in Lieu of an ESC Plan for a Single-Family Residence

An agreement in lieu (AIL) of a plan is a contract between the City and the owner or permittee and is applicable to single-family detached residential construction only. The agreement specifies methods to comply with the ESC and SWM Programs that shall be implemented for the construction of a single-family residence and may be executed by the City in lieu of an ESC plan (AIL-ESC).

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For a single-family detached residential construction, an AIL-ESC is required when the LDA:

- Is within a larger subdivision or *Common Plan of Development or sale* developed by another party and the total land disturbance occurring within the overall development is equal to or greater than one acre; or
- Is equal to or greater than 2,500 square feet.
- **An AIL-ESC is not applicable for single family detached residential construction when the LDA is equal or greater than 1 acre.** A site specific ESC plan is required.

Single-family residential construction projects that qualify for an AIL-ESC should utilize the site plan referenced in the previous section, typically an 8-½ x 11” sheet, to communicate the proposed erosion control measures and stormwater drainage features as required by the Agreement. The *Application for a Land Disturbing Permit (LDA 01)* and the *Application for a Land Disturbing Permit for Single Family Residential Construction with an Agreement in Lieu of a Plan (LDA 02)* are provided in **Appendix B**.

For a single-family detached residential construction meeting the conditions above, an AIL-ESC shall be submitted to the City’s Stormwater Program Manager or designee for approval prior to the commencement of the LDA.

2.2.3 Agreement in Lieu of a Stormwater Management Plan

When the land disturbance associated with a single-family detached residential construction is 1 acre or greater, but less than 5 acres, the AIL-SWM includes all the same information as the AIL-ESC, with the addition of any on-lot stormwater management Best Management Practices (BMPs) required to achieve compliance with the City Stormwater ordinance. The AIL-SWM shall be submitted to the City’s Stormwater Program Manager or designee for approval prior to the commencement of the LDA.

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TABLE 2 COMMERCIAL/MULTI-FAMILY RESIDENTIAL/INDUSTRIAL PLAN & PERMIT REQUIREMENTS	
CLDA 1	Parcel within subdivision (Common Plan of Development) <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 01) <input type="checkbox"/> ESC Plan <input type="checkbox"/> SWM Plan <input type="checkbox"/> VPDES CGP Coverage*
CLDA 2	Parcel ≥ 2,500 ft² and <1 acre land disturbance <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 01) <input type="checkbox"/> ESC Plan <input type="checkbox"/> SWM Plan
CLDA 3	Parcel ≥ 1 acre land disturbance <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan <input type="checkbox"/> Land Disturbing Permit* (LDA 01) <input type="checkbox"/> ESC Plan <input type="checkbox"/> SWM Plan <input type="checkbox"/> VPDES CGP*
*Refer to fee schedule for Permit Fee amounts.	

2.2.4 Virginia Pollutant Discharge Elimination System Construction General Permit (VPDES CGP) Coverage

The General Virginia Pollutant Discharge Elimination System Permit for Discharges of Stormwater from Construction Activities, VAR10 (VPDES Construction General Permit or VPDES CGP) is a Federal Clean Water Act permit issued by the Commonwealth of Virginia. The City of Hopewell, as an authorized Virginia Stormwater Management Program (VSMP) Authority, reviews and approves ESC and SWM Plans, confirms the plan approval in accordance with the General Permit requirements, collects the appropriate fee, and then notifies the Virginia Department of Environmental Quality (VDEQ) that the regulated LDA qualifies for coverage. VDEQ then issues the applicant a letter confirming permit coverage.

VPDES CGP coverage is required for all land disturbing activities equal to or greater than 1 acre and all regulated land disturbing activity within a common plan of development or sale where the larger plan of development is (or was) equal to or greater than one acre, including individual lots within a subdivision.

Site Plan approval, Land Disturbance Permit, and appropriate fee are required prior to permit coverage.

- **Permit coverage is authorized only after:**
 - ✓ receipt of a completed Fee Form;
 - ✓ Permit Registration Statement; and

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- ✓ Confirmation of permit coverage from Virginia Department of Environmental Quality

VDEQ also extends permit coverage to qualified single family detached residential construction (less than 5 acres of land disturbance) through the acceptance of the AIL-ESC. Therefore:

- **Permit coverage for single-family detached residential construction less than one acre of disturbance is authorized only after:**
 - ✓ Receipt of the approved AIL-ESC.

Table 1 and **Table 2** indicate the regulated land disturbing activities that require VPDES CGP coverage.

Contractors and builders should be aware that while permit coverage is automatically granted with the AIL-ESC, you are still required to maintain compliance with all the applicable provisions of the VPDES CGP. Refer to Section 3.5 for additional information of the requirements of the VPDES CGP.

3.0 APPLICATION AND APPROVAL PROCESS

This Section discusses the responsibilities of the City and the applicant prior to commencement of land disturbance. No land disturbing activity shall commence without an approved plan (or an AIL), a Land Disturbing Permit, and where applicable, a letter from VDEQ authorizing coverage under the VPDES CGP.

3.1 General Submission Information and Timelines

The general requirements for acting on applications for plan approval and/or land disturbing permits is established by the Code of Virginia (§ 62.1-44.15:34) and City ordinance. Staff will strive to reduce the maximum allowable time to act on permit applications and plan submittals. For single family detached residential construction applicants (outlined in Table 1 as LD1, LD2, & LD3 requiring a Land Disturbing Permit with an AIL-ESC), staff is committed to responding in a timely manner commensurate with the complexity of the application. It should be noted that other departments may require concurrent reviews that address more complex issues requiring a longer total review process prior to issuing a land disturbing permit.

The following represents the allowed review response time in accordance with state code and the City ordinance:

Initial submittal

- ✓ Determination of completeness of any application **within 15 days after receipt.**
 - Written notification that the application is incomplete will be provided to the applicant within 15 days after receipt.
- ✓ Approval or denial of complete application **within 60 days after determination of completeness or receipt.**

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Staff will either approve the plan and application, or provide written notification of denial to the applicant accompanied by the rationale for denial within 60 days after determination of completeness. If no determination of completeness is communicated to the applicant, then notification of approval or denial will be within 60 days after receipt.

Re-submittal of previously disapproved application

- ✓ Determination of completeness of resubmittals **within 15 days after receipt.**

Written notification that the resubmittal is incomplete will be provided to the applicant within 15 days after receipt.

- ✓ Approval or denial of complete resubmittal **within 45 days after determination of completeness or receipt.**

Staff will either approve the resubmittal or provide written notification of denial to the applicant accompanied by the rationale for denial within 45 days after determination of completeness. If no determination of completeness is communicated to the applicant, then notification of approval or denial will be within 60 days after receipt.

The determination of completeness is based on the required components of an ESC and SWM Plan Preparer/Reviewer Checklists, forms **LDA 04** and **LDA 05** respectively, **Appendix B**.

3.2 Application for a Land Disturbing Permit and a Land Disturbing Permit with an Agreement in Lieu of an Erosion Control Plan

The City's ***Application for a Land Disturbing Permit (Form LDA 01)*** is provided in **Appendix B**.

The City's ***Application for Land Disturbing Permit with an Agreement in Lieu of an ESC Plan*** for single family construction (form **LDA 02**) is provided in **Appendix B**.

3.3 Erosion & Sediment Control Plan Review & Approval

The ESC plan will be reviewed for consistency with the technical criteria as referenced in the Virginia Erosion & Sediment Control Handbook (VESCH) by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850).

3.3.1 ESC Technical Criteria

The ESC Plan shall be consistent with the requirements of the Virginia ESC Regulations (9VAC25-840), the latest edition of the VESCH and specifically address each applicable minimum standards described in 9VAC25-840-40.

3.3.2 ESC Submittal

The following items shall be submitted by the Applicant for review when land disturbance activity is subject to the ESC Program. Each item shall be provided as hardcopy with the **final approved plan** set provided electronically in pdf format.

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- Application for a Land Disturbing Permit – This application shall be completed and provided with all submittals.
- Completed ESC Plan Checklist – The ESC Plan Checklist is provided to assist the ESC Plan preparer and reviewer with ensuring compliance to the technical criteria. Each applicable item on the checklist shall be addressed in the ESC Plan or ESC Narrative. Written reference on the checklist as to the location (plans or narrative) where the item has been addressed is requested in order to assist with plan development and review.
- ESC Plan – The ESC plan, narrative, and any supporting calculations shall be signed and sealed by a licensed professional and demonstrate compliance with the required ESC technical criteria.

3.3.3 ESC Plan Variances

An Applicant may request a variance from the ESC technical criteria. A variance request shall be provided in writing and may be considered prior to plan approval or during construction under the following conditions:

- The applicant requests, in writing, a variance with explanation of the reasons for requesting the variance. Reasons must be specific to restrictive site conditions and the variance shall be the minimum necessary to mitigate for the site restriction.
- The request shall include alternative measures to address potential downstream transport of sediment that could result from the granting of the variance.
- The request shall describe how the alternative measure(s) meets the intent of the minimum standard (9VAC25-840-40) for which the variance is sought.
- A variance will not be granted in any case where the granting of the variance could cause damage to downstream property. It is the responsibility of the applicant to demonstrate in the request that downstream properties will be protected from erosion, sedimentation and flooding.
- During construction, the person responsible for implementing the approved plan may request a variance in writing. A response in writing, either approving or disapproving the request, will be provided. **If the request is not approved within 10 days of receipt of the request, the request shall be considered to be disapproved.**
- Approval or disapproval of a variance to the VESCH standards and specifications for an ESC measure (e.g. proprietary inlet protection device) will consider consistency with the intent of the standard and specification for the specific type of measure described in Chapter 3 of the VESCH.
- Specific variances which are approved shall be documented on the ESC Plan.

The Plan Reviewer and ESC Inspector reserve the right to disallow the use of proprietary ESC measures based on findings that demonstrate poor performance related to sedimentation control or maintenance. Sufficient detail shall be provided on the ESC Plan for allowed proprietary measures, including any necessary design computations, installation instructions, and inspection and maintenance guidance. Installation and maintenance shall be per the manufacturer's

recommendations.

3.4 Stormwater Management Plan Review & Approval

Land disturbance activity subject to the SWM Program requires an approved SWM Plan. The SWM plan will be reviewed for consistency with the technical criteria as referenced in the Virginia SWM Handbook by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850).

Refer to the City’s Post Construction Stormwater Management Program Manual located on the City’s Stormwater Management webpage for additional guidance on stormwater facility types, inspections, and long-term maintenance. Refer to the Virginia Department of Environmental Quality website for detailed guidance on Stormwater Best Management Practices (BMPs) design criteria and performance credits.

3.4.1 SWM Technical Criteria

The SWM Plan shall be consistent with Part II A and Part II B of the VSMP Regulations, unless grandfathered per conditions described in 9VAC25-870-48 and therefore subject to Part II C of the VSMP Regulations. A project is not considered grandfathered unless explicitly approved in writing from the Program Manager or DEQ in response to a request for “grandfathered status” consistent with 9VAC25- 870-48 prior to plan submittal.

Design standards and specifications shall be consistent with the Virginia Stormwater BMP Clearinghouse Website, the latest edition of the Virginia Stormwater Management Handbook, and the Supplemental BMP Selection Criteria provided herein.

3.4.2 Supplemental BMP Selection Criteria

Successful performance of SWM practices depend on an effective long-term maintenance program. Designers are encouraged to consider maintenance concerns such as accessibility, frequency of maintenance, the required maintenance equipment, and costs of maintenance when selecting BMPs. Maintenance requirements for SWM practices shall be clearly specified on the SWM Plan.

3.4.3 SWM Submittals

The following items shall be submitted by the Applicant for review when land disturbance activity is subject to the SWM Program. Each item shall be provided as hardcopy (# of copies as shown) and electronically in pdf format.

- **Application for Land Disturbing Activity (LDA 01)** – This application shall be provided with all submittals and include the Applicant’s contact information and general information about the land disturbance activity.
- **Completed SWM Plan Checklist** – The SWM Plan Checklist (**LDA 05**) is provided to assist the SWM Plan preparer and reviewer with ensuring compliance to the technical criteria. Each applicable item on the checklist shall be addressed in the SWM Plan or SWM Narrative and the checklist certified by the licensed professional.

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- **SWM Plan** – The SWM plan, narrative, and supporting calculations shall be signed and sealed by a licensed professional and provide all of the information necessary to demonstrate compliance to the technical criteria of the VSMP regulations.
- **Completed SWM Management Handbook BMP Checklist** –Provide the applicable BMP Design Checklist from the *Virginia Stormwater Management Handbook* (Appendix 8-A), latest edition. A BMP-type specific checklist shall be provided for each BMP proposed in the SWM Plan.

3.4.4 SWM BMP Maintenance Agreement

A Maintenance Agreement that includes the post construction long term operation and maintenance requirements must be submitted with the SWM plan. The Agreement and accompanying maintenance requirements must be recorded before the City will release any bonds or terminate the permit.

3.4.5 SWM Plan Exceptions

An Applicant may request in writing for an exception to the SWM technical criteria and design standards and specifications. An exception may be granted by the Program Manager if:

- The exception is the minimum necessary to afford relief;
- Reasonable and appropriate conditions are imposed as necessary upon any exception granted so that the intent of the Virginia Stormwater Management Act and the technical criteria are preserved;
- Granting the exception will not confer any special privileges that are denied in other similar circumstances; and
- The request is not based upon conditions or circumstances that are self-imposed or self-created.

Economic hardship alone is not a sufficient reason to request an exception from the requirements of the technical criteria or design standards and specifications. The following exceptions will not be granted:

- The requirement that a land-disturbing activity obtain a state permit, when applicable.
- The use of a BMP not found on the BMP Clearinghouse.
- Requirements for phosphorus reductions.

Requests for exceptions will be considered by the Program Manager, and if deemed appropriate, submitted to DEQ for review. All exceptions must be approved by DEQ Central Office.

The Program Manager reserves the right to disallow the use of proprietary SWM measures based on findings that demonstrate poor performance related to volume reduction, pollutant removal, or maintenance. Sufficient detail shall be provided on the SWM Plan for allowed proprietary measures, including any necessary design computations, installation instructions, and inspection and maintenance guidance. Installation and maintenance shall be per the manufacturer's recommendations.

3.5 VPDES Construction General Permit (VAR10)

The General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Construction Activities, VAR10 (also referred to as VPDES Construction General Permit or VPDES CGP) is a Federal Clean Water Act permit issued by the Commonwealth of Virginia. As an authorized Virginia Stormwater Management Program (VSMP) Authority, Program staff review and approve ESC and SWM Plans, confirm the plan approval in accordance with the General Permit requirements, collect the appropriate fee, and then notify DEQ that the regulated LDA qualifies for coverage. DEQ then issues the applicant a letter confirming permit coverage.

In addition to the City-approved ESC and SWM plans, as applicable, a Stormwater Pollution Prevention Plan (SWPPP) as described in this section is required. A SWPPP template that can be used for all projects, and a SWPPP Template that can be used for single-family detached residential construction applicants is provided on the Stormwater Program webpage. Alternatively, applicants may develop and use their own SWPPP.

When applicable, the staff will verify coverage under the VPDES CGP at the preconstruction meeting described in Section 3.6.

A coverage letter from VDEQ is required prior to the commencement of the LDA and shall be maintained in the project Stormwater Pollution Prevention Plan described in this section. The contractor (or operator) of the LDA is responsible for compliance with permit conditions. Program staff will conduct oversight of permit compliance through site inspections as described in Section 4.0.

3.5.1 Stormwater Pollution Prevention Plans (SWPPP)

A SWPPP shall be prepared and certified, in accordance with the permit by the permittee or duly authorized representative. Applicants may use one of the SWPPP Templates available from Virginia DEQ or available from the City Stormwater Program upon request. The permittee is responsible for implementation of the SWPPP and may delegate authority for certifications (e.g. SWPPP and inspection form certifications) using the *Delegation of Authority Form* provided in the SWPPP template.

3.5.2 Special Conditions for Total Maximum Daily Loads

Dependent on the location of a project, special conditions may apply if a waste load allocation has been assigned to construction activity in a DEQ approved Total Maximum Daily Load (TMDL). At this time, the only applicable TMDL for regulated LDA in the City is the Chesapeake Bay TMDL. The special conditions include the increased frequency that the permittee's or the operator's qualified personnel must inspect the ESC measures to ensure that they are in good working condition. Refer to Section 4 of this guidance and the SWPPP Template for more information about the requirements of these inspections.

3.5.3 Off-site Land-Disturbance Activity

Offsite support facilities are defined as those facilities such as staging areas, equipment and material storage areas, unsuitable and surplus material disposal areas, borrow areas, etc., which are

located outside of the project limits shown on an approved ESC and/or SWM Plan. It is the responsibility of the operator to ensure applicable plans for these offsite areas are approved and permits are obtained for support facilities prior to the commencement of the LDA.

3.5.4 Pre-construction Meeting

A preconstruction meeting is required for all regulated LDA prior to the commencement of the activity. The permittee is responsible for scheduling a meeting with Stormwater Program Manager or designee. The certified Responsible Land Disturber (RLD) shall be identified on the permit application and the plans at, or prior to, the preconstruction meeting. The permittee shall ensure the individuals identified in Section 1 of the *Preconstruction Meeting Form LDA 06* (provided in **Appendix B**) attend the meeting and the checklist items of the form will be available at the meeting.

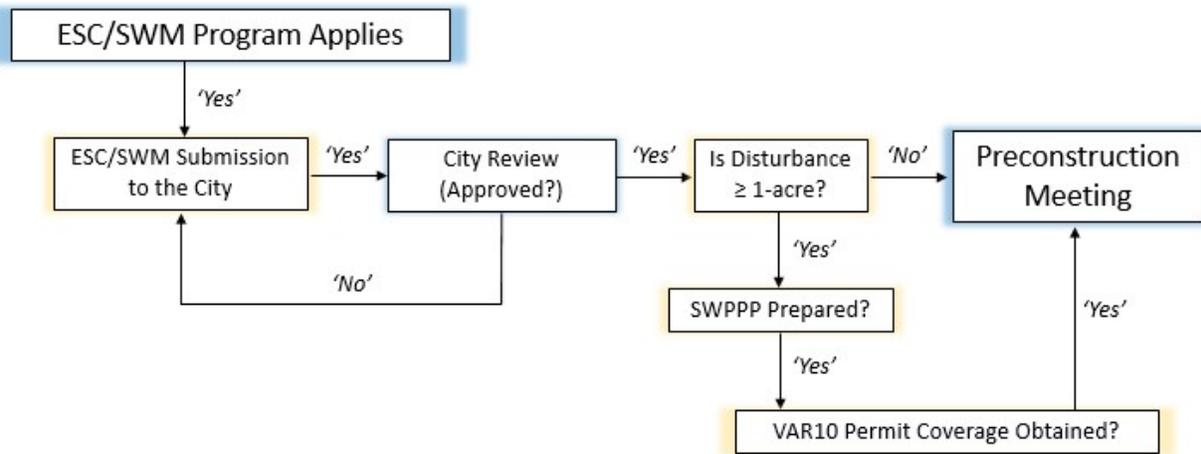


Figure 3.1 Summary of the development process prior to commencement of land disturbance. (Blue highlighted actions to be performed by the City, yellow actions to be performed by the applicant.)

4.0 IMPLEMENTATION THROUGH CONSTRUCTION

Section 4 describes the required actions of the permittee and program staff during the implementation of a regulated LDA.

4.1 Permittee/Owner/Operator Responsibilities

The permittee's responsibilities prior to and during a regulated LDA include, but is not limited to:

- Applying for and obtaining VPDES CGP coverage;
- Complying with the conditions of the VPDES CGP, when applicable;
- Updating and maintaining the SWPPP as required by the VPDES CGP; ; and
- Performing and documenting self-inspections as required by the VPDES CGP. It is recommended that the contractor use the inspection form in Appendix F. It is also recommended that the permittee have inspections performed by a VDEQ certified ESC/SWM Inspector per 9VAC25-850.
- Adhering to the approved plans unless otherwise approved in writing by the City;
- Maintaining the approved plans, and an up-to-date SWPPP (e.g. plan modifications and inspection forms) on the project site at all times;
- Obtaining necessary permit coverage and plan approvals for applicable off-site activities;
- Providing SWM BMP certified record drawing per Section 4.1.1; and
- Responding to any corrective action(s) and specified timeframes identified as the result of a City or DEQ inspection.

4.1.1 SWM Facility Record Drawings

Certification of the construction of all stormwater management facilities shall be submitted for review and approval. The certification shall be signed and sealed by a licensed professional certifying that the stormwater management facilities have been constructed in accordance with the approved plan, and include the following:

- A completed and certified copy of the *Stormwater Management Facility Record Drawing and Certification Form LDA 10* in **Appendix B**;
- A signed and sealed copy of the certifying professional's inspection log, including incremental surveys (drawings), photographs, construction logs, inspection reports, geotechnical testing reports, soil reports, certification of materials, and all other applicable information necessary to support and ensure the SWM facility has been built in accordance with the approved Plan; and
- A record drawing (as-built) signed and sealed by the licensed professional that includes:
 - Confirmation of the applicability of the long-term inspection and maintenance schedule for the SWM facility as extracted from the approved SWM Plan; and the
 - Confirmation of the total drainage area being served by the stormwater practice as

City of Hopewell
Guidance for Land Disturbing Activities

shown on the approved plans.

In the case that a SWM facility has not been constructed and installed in accordance with the approved SWM Plan, the licensed professional(s) responsible for certifying the as-built shall immediately notify the Stormwater Program Manager. Generally, there are two potential options when a facility is not constructed in accordance with the approved Plan:

- **Option 1:** Re-construct the facility in accordance with the approved Plan. It will be necessary to repeat the inspections, surveys, and documentation process such that the licensed professional shall certify the facility is constructed in accordance with the approved Plan.
- **Option 2:** Perform calculations and analysis, based on the licensed professional's surveys, data, inspections, and other applicable documentation necessary to verify the as-built conditions meet the technical criteria. The licensed professional shall certify the as-built condition of the facility meets the quantitative and qualitative controls and submit the final report as required in this section. The revised plans and computations will be reviewed and, if acceptable, approved.

4.2 City Responsibilities

The Program Manager is responsible for ensuring implementation of the ESC and SWM Programs. In addition to plan reviews and approvals, the programs meet these responsibilities with oversight of the LDA that includes inspections, enforcement actions, and acceptance of record drawings.

4.2.1 Inspection Procedures

Program Staff will perform Erosion & Sediment Control inspections on all regulated LDA in accordance with the Erosion & Sediment Control Inspection Procedures noted in this section. The individual performing inspections shall be certified as an ESC and SWM Inspector in accordance with the ESC and SWM Certification Regulations (9VAC25-850). The applicable inspection Form, **LDA 07, 08, or 09 (Appendix B)**, shall be completed by the inspector on each inspection and a copy provided to the appropriate individual identified on the Preconstruction Form within 2 business days.

Where a VPDES CGP coverage is required, City inspections are in addition to the permittee's self-inspection requirements described in the SWPPP.

Program staff will conduct inspections according to the following schedule:

- After the installation of initial ESC measures for each phase as applicable;
- At least once in every two-week period,
- Within 48 hours following any runoff producing storm event,
- At the completion of the project, and
- Periodically as deemed necessary.

Inspection reports shall specify a required corrective action for each violation noted and a date by which the corrective action must be completed.

City of Hopewell
Guidance for Land Disturbing Activities

The following is not all inclusive of actions needed for a comprehensive inspection of a regulated land disturbing activity. Consult the Virginia Erosion & Sediment Control Handbook and the Virginia DEQ website for more information.

- I. After arrive at the project site and check-in with the designated Operator.
- II. Begin site inspection:
 1. Check perimeter controls and adjacent properties
 2. Check areas where sediment is likely to leave the site
 3. Check on-site and adjacent environmentally sensitive areas
 4. Check site where previous violations were found
 5. Document potential violations in writing on the inspection form and with photos
 6. Discuss corrective actions needed and provide a deadline for completion
- III. Compile inspection documentation
 1. Create individual file folders for each site & date on the appropriate network drive with back-up capabilities (H:/ "My Picture")
 2. Complete and upload inspection form
 3. Upload and label any inspection photos
- IV. Mail or email report to contact persons within 48 hours
- V. Follow up with site operator on any corrective actions or other items discussed during the inspection
- VI. Re-inspect the site per deadline noted in inspection report
- VII. Initiate enforcement action as needed

Photos

- Use date/time stamp (note change for DST and Standard time)
- Take pre-project "before" photos, especially of environmentally sensitive areas, adjacent areas, downstream areas
- Take photos of final stabilization conditions

4.2.2 Enforcement Procedures

The Program Manager reserves the right to enforce the ESC and SWM Programs upon discovery of noncompliance through inspection or through public reporting. Enforcement actions will be conducted in accordance with the procedures outlined in this section. Any instances of non-compliance will be documented and accompanied by a recommended Corrective Action and the time frame in which it shall be completed using the *Construction Site Inspection Form* (LDA-07, LDA 08 or LDA 09 **Appendix B**).

- I. **Inspection Report:** Minor impacts noted on inspection report
- II. **Notice to Comply:** Moderate impacts or multiple items
 - Inadequate Erosion & Sediment Controls
 - Evidence of Stormwater pollution

City of Hopewell
Guidance for Land Disturbing Activities

- Mud or debris on public street or adjacent property
 -
 - ESC Controls not maintained
 - Inlets are unprotected
 - Stabilization timeframe exceeded
 - SWPPP not maintained, or not on site
 - Other: _____
1. Specify corrective measures required for compliance
 2. Specify deadline date for when measures are to be completed
 3. Specify any penalties or next level of enforcement for failure to comply

III. **Stop Work Order:** Work without a permit, or imminent danger/damage

- Notice to comply not addressed within specified timeframe
- Significant pollution into stormwater system or open water
- Filling, grading, or grubbing in environmentally sensitive areas.
- Illegal connection to stormwater system
- Illegal connection to the sanitary sewer
- Stormwater facilities not functioning or inadequate causing potential or imminent threat to downstream properties or resources
- Other: _____

A **Stop Work Order** is typically issued after a Notice to Comply; however, land disturbance started without an approved plan or imminent danger of harm or damage to adjacent properties warrants an immediate issuance.

1. All or part of land disturbing activities must stop until specific corrective measures are taken
2. Effective for 7 days

4.2.3 Modifications to Approved Plans

An approved Plan may be changed by direction or approval by the Stormwater Program Manager in the following cases:

- Where inspection has revealed the plan is inadequate to satisfy applicable regulations; or
- Where the person responsible for carrying out the approved Plan finds that because of changing circumstances, or for other reasons, the approved Plan cannot be effectively carried out. Proposed amendments to the Plan, consistent with the requirements of the ESC and SWM Programs, are agreed upon by the Program Manager and the person responsible for carrying out the Plan.
- Amendments to an approved ESC and SWM Plan are submitted in writing and shall not be considered approved until written notice is provided verifying compliance with the ESC and SWM Programs. Modifications to approved plans and on- site changes shall be documented on the approved plans by the permittee.

4.2.4 Approval of SWM Facility As-Built Record Drawings

The City will review and approve record drawing submissions described in Section 4.1.1 and return an approved copy of the *SWM Facility Record Drawing & Certification* Form LDA 10 to the permittee or provide written comments in the case that a record drawing submission is not approved.

4.2.5 Termination of Land Disturbance

The City will provide to the permittee a completed and approved *Termination of Hopewell Land Disturbance* Form LDA 11 upon:

- The approval of the record drawing submittal described in this section, and
 - Verification that the area of disturbance has reached final stabilization to the satisfaction of the Inspector based on the definition provided below (from the Construction General Permit).
- **Final Stabilization** means that one of the following situations has occurred:
1. All soil disturbing activities at the site have been completed and a permanent vegetative cover has been established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that is uniform (e.g., evenly distributed), mature enough to survive, and will inhibit erosion.
 2. For individual lots in residential construction, final stabilization can occur by either:
 - a. The homebuilder completing final stabilization as specified in subdivision 1 of this definition; or
 - b. The homebuilder establishing temporary soil stabilization, including perimeter controls for an individual lot prior to occupation of the home by the homeowner, and informing the homeowner of the need for, and benefits of, final stabilization.
 3. For construction projects on land used for agricultural purposes, final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to surface waters, and areas that are not being returned to their preconstruction agricultural use must meet the final stabilization criteria specified in subdivision 1 or 2 of this definition.

Acceptance of the record drawing submission or issuance of the *Termination of Hopewell Land Disturbance Form* does not release the contractor from the VPDES CGP. The contractor is required to seek termination of the VAR10 and shall not seek termination until receipt of the approved *Termination of Hopewell Land Disturbance Form*.

4.2.6 Release of Performance Bonds

The requirement for, application of, and release of performance bonds will be in accordance with the Stormwater Ordinance.

5.0 POST CONSTRUCTION STORMWATER FACILITY INSPECTIONS

Long-term functionality and maintenance of all privately-owned stormwater facilities must be documented in accordance with the Stormwater Facility Maintenance Agreement recorded in the local land records prior to permit termination or occupancy as outlined in Section 14-60 of the Stormwater Ordinance. The agreements shall reference, or include, the long-term inspection and maintenance plan identified on the SWM Plans. The owner of the facility is responsible for perpetually performing inspections and maintenance per the plans and agreement.

Program staff will provide oversight with an inspection of the facility at least once each five years. The maintenance agreement shall allow access onto the property to conduct inspections. If the inspection results in the identification of maintenance needs for the intended functionality of the facility, the Owner will be provided a written inspection summary with a list of corrective actions, including a timeframe to perform the corrective actions. If the Owner does not perform the corrective actions, the City will perform the corrective actions at the Owner's expense in accordance with the maintenance agreement.

Refer to the City's Post Construction Stormwater Management Program Manual located on the City's Stormwater Management webpage for additional guidance on stormwater facility types, inspections, and long-term maintenance. Refer to the Virginia Department of Environmental Quality website for detailed guidance on Stormwater Best Management Practices (BMPs) design criteria and performance credits.

Appendices

Appendix A

Quick Reference Guide

Appendix B –

Form LDA 01: Application for a Land Disturbing Permit

Form LDA 02: Application for a Land Disturbing Permit – Single Family Residence with an Agreement in Lieu of an ESC Plan

Form LDA 03: Land Disturbing Permit, ESC Plan, and VSMP Permit Fee Form

Form LDA 04: ESC Plan Preparer/Reviewer Checklist

Form LDA 05: SWM Plan Preparer/Reviewer Checklist

Form LDA 06: Preconstruction Meeting Verification Form

Form LDA 07: Construction Inspection Checklist < 1 acre Disturbance

Form LDA 08: Construction Inspection Checklist with a SWPPP

Form LDA 09: Construction Inspection Checklist for Agreement in Lieu of Plan Activities

Form LDA 10: SWM Facility Record Drawing and Certification

Form LDA 11: Termination of Land Disturbance Form

City of Hopewell
Guidance for Land Disturbing Activities

Appendix A

Quick Reference Guide

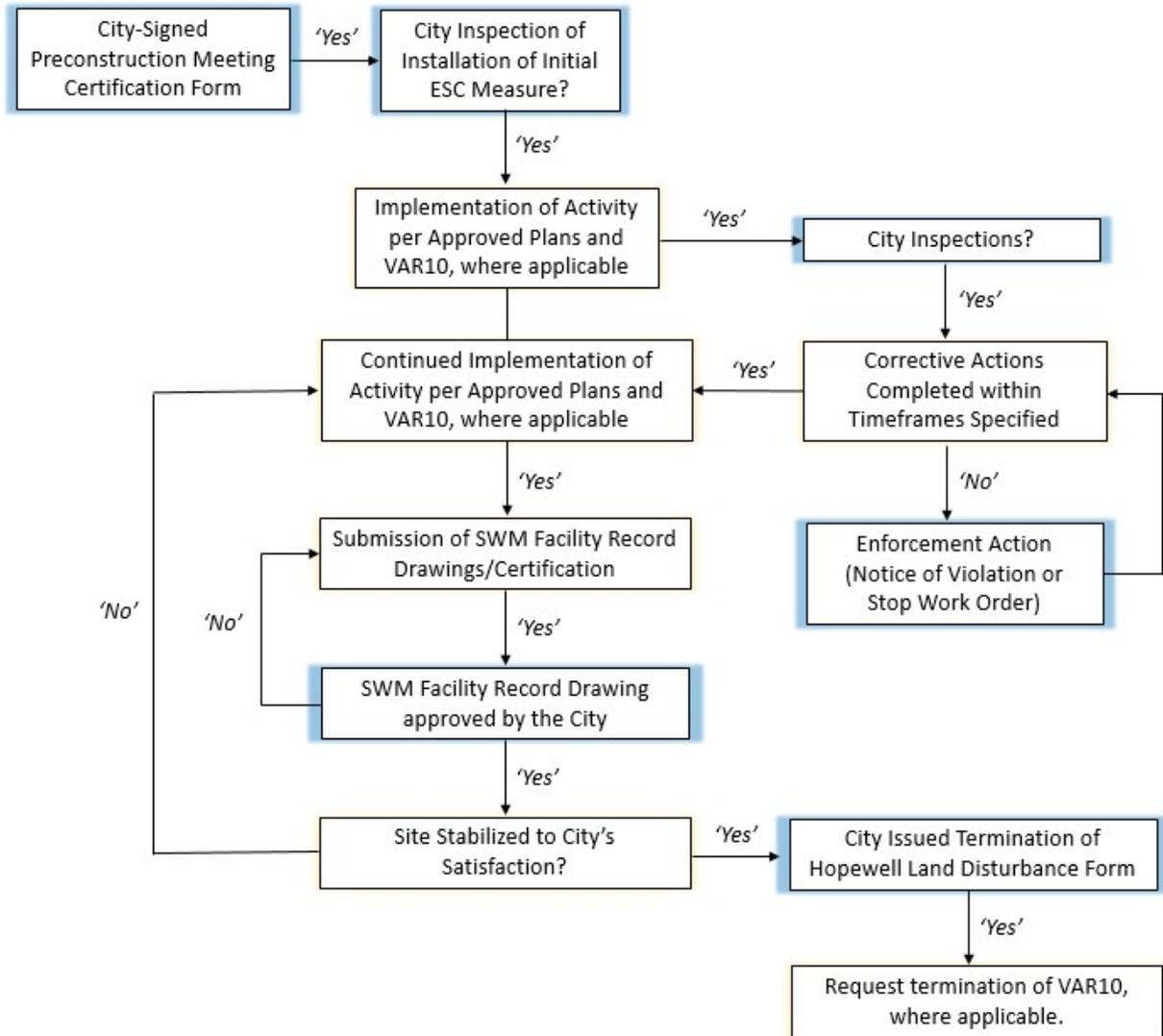


Figure 4.1 Summary of the development process from commencement of land disturbance to termination of land disturbance permits. (Blue highlighted actions to be performed by the City, yellow actions to be performed by the applicant.)

Appendix B –

Form LDA 01: Application for a Land Disturbing Permit

Form LDA 02: Application for a Land Disturbing Permit – Single Family Residence with an Agreement in Lieu of an ESC Plan

Form LDA 03: Land Disturbing Permit, ESC Plan, and VSMP Permit Fee Form

Form LDA 04: ESC Plan Preparer/Reviewer Checklist

Form LDA 05: SWM Plan Preparer/Reviewer Checklist

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Form LDA 07: Construction Inspection Checklist < 1 acre Disturbance

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Form LDA 09: Construction Inspection Checklist for Agreement in Lieu of Plan Activities

Form LDA 10: SWM Facility Record Drawing and Certification

Form LDA 11: Termination of Land Disturbance Form

City of Hopewell Department of Public Works

Stormwater Program

Telephone # (804) 541-2294 Fax # (804) 541-2456



APPLICATION FOR LAND DISTURBING PERMIT

Commercial, Multi-Family Residential, Large Lot Single-Family Residential, or Industrial

Page 1 of 2

Filing of this application with required fees, approved plans and required security is required to obtain a Land Disturbing Permit. Submission of this application does not grant permission to begin work **until all necessary City approvals have been granted and permits issued, i.e., Work in the Right of Way Permit, Utility Connection Permit, etc.**

To be completed by the Applicant

PROJECT ADDRESS or LOCATION _____

Contact Person _____ **Phone** _____ **Fax** _____
(First Name) (M.I.) (Last Name)

Email _____ **Address** _____
(Street and / or P.O. Box) (City) (State) (Zip)

Landowner _____ **Phone** _____ **Fax** _____
(First Name) (M.I.) (Last Name)

Email _____ **Address** _____
(Street and / or P.O. Box) (City) (State) (Zip)

Contractor _____ **Phone** _____ **Fax** _____
(First Name) (M.I.) (Last Name)

Email _____ **Address** _____
(Street and / or P.O. Box) (City) (State) (Zip)

State Lic. # _____ **exp.** _____ **City Lic. #** _____

PROJECT INFORMATION

Estimated Start Date _____ **Estimated Duration of Construction (months)** _____

Size of Parcel (sq.ft.) _____ **Estimated Area of Disturbance (sq.ft.)** _____

Estimated Impervious Area (sq.ft.) Existing _____ **Proposed** _____

Submittal Items	Yes	No	NA
ESC Plan & Checklist (LDA Form 04)			
Off-site fill or borrow area information			
SWM Plan & Checklist (LDA Form 05)			
Fee Form (LDA Form 03)			
VPDES CGP Registration Statement & Fee Form			
ESC Performance Bond			
SWM Performance Bond			
Work in the Right of Way Permit*			
Utility Connection Permit*			

*Contact City Engineer's Office

THIS PERMIT MUST BE POSTED ON THE WORK SITE

City of Hopewell Department of Public Works

Stormwater Program

Telephone # (804) 541-2294 Fax # (804) 541-2456

APPLICATION FOR LAND DISTURBING PERMIT



Single Family Residence with an Agreement In Lieu of a Plan for Erosion & Sediment Control & Stormwater Management

Page 1 of 2

Filing of this application with required fee and site plan is required to obtain a Land Disturbing Permit. Submission of this application does not grant permission to begin work **until all necessary City approvals and/or permits have been issued (i.e., Work in the Right of Way Permit, Utility Connection Permit, etc.**

To be completed by the Applicant

New Home Address or Location _____

Subdivision: _____ Sec: _____ Blk: _____ Lot: _____

Landowner/Applicant's Name _____
(First Name) (M.I.) (Last Name)

Address _____
(Street and / or P.O. Box) (City) (State) (Zip)

Email _____ **Phone (h)** _____ **Phone (c)** _____

Estimated Start Date: _____

Required Attachments

Each application shall include a plan showing the following:

- Dimensions of the lot or parcel including any easements. If easements are present, add a statement on the plan stating, "Proposed improvements will not encroach upon existing easements."
- Location of all existing structures relative to lot lines.
- Location of all proposed improvements relative to lot lines, to include driveway, house, accessory structures, etc.
- Limits of all land disturbance activities relative to lot lines. (**Land disturbance activities greater than 1 acre or requiring more than silt fence control and a graveled construction entrance will require an engineered erosion and sediment control plan and performance bond.**)
- Lot grading plan with existing & proposed contours (2' intervals within disturbed areas). Plan to include:
 - A minimum fall of 6" within 10' of the structure except as restricted by side lot lines or other major considerations. **Plan must include statement that this requirement has been met;**
 - Grading for the remainder of the lot must provide positive drainage (minimum 1% grade) to lower offsite elevations or to an approved drainage structure or outfall location such as a wetland or stream. **Plan must include statement that this condition has been met;**
 - Overland flood flow paths that safely convey lot runoff to an acceptable drainage system.
- Location of FEMA mapped 100-year flood plain limits, if applicable.
- Driveway culverts or other piped crossings must be 15 inches minimum, and must be sized for the 10 year storm for the contributing drainage area in accordance with city requirements.
- Location of all adjacent water bodies or streams, drainage features, and areas of concentrated surface water flow.
- Location of Chesapeake Bay Resource Protection Area (RPA) limits and Wetlands, if applicable.

APPLICATION FOR LAND DISTURBING PERMIT

Single Family Residence with an Agreement In Lieu of a Plan for Erosion & Sediment Control & Stormwater Management

Page 2 of 2

Size of Parcel (sq.ft.) _____ Estimated Area of Disturbance (sq.ft.) _____

Estimated Impervious Area (sq.ft.) Existing _____ Proposed _____

Agreement in Lieu of a Plan

In lieu of preparing erosion and sediment control and stormwater management plans for this project, I agree to comply with the requirements of this contract with the City of Hopewell, herein referred to as an *Agreement in Lieu of a Plan*, to prevent erosion and sedimentation and stormwater pollution. I agree to comply with the conservation standards contained in the City of Hopewell Erosion and Sediment Control and Stormwater Management Ordinances, the conservation measures and grading shown on the attached plan, any post construction best management practices specified for the building lot, and, where required, the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10). I further agree to comply with any additional requirements imposed by the City of Hopewell Department of Public Works in order to protect against sediment discharge from the property.

I agree to comply with the following construction standards:

- All denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a protective ground cover suitable for the time of year;
- All denuded areas shall be stabilized prior to issuance of the Certificate of Occupancy unless otherwise approved by the City Inspector;
- During construction, the public road, adjacent properties, and any drainage infrastructure will be protected from erosion or sediment transport; and
- A construction entrance will be maintained on the site, and temporary stabilization will be utilized where applicable.
- Runoff from rooftop downspouts, driveway, and other impervious surfaces will be directed to well vegetated areas on the property in the form of sheet flow;
- Guidance on the proper installation and maintenance of erosion control and stormwater management measures is available in the City of Hopewell Guidance for Land Disturbing Activities.

I understand that these requirements represent the minimum practices necessary to provide adequate control of erosion, sedimentation and stormwater pollution resulting from this project. I, or my designated agent responsible for compliance with this agreement, will inspect and maintain the erosion control measures and comply with the Residential Stormwater Pollution Prevention Plan (SWPPP) for the construction activity (attached). A copy of this signed and dated *Agreement In Lieu of a Plan* shall be maintained with the SWPPP for the construction activity.

By signature below, I grant permission to the City of Hopewell Stormwater Program staff to periodically enter the property listed on page 1 of the application for the purposes of inspection and ensuring compliance.

Applicant's Signature: _____ Date: _____

Name (print or type): _____

Responsible Land Disturber's (RLD) Certification (required):

The undersigned certifies that he/she is the Responsible Land Disturber for this Project.

Signature Printed Name Date

Certificate # _____ Address _____

Phone _____ Fax _____ Email _____

Approved By _____ Date _____
(Stormwater Program Manager or Designee)

**CITY of HOPEWELL DEPARTMENT of PUBLIC WORKS
Stormwater Management Division**

Telephone # (804) 541-2294 Fax # (804) 541-2456

Land Disturbing Activity and VSMP Permit Fee Form

Plan # _____ SWM # _____

Project Name: _____

Project Address: _____

Disturbed Acreage: _____

Erosion & Sediment Control Plan Review & Inspection Fee

First acre of land disturbance = -----	\$ 25	
Plus \$10.00/acre for each additional acre (or less) of disturbance:		
_____ acres x \$10.00/acre = -----	+ \$ _____	
Or a maximum of \$150 -----		\$ 150
Total Erosion & Sediment Control Plan Review & Inspection Fee	\$ _____	\$ _____

Virginia Stormwater Management Program (VSMP) Fees: (Provide Separate Fee Payment)

Chesapeake Bay Preservation Act Land-Disturbing Activity with Land disturbance of 2,500 sq.ft. to less than 1 acre	\$ 290
Single Family Detached Residential Land-Disturbing Activity within a subdivision (Common Plan of Development or Sale)	\$ 290
Single Family Detached Residential Land-Disturbing Activity with land disturbance of 1 acre to less than 5 acres	\$ 290
Commercial, Institutional, Multi-family Residential Land Disturbing Activity within a subdivision with land disturbance of 2,500 sq.ft. to less than 1 acre	\$ 290
Land disturbance = 1 acre to less than 5 acres	\$ 2,700
Land disturbance = 5 acres to less than 10 acres	\$ 3,400
Land disturbance = 10 acres to less than 50 acres	\$ 4,500
Land disturbance = 50 acres to less than 100 acres	\$ 6,100
Land disturbance = greater than 100 acres	\$ 9,600

**CITY of HOPEWELL DEPARTMENT of PUBLIC WORKS
Stormwater Management Division**

Telephone # (804) 541-2294 Fax # (804) 541-2456

VSMP Permit Modification or Transfer Fee Form

Plan # _____ SWM # _____

Project Name: _____ Permit Number: _____

Project Address: _____

Disturbed Acreage: _____

Virginia Stormwater Management Program (VSMP) Permit Modification or Transfer Fees:

Fees for the modification or transfer of VSMP Permit registration statements are required if modifications result in changes to stormwater management plans that require additional review by the City. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.

Small Construction Activity/Land Clearing (areas within common plans of development or sale with land-disturbance acreage < 1 acre)	\$ 20
Small Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance of 1 acre to less than 5 acres)	\$ 200
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$ 250
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$ 300
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$ 450
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$ 700

**CITY of HOPEWELL DEPARTMENT of PUBLIC WORKS
Stormwater Management Division**

Telephone # (804) 541-2294 Fax # (804) 541-2456

VSMP Permit Annual Maintenance Fee Form

Plan # _____ SWM # _____

Project Name: _____

Permit Number: _____

Project Address: _____

Disturbed Acreage: _____

Virginia Stormwater Management Program (VSMP) Permit Maintenance Fees:

The annual permit maintenance fee shall apply until the permit coverage is terminated by the City. This also includes maintenance fees imposed on expired permits that have been administratively continued. General permit coverage maintenance fees shall be paid annually to the City, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee.

Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites with land-disturbance acreage equal to or greater than 2,500 square feet and less than 1 acre)	\$ 50
Small Construction Activity/Land Clearing (areas within common plans of development or sale with land-disturbance acreage less than one acre)	\$ 50
Small Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance equal to or greater than one acre and less than five acres)	\$ 400
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$ 500
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$ 650
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$ 900
Large Construction Activity/Land Clearing (sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$1,400

City of Hopewell ESC Plan Preparer/Plan Reviewer Checklist (LDA Form 04)

Instruction: The checklist shall be completed if an ESC Plan and Narrative is required per the City of Hopewell Stormwater and/or Erosion and Sediment Control Ordinance. The completed checklist shall be provided with the ESC Plan submittal. The plan and narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the ESC laws and regulations.

Project Information:

Project Name: _____ Project Location: _____
 Submittal Date: _____ Date on Plans: _____
 Design Engineer (Printed): _____ Email: _____

Yes	No	N/A	ESC Narrative Requirement
			Completed ESC Checklist provided in ESC Narrative.
			Project description including the nature and purpose of the land-disturbing activity.
			Description of the existing site conditions , including topography, ground cover, and drainage (including information for on-site and receiving channels).
			Description of adjacent areas such as residential developments, agricultural areas, streams, lakes, roads, etc., that might be affected by the land disturbance.
			Description of off-site land disturbing activities that may occur (borrow sites, disposal areas, easements, etc.). Identify the Owner of the off-site area and the locality 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.
			Description of the site soils conditions , including hydrologic soils group, mapping unit, erodibility, permeability, surface runoff, and a brief description of depth, texture and soil structure. Mapping of soil variations should be provided in the narrative or on the plans.
			Description of critical areas that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, channels, etc.).
			Description of the structural and vegetative ESC measures that will be used to control erosion and sedimentation on the site. Controls should be consistent with the standards and specifications in Chapter 3 of the Virginia Erosion and Sediment Control Handbook (VESCH), latest edition. Variations and proprietary measures require a variance. Approval from DEQ of variances shall be maintained in the narrative.
			Detailed sequence of construction , that includes the phasing of installation of ESC measures.
			Description of permanent stabilization for the entirety of the site, including specifications, of how the site will be stabilized after construction is completed (permanent stabilization).
			Schedule of maintenance requirements for ESC measures including inspections frequency, maintenance concerns, and methods for repair or prevention of need for repair (i.e. removal of sediment build-up).
			Description of stormwater runoff considerations that includes describing any increase in peak runoff rates and the effects on downstream erosion and flooding. The description shall include the strategy to control stormwater runoff.
			Calculations for temporary sediment basins, diversions, channels, stormwater facilities to address MS-19, etc. Where applicable. including pre- and post-development runoff calculations, drainage area maps, time of concentration paths and computations, rainfall source and documentation, weighted runoff coefficients and computations, runoff and routed hydrographs or peak computations (as applicable), adequate onsite channel (MS-19) & culvert computations, etc.

City of Hopewell ESC Plan Preparer/Plan Reviewer Checklist (LDA Form 04)

Yes	No	N/A	ESC Plan Requirement
			Vicinity map locating the site in relation to the surrounding area. Include any landmarks and road information that might assist in locating the site.
			Location on the ESC Plan cover sheet for identification of the Responsible Land Disturber (RLD) .
			Existing conditions including existing contours, surface waters and other surface features, existing tree lines, grassed areas, or unique vegetation.
			Where applicable, a demolition plan with identification of features to be demolished and measures to address ESC for the demolition.
			Proposed conditions , including proposed contours and features.
			Delineation of the limits of disturbance .
			A description of any variance approved by DEQ described on the cover sheet of the ESC Plans.
			North arrow provided on all plan sheets.
			Legend with 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.
			Identification of any off-site land disturbing activities (e.g., borrow sites, disposal areas, etc.) and appropriate ESC controls.
			Identification of critical areas and appropriate protections.
			Inclusion of erosion and sediment control notes (ES-1 through ES-9) found in Table 6-1 on page VI-15 of the 1992 Virginia Erosion and Sediment Control Handbook.
			Identification of property and easement lines . For each adjacent property, list the deed book and page number and the property owner's name and address.
			Finished floor elevation of all buildings on site, including basements.
			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.
			Existing drainage patterns including dividing lines and directions of flows with the total area for each drainage area.
			A schedule of regular inspections, maintenance, and repair of temporary erosion and sediment control structures and permanent stormwater management facilities.
			Storm sewer profiles of all storm drains except roof drains.
			Site-specific details for all ESC measures . Where applicable, details shall include site-specific dimensions. Proprietary measures with an approved variance shall include site-specific details with dimensions and other information for construction per manufacturer's specifications.
			Specifications for stormwater and stormwater management structures (i.e. pipe materials, pipe bedding, stormwater structures etc.).
			Minimum Standard (MS) 1 through 19 provided on the plan with a description for each that describes how the minimum standard is addressed with the plan.
			Permanent or temporary soil stabilization shown where required on plans using standard symbols and abbreviations in Chapter 3 of the VESCH. (MS-1, MS-3, and MS-5)
			Stabilization and/or protection measures for soil stock piles and borrow areas. (MS-2)
			Detailed sequence of construction , that includes the phasing of installation of ESC measures with sediment trapping measures as a first step prior to upslope land disturbance. (MS-4)
			Drainage areas to sediment traps and sediment basins shown on plans. (MS-6)

City of Hopewell ESC Plan Preparer/Plan Reviewer Checklist (LDA Form 04)

			Stabilization measures provided for slopes steeper than 3:1. (MS-7)
Yes	No	N/A	ESC Plan Requirement (cont.)
			Stabilization measures provided for slopes steeper than 3:1. (MS-7)
			Measures to prevent concentrated flow from flowing down cut or fill slopes (i.e. slope drains). (MS-8)
			Measures to address water seeping from a slope face been addressed. (MS-9)
			Inlet protection provided for all operational storm drain and culvert inlets. (MS-10)
			Outlet protection and/or channel linings provided for all stormwater conveyance channels and receiving channels prior to being made operational (see sequence of construction). (MS-11)
			Measures to minimize encroachment and minimize sediment transport for work in a live watercourse. (MS-12)
			Temporary stream crossings of non-erodible material where a live watercourse must be crossed by construction vehicles more than twice in any six-month period. (MS-13)
			Applicable federal, state and local regulations pertaining to working in or crossing live watercourses are addressed and summarized on the plan. (MS-14)
			Stabilization measures for bed and banks of live watercourse subject to disturbance. (MS-15)
			Measures shown on plan (i.e. Construction entrance) to minimize sediment transport onto public and otherwise paved roads. (MS-17)
			MS-19 satisfied for each receiving channel per 9VAC25-840-40(19)
			Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property are diverted to a stable outlet, adequate channel, pipe or pipe system, or to a detention facility.
			If the project impacts any wetlands or surface waters, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.

City of Hopewell SWM Plan Preparer/Plan Reviewer Checklist (LDA Form 05)

Instruction: This checklist shall be completed if a SWM Plan and Narrative is required per the City of Hopewell Stormwater and/or Erosion and Sediment Control ordinance. The completed checklist shall be provided with the SWM Plan submittal. The Plan and Narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the SWM laws and regulations.

Project Information:

Project Name: _____ Project Location: _____
 Submittal Date: _____ Date on Plans: _____
 Design Engineer (Printed): _____ Email: _____

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>General Plan Information (Plan)</i>			
			North arrow.
			Legend.
			Location and vicinity map.
			Delineation of the site area and property lines in the vicinity of the project.
			Existing and proposed contours (2' interval minimum).
			Locations of test borings.
			Earthwork specifications.
			Compaction requirements specified.
			Sequence of construction.
			Limits of clearing and grading.
			Existing and proposed features including buildings, roads, parking areas, utilities, stormwater management facilities and any other physical attributes.
			SWM Facility Certification - Plans shall list all SWM facilities and critical construction inspection timeframes (i.e., liner, underdrain and outlet pipe installation) for which SWM BMP certification is required per the City of Hopewell Stormwater and Erosion and Sediment Control ordinance.
			The following note is on the plan: "A certified construction record drawing for permanent SWM facilities shall be submitted to the City of Hopewell for approval per the City of Hopewell Stormwater and Erosion and Sediment Control ordinance. Construction inspections and surveys, performed by a licensed professional, shall be required at each stage of installation (construction) as necessary to certify that the SWM facility has been built in accordance with the approved plan and design specifications. The Contractor shall provide a minimum of 2 business days' notice to the certifying professional to allow for critical inspections."
			BMP Inspection and maintenance plan for each permanent SWM facilities. For manufactured permanent BMPs, the construction drawings shall include manufacturer's recommendation on maintenance and inspection.
			Specifications for construction/installation of proprietary BMPs per the manufacturer's specifications
			Cross sections for stormwater conveyance channels with maximum water surface elevations for design storms (1-, 10-, and 100-year)
			Where applicable, outlet protection with dimensions at points of concentrated discharge

City of Hopewell SWM Plan Preparer/Plan Reviewer Checklist (LDA Form 05)

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>Site Information (Narrative)</i>			
			Description of existing and proposed site conditions.
			Summary table with pre- and post-development land cover conditions (i.e. forest, managed turf, and impervious areas).
			Discussion of the stormwater management strategy to address water quantity and quality criteria.
			Information on the type and location of stormwater discharges, including information on the features to which stormwater is being discharged including surface waters or karst features if present.
			If the project impacts any wetlands or surface waters, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.
			A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete
			Information on the proposed stormwater management facilities, including (i) the type of facilities; (ii) location, (iii) impervious and pervious acres treated; and (iv) the surface waters or karst features into which the facility will discharge
			Discussion of possible stormwater impacts on downstream properties including mapping with sufficient information on adjoining parcels to assess the impacts.
			Geotechnical report when applicable (include infiltration rates when required for a BMP).
			Boring locations: borrow area, basin pool area and embankment area (centerline principal spillway, emergency spillway, abutments).
			Boring logs with Unified Soils Classifications, soil descriptions, depth to seasonal high groundwater table, etc.
			Additional geophysical investigation and recommendations in Karst environment.
			Description of inclusion of the locality's additional technical requirements into the plan, if any, and how they were addressed to the maximum extent practicable.
<i>Hydrologic Computations (Narrative)</i>			
			Mapping that supports computations and includes, at a minimum the following: <ul style="list-style-type: none"> • Pre- and post-development development contours; • Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains; • Current land use including existing structures, roads, and locations of known utilities and easements; • Limits of clearing and grading; • Proposed drainage patterns on the site; • Proposed buildings, roads, parking areas, utilities, and stormwater management facilities.
			Pre-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.
			Post-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.

City of Hopewell SWM Plan Preparer/Plan Reviewer Checklist (LDA Form 05)

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>Hydrologic Computations cont. (Narrative)</i>			
			Rainfall precipitation frequency data recommended by the U.S. National Oceanic and Atmospheric Administration (NOAA) Atlas 14. Partial duration time series shall be used for the precipitation data.
			Summary table for determination of runoff curve numbers.
			Time of concentration calculations.
			Predevelopment runoff hydrographs.
			Post-development runoff hydrographs.
<i>Hydraulic Computations (Narrative & Plans, as indicated)</i>			
			Routing computations for each proposed stormwater management facility for each applicable design storm provided in narrative.
			Stage-storage data used in routing computations in the narrative.
			Control structure information used in routing computations in the narrative.
			Summary table of pre- and post-development peak runoff rates for each point of discharge from the site provided in narrative.
			Maximum water surface elevations for design storms shown in sections or profiles on the plans for each stormwater management facility.
			Impoundments designed to convey the 100-year storm as demonstrated in computations in the narrative.
			Adequate freeboard is provided for impoundments as shown on the plans based on computations in the narrative.
			Hydraulic grade line computations in the narrative with indication of locations of surcharge or inadequacy.
			Storm sewer design computations in the narrative.
			Culvert calculations in the narrative.
			Gutter spread calculations in the narrative.
			Provide profiles of all storm conveyances (except roof drains) on plans. Profiles should include existing and proposed grade, structure types, pipe materials and sizes, slopes, inverts, etc.
<i>Water Quality Computations (Narrative & Plans, as indicated)</i>			
			Provide Runoff Reduction Method spreadsheet output including: <ul style="list-style-type: none"> • Site loadings • Required reductions • Input for each BMP employed and reductions achieved by each BMP • Compliance worksheet • Adjusted CN worksheet, when applicable.
			Treatment volume calculations for sizing BMPs.
			Stage-storage information indicating the treatment volume required and volume provided.
			All proposed SWM design follows the Virginia BMP Clearinghouse design specifications.
			A BMP-type specific checklist from Appendix 8-A of the Virginia Stormwater Management Handbook, latest edition, is completed and provided in the narrative for each proposed BMP.

City of Hopewell Land Disturbing Activity Preconstruction Meeting (LDA Form 06)

CITY LAND DISTURBANCE PRECONSTRUCTION MEETING FORM

Instruction: This form shall be completed prior to the commencement of a land disturbance. The purpose of this form is to acknowledge responsibilities in accordance with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance. A copy of this completed form shall be maintained by the City VSMP Representative and the contractor and be readily available upon request. The following individuals are required to participate in the preconstruction meeting:

- City VSMP Representative;
- VAR10 General Permit Operator (or Duly Authorized Representative) or primary contractor for projects where the land disturbance activity is less than 1-acre;
- For land disturbance of an acre or greater, the Certified Inspector performing self-inspections for the Operator as required by the VAR10 General Permit ;
- The Responsible Land Disturber (RLD) identified on the ESC Plan;
- Representative of SWM facility design firm providing SWM facility certification, when applicable; and
- A list of additional attendees may be attached to this form, if desired.

Section 1 – Project Information

Project Name: _____ Date: _____

Project Location/Description: _____

City Representative: _____

Primary Contractor/ VAR10 General Permit Operator: _____

Responsible Land Disturber: _____

Representative for firm certifying stormwater facility (when applicable): _____

City Inspector: _____

Section 2 – Checklist

Check those available:

- Coverage Letter for the General Permit for Discharges of Stormwater from Construction Activity Available, when applicable for land disturbance \geq 1-acre
- Prepared site-specific and completed SWPPP for land disturbance of an acre or greater, when applicable for land disturbance \geq 1-acre
- Approved ESC Plan
- Approved SWM Plan, when applicable
- Identification of Responsible Land Disturber (Recorded in SWPPP, when applicable)
- Any off-site areas associated with this project have been identified.
- Conditions of termination of land disturbance form discussed.

City of Hopewell Land Disturbing Activity Preconstruction Meeting (LDA Form 06)

Discussion of responsibilities for SWM facility certifications (e.g. coordination with the design professional certifying the facility and the critical components of the installation of the facility)

Section 3 – Contractor Acknowledgement of Responsibilities

(To be completed by the Contractor/Operator)

I acknowledge my responsibilities to conduct the land disturbance activity in accordance with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance, the approved Plans, to seek approval from City for any significant changes to the plan, to adhere to the conditions of the VAR10 General Permit (when applicable), oversight of the maintenance of the Stormwater Pollution Prevention Plan (when applicable), coordination with the individual providing the as-built for any stormwater management facilities, and notifying the City Project Inspector upon:

- Installation of the initial ESC measures where applicable and as identified on the ESC Plan; and
- The occurrence of significant discharge of sediment or other pollutants from the site.

Name: _____

Signature: _____

Date: _____

Section 4 – City Approval of Completeness of the Land Disturbance Preconstruction Meeting

(To be completed by the City VSMP Representative)

I acknowledge the Land Disturbance Preconstruction Meeting has occurred and been conducted consistent with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance. The required documentation, as listed on this form, is complete and land disturbance can commence.

Name: _____

Signature: _____

Date: _____

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form **LDA 07**)

Land Disturbance < 1 acre

Sheet 1 of 3

General Information			
Project Name/Location:			
Date/Time of Inspection:			
Contact Information/Responsible Parties			
Representative to implement ESC Plan		Rep. Email:	
		Rep. Phone #:	
Inspector Name:	Diane Cook	Insp. Email:	dcook@hopewellva.gov
		Insp. Phone #:	804.541.2317
Inspector DEQ Certification:	Dual DIN0546	Date of last inspection:	
Inspection Type			
After installation of initial ESC measures	2-week inspection	Final Stabilization	
Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)*		Other _____	
* If Inspection is due to runoff event, provide date:		and measured rainfall amount	inches
Weather Conditions			
Clear	Sunny	Partly Cloudy	Cloudy Cold Cool Mild Hot Raining Post-rain event
Are discharges occurring from the site at the time of inspection or is there evidence of off-site sediment transport? Yes No			
If yes, describe:			

Construction Inspection Checklist Items numbered are ESC Minimum Standards 9VAC25-840-40		Yes	No	NA	Recommended Corrective Action/Notes (See additional notes at end of form)
-	All deficiencies identified during previous inspections are corrected. Notify STW Manager if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports.				
-	All land-disturbing activities within the area of disturbance are identified on the approved ESC Plan.				
-	All erosion and sediment controls are maintained, properly repaired and are functional.				
-	Site ESC operations are consistent with the ESC phasing plan or modifications to the plan have been appropriately approved and documented.				
1	Temporary or permanent stabilization measures are applied 7 days after final grade or where dormant for more than 14 days.				
2	Disposal/borrow areas and stockpiles (on-site and off-site) are stabilized or protected with sediment trapping measures. Off-site areas are noted on plan and have				
3	Temporary ESC measures no longer needed are removed and applicable site areas permanently stabilized.				
4	Initial ESC measures, including perimeter controls, (silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment are installed and functional prior to upslope land disturbance.				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form **LDA 07**)

Land Disturbance < 1 acre

Sheet 2 of 3

	Construction Inspection Checklist	Yes	No	NA	Recommended Corrective Action/Notes (additional notes at end of form)
5,7	Earthen structures (dams, dikes, diversions, & cut/fill slopes) are stabilized or protected with functioning sediment trapping measures.				
6	Sediment basins/traps are constructed according to plans/specifications, stabilized, are functional and maintained.				
8	Cut/fill slopes are protected from concentrated runoff with channel flumes or slope drains.				
9	Slopes with water seeps are protected with adequate drainage and stabilization				
10	Operational storm sewer and culvert inlets have inlet protection per the plans and specifications.				
11	Stormwater conveyance channels and ditches are stabilized with the appropriate channel lining and/or outlet protection per the plans and specifications.				
12	Non-erodible material or cover is provided for all causeways and cofferdams where work is performed in a live watercourse.				
13	If a live watercourse is crossed by construction vehicles more than twice in a 6-month period, then a temporary streamcrossing is constructed of non-erodible materials.				
14	Where work is performed in a live watercourse, applicable federal and state permits were obtained.				
15	Where work is performed in a live watercourse, the bed and banks are stabilized immediately per the plan and specifications.				
16	Underground utilities are installed with less than 500' of open trench, sediment trapping controls are in place for excavated material, effluent from dewatering is filtered, and compaction and restabilization of backfill is done.				
17a	Construction entrances are installed and maintained.				
17b	Sediment tracked onto adjacent roadways appears to be removed each day.				
18	After the site is stabilized, ESC measures been removed and trapped sediment is stabilized or removed.				
19a	There is no evidence of downstream or other off-site sediment transport. (Provide locations and description of impacts if found.)				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form LDA 07)

Land Disturbance < 1 acre

Sheet 3 of 3

Construction Inspection Checklist		Yes	No	NA	Recommended Corrective Action/Notes (additional notes at end of form)
19b	Adjacent properties and waterways are adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation.				
19c	All locations of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch).				
-	ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) shown on the plans to prevent compaction or clogging are installed.				
-	Runoff and other discharges (dewatering) that contain sediment or other pollutants are being properly treated prior to discharging from the site.				
-	Permanent stormwater measures (basins, etc.) are properly installed/converted, stabilized and functional.				

Additional Notes and Photos:

INSPECTION CERTIFICATION STATEMENT

"I certify under penalty of law that I performed the inspection described in this form as a Certified Project Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspections (reports)."

Signature: Alana Cook

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form **LDA 08**)

Land Disturbance ≥ 1 acre with a SWPPP

Sheet 1 of 4

General Information			
Project Name/Location			
VAR10 Permit #			
Date/Time of Inspection			
Contact Information/Responsible Parties			
Representative to implement ESC Plan and SWPPP		Representative email and phone number	
Inspector Name	Diane Cook	Inspector email and phone number	dcook@hopewellva.gov 804.541.2317
Inspector DEQ Certification:	Dual Inspector DIN0546		
Inspection Type			
After installation of initial ESC measures Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)* Contractor's self-inspection as required in SWPPP (where applicable)	Periodic SWM inspection _____ Final Stabilization 2-week inspection	Other _____	
* If within 48-hours of runoff event, provide date of event _____ and rainfall amount _____ inches			
Weather Conditions (check all that apply)			
Clear	Sunny	Partly Cloudy	Cloudy Cold Cool Mild Hot Raining Post-rain event
Are discharges occurring from the site at the time of inspection or evidence of off-site sediment transport? Yes No If yes, describe:			

Construction Inspection Checklist		Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1	<u>Section 1 - ESC Plan Inspection: Part II(A)2</u>				
1a	Deficiencies identified during previous inspections are corrected. Notify STW Manager if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports.				
1b	All land-disturbing activities within the area of disturbance are identified on the approved ESC Plan.				
1c	All erosion and sediment controls are maintained, properly repaired and functional.				
1d	Site ESC operations are consistent with the ESC phasing plan or modifications to the plan have been appropriately approved and documented.				
1e	Temporary or permanent stabilization measures are applied within 7 days after final grade or where dormant for more than 14 days.				
1f	Disposal/borrow areas and stockpiles (on-site and off-site) are stabilized or protected with sediment trapping measures. Off-site areas are noted on plan or have a separate locality-approved ESC Plan.				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form LDA 08)

Land Disturbance ≥ 1 acre with a SWPPP

Sheet 2 of 4

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes
1g	All temporary ESC measures that are no longer needed are removed and applicable site areas are permanently stabilized.				
1h	Initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment are installed and functional prior to upslope land disturbance.				
1i	Earthen structures, such as dams, dikes, diversions, and cut/fill slopes, are stabilized or protected with functioning sediment trapping measures.				
1j	Sediment basins/traps are constructed according to the plans/specifications, functional and are maintained.				
1k	Cut/fill slopes are protected from concentrated runoff with channel flumes or slope drains				
1l	Slopes with water seeps are protected with adequate drainage and stabilization.				
1m	Operational storm sewer and culvert inlets have inlet protection according to the plans/specifications.				
1n	Constructed stormwater conveyance channels and ditches are stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications.				
1o	Non-erodible material or cover is provided for all causeways and cofferdams where work is performed in a live watercourse.				
1p	If a live watercourse is crossed by construction vehicles more than twice in a 6-month period, then the temporary stream crossing used for crossing is constructed of non-erodible materials.				
1q	Where work is performed in a live watercourse, applicable federal and state permits were obtained.				
1r	Where work is performed in a live watercourse, have the bed and banks been stabilized immediately and per the plan/specifications?				
1s	Underground utilities are installed with less than 500' of trench open, sediment trapping controls are in place for excavated material, effluent from dewatering is filtered, and compaction and restabilization of backfill is done.				
1t	Construction entrances are properly located, installed and maintained.				
1u	Sediment tracked onto adjacent roadways appears to be removed each day.				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form LDA 08)

Land Disturbance ≥ 1 acre with a SWPPP

Sheet 3 of 4

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes
1v	After the site is stabilized, ESC measures are removed and trapped sediment is stabilized or removed.				
1w	There is no evidence of downstream or other off-site sediment transport. (Provide locations and description of impacts if found)				
1x	Adjacent properties and waterways are adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation.				
1y	All locations of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch).				
1z	ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) shown on the plans to prevent compaction or clogging are installed.				
1aa	Runoff and other discharges (dewatering) that contain sediment or other pollutants are properly treated prior to discharging from the site.				
1bb	Permanent stormwater measures (basins, etc.) are properly installed/converted, stabilized and functional.				
2.	<u>Section 2 - Pollution Prevention Plan Inspection: Part II(A)4</u>	Yes	No	N/A	See Stormwater Pollution Prevention Plan (SWPPP)
2a	Functional measures are in place to prevent and respond to leaks, spills and other pollutant releases including procedures for expeditiously stopping, containing, cleaning up spills and reporting.				
2b	Functional measures are in place to prevent the release of soaps, solvents, detergents, wash water from construction materials, paint clean-up and other pollutants and/or also from contact with stormwater.				
2c	Wash waters from vehicles, equipment, construction materials and the like are prevented from release and/or are properly treated before leaving the site.				
2d	Concrete wash-out waste is directed into a properly installed leak-proof container. The treatment mechanism is properly maintained and utilized.				
2e	Construction products, materials, and wastes are properly stored, handled, and labeled. Loose trash and debris are properly contained.				
2f	Other potential pollutant-generating activities not listed above are properly managed to prevent exposure to precipitation/runoff.				
2g	All pollutant generating activities present on the site have been identified in the Pollution Prevention Plan.				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form LDA 08)

Land Disturbance ≥ 1 acre with a SWPPP

Sheet 4 of 4

3	<u>Section 3 - SWPPP Documentation Inspection: Part II(A)1</u>	Yes	No	N/A	
3a	A copy of Notice of Coverage letter and information for public access to the SWPPP is posted near main entrance of the site.				
3b	A copy of complete SWPPP is available onsite for operators and inspectors.				
3c	The SWPPP is being amended, modified, updated and appropriately signed.				
3d	Dates when major grading activities occurred are properly recorded.				
3e	SWPPP inspections are conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP.				

INSPECTION CERTIFICATION STATEMENT

“I certify under penalty of law that I performed the inspection described in this form as a Certified Project Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspections (reports).”

Signature: Diane Cook

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form **LDA 09**)
 Single Family Residential Construction – *Agreement in lieu of an ESC Plan*
 Sheet 1 of 2

General Information				
Project name:				
Date/time of inspection / weather:				
Contact Information				
Contractor or RLD responsible to implement AIL agreement:	RLD	Operator Email:		
		Operator Phone #:		
Inspector name, DEQ certification:	D. Cook Dual DIN0546	Inspector Email:	dcook@hopewellva.gov	
		Inspector Phone #:	804.541.2317	
Inspection Type				
2-week inspection	≥ 0.25 inches of rain over 24 hours	Final stabilization		
If within 48 hours of runoff event, provide date _____ and rainfall amount _____ inches				
Inspection Checklist	Yes	No	NA	Recommended Corrective Action
A signed copy of Agreement in Lieu is posted at site.				
Deficiencies identified during previous inspections are corrected.				
Land-disturbing activities are as shown on the plan.				
The following ESC measures are installed and maintained:				
Construction entrance				
Silt fence at front and sides of the property that slope from the site and protecting any wetlands or other environmentally sensitive area				
Stormwater ditches are stabilized.				
Streets and gutters are free of sediment.				
Inlet protection is provided on all storm sewer inlets receiving runoff from the site.				
Bare areas are stabilized within 7 days of final grading with permanent vegetation or a mulch suitable for the time of year.				
Rooftop runoff is directed as non-erosive sheet flow to well-vegetated areas to the maximum extent practicable.				

City of Hopewell Erosion & Sediment Control Inspection Checklist (Form **LDA 09**)
 Single Family Residential Construction – *Agreement in lieu of an ESC Plan*
Sheet 2 of 2

Runoff from impervious surfaces (e.g., driveways, parking areas, sidewalks) is directed as non-erosive sheet flow to well-vegetated areas to the maximum extent practicable.				
Runoff from lawn is directed as non-erosive sheet flow to undisturbed naturally-vegetated areas to the maximum extent practicable.				
Contractor has avoided sending sediment, trash or other pollutants to adjacent properties or waterways or ditches.				
Contractor has prevented off-site erosion.				
Comments/notes				

“I certify under penalty of law that I performed the inspection described in this form as a Certified Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspection reports.”

Inspector Name: Diane Cook

City of Hopewell Record Drawing and SWM Facility Certification (LDA Form 10)

Instruction: The purpose of the record drawing and stormwater management (SWM) facility certification process is to verify that all stormwater management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. All required information shall be submitted to the City for approval in accordance with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinances. City approval is required prior to receiving a Termination of Land Disturbance that is necessary prior to the permittee’s termination of a VAR10 General Permit. The following shall be submitted for each permanent post-construction stormwater management facility:

(1) A completed copy of this form

- ✓ A copy of this form shall be submitted for each permanent stormwater management facility that is recommended for acceptance. The applicant shall ensure that this form is completed in its entirety and all applicable documentation is included with the submittal.

(2) Certified Professional Inspection Log

- ✓ A copy of the applicant’s inspection log shall be submitted with this form. This log should document all critical aspects of SWM facility construction to demonstrate compliance with the approved plans. For example, a bioretention facility may require a liner. Without an inspection log, there would be no assurance that it was installed post-construction since it is underground and not visible from the surface.

(3) Certified Record Drawing (As-built)

- ✓ A record drawing of the plans is required to be submitted with this form. The plans should indicate any changes that differ from the approved plans, along with any applicable computations.
- ✓ A clear means, such as a checkmark, shall be used to demonstrate that the applicant agrees with the constructed values.
- ✓ For any changes to the plans, including numeric changes, a red line shall be used to cross out the original item and the actual revision shall be entered beside the crossed out value.
- ✓ Elevations shall be to the nearest 0.1 foot.
- ✓ The storage volume of the facility, including all dimensioned structures, shall be verified with the certification.
- ✓ All submitted plan sheets shall be labeled as “Record Drawing.”

Section 1 – SWM Facility General Information

Project Name:	Project Location:
BMP Location (Latitude/Longitude):	
BMP Type:	Total Drainage To BMP (Acres):
Impervious Acres draining to BMP:	Pervious Acres draining to BMP:
6 th Order HUC:	Date Facility Brought Online:
Name of any impaired waters the BMP discharges to (2012 305(b)/303(d)):	

City of Hopewell Record Drawing and SWM Facility Certification (LDA Form 10)

Section 2 - Contractor Information:

Company:	Contact Person:
Title:	Phone Number:
Plan Name:	Plan Date:

Section 3 - Record Drawing Certifications Statement

A Licensed Professional shall provide certification (below) of the SWM Record Drawing(s) including inspections, monitoring and other efforts used for the certification of Stormwater Management facilities during construction.

Record Drawing Certification

I certify that I am a Licensed Professional in the Commonwealth of Virginia and that to best of my knowledge, having completed site specific inspection(s), the stormwater facility referenced on this form is constructed in accordance with the approved plans and all of the information provided with this certification is complete and accurate.

Design Firm Name: _____

Mailing Address: _____

Business Phone: _____

Name of certifying individual: _____

PLACE SEAL HERE

Signature: _____ Date: _____

Section 4 - Record Drawing Approval

(This section to be completed by City only)

City Stormwater Compliance Manager (print): _____

Signature: _____ Date: _____

City of Hopewell Notification of Termination of Land Disturbing Activity (LDA Form 11)

Instruction: This form is to be used as a request of recognition of completion of land disturbance between the Contractor/Operator and City. This form will **NOT** result in termination of VAR10 General Permit coverage from DEQ. The Contractor/Operator **SHALL NOT** terminate VAR10 General Permit coverage with DEQ, when applicable, until recognition of completion from City is provided in Section 3 of this form.

Project Name: _____ VAR10 Permit # (where applicable): _____

Section 1– Conditions for Recognition of Completion of Land Disturbance

The conditions of this section shall be met and this form shall be signed by both the Operator and the City VSMP Representative prior to termination of land disturbance (check those that apply):

- No further land disturbance activities are planned.
- The project area has been stabilized in accordance with the approved plans, which includes seeding, mulching, sodding, paving, or other means.
- All temporary erosion and sediment control measures have been removed.
- All pollution prevention measures have been removed from the site and disposed of in a legal manner.
- All permanent post-construction stormwater management facilities have City-approved record drawings.
- All trash and debris has been removed from the site.
- The City has received as-built drawings for stormwater management facilities.

Section 2 – Operator Certification:

"I certify under penalty of law that I have read and understand this document 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.

Upon approval of this form, I will request termination of the VAR10 General Permit from DEQ, when applicable."

Operator/Contractor: _____ Company: _____

Signature: _____ Date: _____

Section 3 – Recognition of Completion

(This section to be completed by the City VSMP Representative)

City recognizes this request to be accurate based on the certification above and terminates the Operator/Contractor’s land disturbance activity as it applies to the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance.

City Stormwater Compliance Manager (Print): _____

Signature: _____ Date: _____