Annual Standards and Specifications
for
Erosion & Sediment Control
and
Stormwater Management

[The VCCS Stormwater Pollution Prevention Plan (SWPPP) Template is incorporated by reference and available as a separate Word document for projects equal to or greater than an acre of disturbance.]

Virginia Community College System

Effective for: FY2018 (July 1, 2017 – June 30, 2018)

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Virginia Department of Environmental Quality (DEQ) Approval Date: ______________

This document is submitted in accordance with 9VAC25-870-170 that requires submission to DEQ, on an annual basis, standards and specifications consistent with the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq., as amended), the General Permit for Discharges of Stormwater for Construction Activity, and the Erosion and Sediment Control Regulations. This document describes how land-disturbance activity shall be conducted on lands owned by the State Board for Community Colleges, Virginia Community College System.
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ACRONYMS
BMP  Best Management Practice
CWA  Clean Water Act
DEQ  Virginia Department of Environmental Quality
EPA  Environmental Protection Agency
ESC  Erosion and Sediment Control
HUC  Hydraulic Unit Code
MS4  Municipal Separate Storm Sewer System
NPDES  National Pollutant Discharge Elimination System
SWM  Stormwater Management
SWPPP  Stormwater Pollution Prevention Plan
TMDL  Total Maximum Daily Load
VAR10  General Permit for Discharges of Stormwater from Construction Activity
VESCH  Virginia Erosion and Sediment Control Handbook
VPDES  Virginia Pollutant Discharge Elimination System
VSMP  Virginia Stormwater Management Program
VCCS  Virginia Community College System
VCCS AS&S  Virginia Community College System Annual Standards and Specifications
<table>
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<tr>
<th>Revision #</th>
<th>Date</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>2014</td>
<td>Revisions based on DEQ comments prior to the January 1, 2015 - December 31, 2015 approval.</td>
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<td>2</td>
<td>10/31/16</td>
<td>Update the Loudoun County ESC threshold and added a disclosure statement in Appendix A. See revision clouds in Appendix A. Also corrected Appendix E2 to read greater than or equal to “≥”.</td>
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<tr>
<td>3</td>
<td>6/1/17</td>
<td>Effective dates changed to reflect the Commonwealth’s fiscal year. Dates modified on cover sheet and page footers.</td>
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<tr>
<td>4</td>
<td>6/1/17</td>
<td>Section 5.1 was modified to ensure post-construction SWM facility inspections and maintenance are based on BMP Clearinghouse specifications.</td>
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<td>5</td>
<td>6/1/17</td>
<td>Section 5.2 added to ensure record retention consistent with 9VAC25-870-126.B.</td>
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<td>6</td>
<td>6/1/17</td>
<td>Section 3.4 was modified to ensure notification to DEQ of commencement of land disturbance activity with descriptive project information.</td>
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<tr>
<td>7</td>
<td>6/1/17</td>
<td>Section 3.3 modified to require submission of the DEQ “AS&amp;S Entity Info Sheet” with Registration Statement submission to DEQ. Plan preparer/reviewer checklists in Appendix C also modified to include information necessary to complete the “AS&amp;S Entity Info Sheet.” Appendix D changed to D-2 and the “AS&amp;S Entity Info Sheet” now included as Appendix D-1.</td>
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<td>8</td>
<td>6/1/17</td>
<td>Section 1 modified to include sub-sections, including a subsection to include the listed DEQ responsibilities and discretionary items.</td>
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<tr>
<td>9</td>
<td>6/1/17</td>
<td>Section 4.1 modified to require DEQ be notified of changes that affect information of the VAR10 Registration Statement, Permit Fee Form, and/or permit coverage.</td>
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<td>10</td>
<td>6/1/17</td>
<td>Updates included in ESC Technical Bulletin #4 now referenced with Virginia ESC Handbook Standards and Specifications reference in Section 3.1.1.</td>
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<td>11</td>
<td>6/1/17</td>
<td>Sections 3.1 and 3.2 expanded to clarify the VCCS AS&amp;S Project Manager coordinates plan review by a DEQ-certified plan reviewer.</td>
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<td>12</td>
<td>6/1/17</td>
<td>Section 3.1 (ESC Plan Review and Approval) and Section 3.2 (SWM Plan Review and Approval) modified to require VCCS plan approval by a DEQ-certified ESC and SWM Program Administrator after recommendation of approval by a DEQ-certified ESC and SWM Plan Reviewer.</td>
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DEFINITIONS

The words and terms used in these Standards & Specifications shall have the meanings defined in the regulations listed in Section 1.0 unless the context clearly indicates otherwise. The following definitions apply to these Standards & Specifications:

“Applicant” means person or persons providing submissions to VCCS to engage in a regulated land-disturbing activity (e.g. VCCS AS&S Project Manager or designee).

"Contractor" means operator as defined in these Standards & Specifications.

"Land disturbance" or "land-disturbing activity" means a manmade change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation, except that the term shall not include those exemptions specified in Sections 3.1.3 for Erosion and Sediment Control Regulations and 3.2.5 for Stormwater Management Regulations.

“Licensed professional” means a professional registered in the Commonwealth of Virginia pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia. For purposes of these Standards and Specifications a licensed professional is one that is certified by DPOR as an Architect, Professional Engineer, Land Surveyor, or Landscape Architects.

“Local technical criteria (for SWM)” means technical criteria in a DEQ approved local ordinance that is more stringent than the technical criteria described in Part II B of 9VAC25-870.

“Operator” means contractor of a regulated activity. In the context the Standards & Specifications, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site.

"Permittee" means the operator to whom the General Permit for Discharges of Stormwater from Construction Activity (VAR10) is issued.

“Primary Contractor for land disturbance” is the company and individual responsible for implementation of the approved ESC Plan, SWM Plan, and conditions of the General Permit for Discharges of Stormwater from Construction Activity, when applicable.

“Standards & Specifications” means the Virginia Community College System’s Annual Standards and Specifications for Erosion & Sediment Control and Stormwater Management.

“Stormwater Management Facility” means a control measure that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow. For purposes of water quality, a stormwater management facility means approved practices as described on the Virginia Stormwater BMP Clearinghouse Website.

“VCCS AS&S Inspector” the individual performing inspections in accordance with Section 4.2.1 of these standards and specifications.

“VCCS AS&S for ESC” includes the information described in the standards and specifications regarding ESC.

“VCCS AS&S for SWM” includes the information described in the standards and specifications regarding SWM.

“VCCS AS&S Project Manager” means the individual managing the land disturbance activity for the VCCS or college.
1.0 OVERVIEW
The Virginia Community College System (VCCS), is required per §62.1-44. 15:31 of the Virginia Stormwater Management Act to submit standards and specifications for approval by the Virginia Department of Environmental Quality (DEQ) to describe how land disturbance activities shall be conducted on VCCS properties. In response, VCCS has adopted the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management (VCCS AS&S) that guide regulated land disturbance activity on VCCS properties. The VCCS AS&S incorporate, by reference, the following laws and attendant regulations:

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

1.1 Structure and Implementation
The VCCS AS&S have been framed to guide a land disturbance project through planning, plan approval and construction to ensure consistency with the regulatory requirements referenced in Section 1.0. The VCCS AS&S include four distinct sections:

- **Applicability** – Procedures to determine if a land disturbance project is subject to the VCCS AS&S as described in Section 2;
- **Application Process** – Procedures for applicable land disturbance activities prior to commencement of land disturbance as discussed in Section 3;
- **Implementation through Construction** – Procedures necessary during construction through the completion of a project as discussed in Section 4; and
- **Post-Construction and Reporting** – VCCS responsibilities and procedures to ensure long-term care and maintenance of stormwater management facilities.

The VCCS AS&S shall apply to all applicable land disturbance activities, as described in Section 2. Administration and enforcement of the VCCS AS&S will be performed by VCCS as described herein. Implementation of the VCCS AS&S ensure responsible staff and its representatives obtain the necessary certifications through DEQ in accordance with the Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). Certifications will be dependent on the individual’s role in implementing the VCCS AS&S and may include Program Administrator, Plan Reviewer and/or Inspector.
1.2 Virginia DEQ Oversight Responsibilities

The VCCS AS&S are submitted annually to DEQ for their review and approval based on consistency with the law and regulations listed in Section 1.0. The Department shall have 60 days in which to approve the standards and specifications. If no action is taken by the Department within 60 days, the standards and specifications shall be deemed approved. Approval requires VCCS to operate a VSMP and Virginia Erosion and Sediment Control (VESCP) consistent with the VCCS AS&S.

Where applicable, and to ensure compliance in accordance with the laws and regulations listed in Section 1.0, DEQ shall:

- Provide project oversight and enforcement, as necessary, per §62.1-44.15:56.G;
- Shall provide comprehensive program compliance review and evaluation per §62.1-44.15:56.G;
- Administer enforcement of the approved VCCS AS&S per §62.1-44.15:27.F and §62.1-44.15:54.E and may take enforcement action, where applicable;
- Perform random site inspections or inspections in response to a complaint per §62.1-44.15:31.C;
- Assess administrative charge to cover costs of services rendered associated with responsibilities pursuant to the Stormwater Management Act (§62.1-44.15:31.D). The State Water Control Board has the authority to enforce approved specifications and charge fees equal to the lower of (i) $1,000 or (ii) an amount sufficient to cover the costs associated with standard and specification review and approval, project inspections, and compliance.

At DEQ’s discretion, the following documentation and/or actions may be requested:

- Inspection reports resulting from inspections conducted by VCCS;
- Complaint logs and complaint responses;
- Weekly e-reporting to the department’s applicable regional office that may include:
  - Inspection reports;
  - Pictures;
  - Complaint logs and complaint responses; and
  - Other compliance documents.
2.0 APPLICABILITY
A land disturbance activity may be subject to ESC Law and Regulations or SWM Law and Regulations, or both. Applicability may vary depending on the location and type of activity. Section 2 includes the following:

- Section 2.1 provides information for determining if a proposed project is subject to the VCCS AS&S for ESC.
- Section 2.2 provides information for determining if a proposed project is subject to the VCCS AS&S for SWM.
- Section 2.3 describes the requirements for all SWM practices on VCCS properties to be approved by the VCCS.

2.1 Erosion & Sediment Control
The VCCS AS&S for ESC are applicable on VCCS properties where a land disturbance activity is equal to or greater than:

- 10,000 square feet;
- The threshold established in a locality’s DEQ-approved ESC Program ordinance; or
- 2,500 square feet if the project is within a Chesapeake Bay Preservation Area (CBPA).

Appendix A provides information for each VCCS community college campus throughout the Commonwealth to assist in determining if a land disturbance activity is subject to the more stringent local threshold or the CPBA threshold. For the purposes of applicability to the VCCS AS&S for ESC, a land disturbance activity is defined as:

**ESC Land Disturbance Activity** – means any man-made change to the land surface that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

Exceptions to the applicability of the VCCS AS&S for ESC that are potentially relevant to VCCS include:

- Installation, maintenance, or repair of underground public utility lines when such activity occurs on, and is confined within, an existing hard surfaced road, street or sidewalk;
- Septic tank lines or drainage fields unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
- Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, livestock feedlot operations, including engineering operations as follows: 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;
- Installation of fence, sign posts, telephone and electric poles, and other posts or poles; and
• Emergency work to protect life, limb or property, and emergency repairs; however, the land area disturbed shall be shaped and stabilized in accordance with the requirements of the VCCS AS&S.

![Flowchart]

**Figure 2.1** Summary for determining applicability to the VCCS AS&S for ESC. Refer to Appendix A for local thresholds.

### 2.2 Stormwater Management

The VCCS AS&S for SWM are applicable where a land disturbance activity is equal to or greater than:

- 1-acre; or
- 2,500 square feet if the project is within a CBPA.

Appendix A provides information for each VCCS college campus throughout the Commonwealth to assist in determining if a land disturbance project is subject to the CBPA threshold. For the purposes of applicability to the VCCS AS&S for SWM, a land disturbance activity is defined as:

**SWM Land Disturbance Activity** – means a man-made change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation.

Exceptions to the applicability of the VCCS AS&S for SWM that are potentially relevant to VCCS include:

- Projects that discharges to a sanitary sewer or a combined sewer system;
- 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; and
- 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, VCCS and the DEQ shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements described in Section 3.2 are required to be submitted to VCCS within 30 days of commencing the land-disturbing activity.
2.3 Stormwater Management for Non-Applicable Projects

From time to time, development projects on VCCS properties may incorporate the construction of a SWM practice although the practice is not required by the SWM laws and regulations. The incorporation of these practices may instead occur as part of a building project to assist in achieving credit towards environmental rating system certifications. Any stormwater management practice that does not otherwise qualify as subject to the VCCS AS&S for SWM shall not be constructed prior to approval of a SWM Plan from VCCS as described in Section 3.2. The practice shall be designed per the Virginia Stormwater Management Handbook and the standards and specifications in the Virginia BMP Clearinghouse.

Figure 2.2 Summary for determining applicability to the VCCS AS&S for SWM. Refer to Appendix A for assistance in determine if a project is within a CPBA.
3.0 APPLICATION PROCESS
Section 3 describes the development process once a land disturbance activity has been identified to be subject to the VCCS AS&S. The Section discusses the responsibilities of the VCCS, the VCCS AS&S Project Manager, and the primary contractor of the land disturbance prior to commencement of land disturbance.

Depending on the applicability determination made using the guidance in Section 2, a land disturbance activity may be subject to:

- Only the ESC submission requirements and technical criteria described in Section 3.1; or
- The ESC and SWM submission requirements and technical criteria described in Sections 3.1 and 3.2; or
- A SWM submission and ESC submission (if land disturbance threshold is met or exceeded) if a project includes a SWM facility as described in Section 2.3.

All submissions are to be provided by the applicant to VCCS and require VCCS approval on the plans. For land disturbance activity equal to or greater than an acre, a General Permit for Discharges of Stormwater from Construction Activities, issued by DEQ, is also required prior to the commencement of land disturbance.

3.1 Erosion & Sediment Control Plan Review & Approval
Land disturbance activity subject to the VCCS AS&S for ESC requires a VCCS approved ESC Plan. Upon the completion of an ESC Submittal, as described in Section 3.1.2, the VCCS AS&S Project Manager will coordinate the review of the Plans by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Plans will be reviewed for consistency with the technical criteria described in Section 3.1.1.

The review will result in a recommendation to VCCS for approval, or a letter providing the reasons the ESC Plan could not be approved, within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that VCCS acknowledges in writing that all of the submission materials described in Section 3.1.2 have been provided for review. Acknowledgement from VCCS of a complete submittal will be provided with form LD-01, provided in Appendix B.

Upon approval, the DEQ-certified Plan Reviewer will sign the plans, providing their certification number and date. Subsequently, plans are approved by VCCS in the form of a signed approval stamp signed by a DEQ-certified ESC and SWM Program Administrator designee of the VCCS Associate Vice Chancellor for Facilities Management Services.

3.1.1 ESC Technical Criteria
The ESC Plan shall be consistent with the requirements of the Virginia ESC Regulations (9VAC25-840), the latest edition of the Virginia Erosion and Sediment Control Handbook (VESCH), including updates provided in DEQ’s ESC Technical Bulletin No. 4, and specifically address each applicable minimum standard described in 9VAC25-840-40.
When applicable, the ESC Plan shall also address more stringent local requirements for erosion and sediment controls. For planning purposes, localities known to have more stringent local criteria for ESC are identified in Appendix A. However, it is the responsibility of the ESC Plan preparer to review the locality’s ESC ordinance for more stringent requirements and incorporate them into the ESC Plan.

3.1.2 ESC Submittal

The following shall be submitted by the Applicant for review to VCCS when land disturbance activity is subject to the VCCS AS&S for ESC. Each item shall be provided to VCCS as hardcopy (# of copies as shown) and also electronically in pdf format.

- **VCCS Land Disturbance Application Form** (2 copies) – This form shall be completed and provided with all submittals. A copy of the form is provided in Appendix B.

- **Completed VCCS ESC Plan Checklist** (2 copies) – The VCCS ESC Plan Checklist in Appendix C1 is provided to assist the ESC Plan preparer and reviewer with ensuring compliance to the technical criteria and the VCCS AS&S for ESC. Each applicable item on the checklist shall be addressed in the ESC Plan or ESC Narrative. Written reference on the checklist to the location (plans or narrative) as to where an item has been addressed is recommended to assist with plan development and review.

- **ESC Plan** (6 copies) – The ESC plan shall be signed and sealed by a licensed professional and demonstrate compliance to the technical criteria described in Section 3.1.1.

- **ESC Plan Narrative** (6 copies) – The ESC Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the ESC Plan. The narrative shall incorporate supporting information necessary to demonstrate compliance to the technical criteria described in Section 3.1.1.

Re-submissions to address comments provided by a VCCS as the result of a review shall include a cover letter from the licensed professional that explicitly responds to each comment from the review. Each response shall describe how the comment was addressed with reference to the locations of the changes in the Plan and/or Narrative. Any other changes not specifically addressed in the response to comments from the previous review shall also be described in the cover letter.

3.1.3 ESC Plan Variances

An Applicant may request a variance from the ESC technical criteria through VCCS. 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.

• Request for a variance to the VESCH standards and specifications of 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 allowed by VCCS shall be documented on the ESC Plan.

Requests for variances will be considered by VCCS, and if deemed appropriate, VCCS will submit the request to DEQ for consideration of approval. All variances must be approved by DEQ Central Office.

VCCS reserves 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 computations, installation instruction, and inspection and maintenance instruction. Installation and maintenance shall be per the manufacturer’s recommendations.

3.2 Stormwater Management Plan Review & Approval

Land disturbance activity subject to the VCCS AS&S for SWM requires a VCCS approved SWM Plan. Upon the completion of an SWM Submittal, as described in Section 3.2.4, the VCCS AS&S Project Manager will coordinate the review of the Plans by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Plans will be reviewed for consistency with the technical criteria described in Section 3.2.1.

The review will result in a recommendation to VCCS for approval, or a letter providing the reasons the SWM Plan could not be approved, within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that VCCS acknowledges in writing that all of the submission materials described in Section 3.2.4 have been provided for review. Acknowledgement from VCCS of a complete submittal will be provided with form LD-01 provided in Appendix B.

Upon approval, the DEQ-certified Plan Reviewer will sign the plans, providing their certification number and date. Subsequently, plans are approved by VCCS in the form of a signed approval stamp signed by a DEQ-certified ESC and SWM Program Administrator designee of the VCCS Associate Vice Chancellor for Facilities Management Services.

3.2.1 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 DEQ in response to a request for “grandfathered status” consistent with 9VAC25-870-48.

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 criteria in Sections 3.2.2 and 3.2.3.

When applicable and to the maximum extent practicable, the SWM plan shall comply with any local VSMP authority's additional technical requirements for stormwater management adopted within a DEQ-approved local ordinance. Localities with the potential to have additional technical requirements for SWM are identified in Appendix A. However, it is the responsibility of the SWM Plan preparer to:
- Review the locality’s SWM ordinance for specific requirements and incorporate them into the SWM Plan to the maximum extent practicable.
- Where applicable, demonstrate to VCCS that the locality's additional technical requirements are not practicable and the SWM Plan Narrative shall include information demonstrating the impracticality.

### 3.2.2 VCCS Supplemental Technical Criteria

For the purposes of the technical criteria for water quality described in Part II B of the VSMP Regulations, the planning area shall be defined as the limits of disturbance.

### 3.2.3 VCCS Supplemental BMP Selection Criteria

The successful performance of SWM practices is dependent on a successful long-term maintenance program. Designers are encouraged to consider maintenance concerns such as accessibility, frequency of maintenance, and costs of maintenance when selecting BMPs to achieve technical criteria. The maintenance requirements for SWM practices shall be clearly specified on the SWM Plan and under no circumstance shall a SWM practice be proposed that requires a maintenance contract with the manufacturer outside of the term of an initial establishment of the practice. VCCS reserves the right to grant exemptions to this requirement in accordance with 3.2.5.

### 3.2.4 SWM Submittals

The following shall be submitted by the Applicant for review to VCCS when land disturbance activity is subject to the VCCS AS&S for SWM. Each item shall be provided to VCCS as hardcopy (# of copies as shown) and electronically in pdf format.
- **VCCS Land Disturbance Application Form** (2 copies) – This form shall be provided with all submittals and include the Applicant’s contact information and general information about the land disturbance activity. A copy of the form is provided in Appendix B.
- **Completed VCCS SWM Plan Checklist** (2 copies) – The VCCS SWM Plan Checklist in Appendix C2 is provided to assist the SWM Plan preparer and reviewer with ensuring compliance to the technical criteria and the VCCS AS&S. Each applicable item on the checklist shall be
addressed in the SWM Plan or SWM Narrative and the checklist certified by the licensed professional.

- **SWM Plan** (6 copies) – The SWM plan shall be signed and sealed by a licensed professional and provide all of the information described in 9VAC25-870-55 (Stormwater Management Plans) of VSMP regulations. When applicable, the SWM Plan shall also address local technical requirements as described in Section 3.2.1.

- **SWM Plan Narrative** (6 copies) – The SWM Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the SWM Plan, incorporating supporting information necessary to demonstrate compliance to the technical criteria described in Section 3.2.1 and 3.2.2.

- **Completed SWM Management Handbook BMP Checklist** (6 copies) – As applicable, provide the applicable BMP Design Checklist from Appendix 8-A of the Virginia Stormwater Management Handbook, latest edition. A BMP-type specific checklist shall be provided for each BMP proposed in the SWM Plan.

- **Exception Request** (2 copies) – Where applicable, the applicant shall provide written request that address the conditions described in Section 3.2.5.

Re-submissions to address comments provided by VCCS as the result of a review shall include a cover letter from the licensed professional that explicitly responds to each comment from the previous review. Each response shall describe how the comment was addressed with reference to the locations of changes in the Plan and/or Narrative. Any other changes not specifically addressed in the response to comments from the previous review shall also be described in the cover letter.

### 3.2.5 SWM Plan Exceptions

An Applicant may request in writing for an exception to the SWM technical criteria and design standards and specifications through VCCS. An exception may be granted provided that:

- 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 VCCS, and if deemed appropriate, VCCS will submit the request to DEQ for consideration of approval. All exceptions must be approved by DEQ Central Office.

3.3 Construction General Permit (VAR10)
Land disturbance activity that disturbs an acre or greater requires a General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880), also known as General Permit No. VAR10 (VAR10). The VAR10 General Permit is issued by the Virginia DEQ and coverage is required throughout the duration of the land disturbance activity. The contractor is responsible for applying for permit coverage as the operator and must provide a VAR10 General Permit coverage letter from DEQ at the preconstruction meeting described in Section 3.4. The coverage letter is required prior to the commencement of the land disturbance activity and shall be maintained in the project Stormwater Pollution Prevention Plan described in Section 3.3.1. The operator of the permit is responsible for compliance to the permit conditions throughout the course of the land disturbance activity. VCCS will provide oversight of permit compliance through site inspections as described in Section 4.2.

VAR10 coverage requires submission of a completed DEQ VAR10 Registration Statement. The Registration Statement can only be completed once the ESC and SWM Plans have been approved by VCCS and a project-specific SWPPP has been completed. The submission of the Registration Statement must be accompanied by DEQ’s “Annual Standards & Specification Entity Information” form, provided in Appendix D-1. Information required to complete the “Annual Standards & Specification Entity Information” form will be available on the approved plans (as required by Appendix C) or otherwise available from the VCCS AS&S Project Manager.

3.3.1 Stormwater Pollution Prevention Plans (SWPPP)
Prior to submission of a Registration Statement to DEQ for VAR10 General Permit coverage, the project is required to have a VCCS approved ESC and/or SWM Plan, as applicable, included as part of a site-specific stormwater pollution prevention plan (SWPPP). The SWPPP shall be prepared and certified, in accordance with the permit by the permittee or duly authorized representative and prepared using the VCCS SWPPP template. The template is available from VCCS as a separate fillable form Word document and is incorporated by reference into the VCCS AS&S. 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 in provided in the SWPPP template.

3.3.2 Special Conditions for Total Maximum Daily Loads
Dependent on the location of a project, special conditions may be applicable if a waste load allocation has been assigned to construction activity in a DEQ approved Total Maximum Daily Load (TMDL). DEQ will indicate in the VAR10 General Permit coverage letter if the TMDL Special Conditions apply to the project. In the case that special conditions do apply, the permittee is
responsible for incorporating the increased inspection frequency described in Section 5.1 of the SWPPP template and adhering to the additional criteria in Section 5.4 of the SWPPP.

3.3.3  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. Offsite support facilities may be located within or outside of VCCS property. In either case, it is the responsibility of the contractor to ensure applicable plans are approved and permits are obtained for support facilities prior to the commencement of land disturbance activity.

3.4  Pre-construction Meeting
A preconstruction meeting is required for all applicable land disturbance activity subject to the VCCS AS&S prior to the commencement of the activity. The VCCS AS&S Project Manager is responsible for coordination of the meeting. The certified Responsible Land Disturber (RLD), as defined in 9VAC25-850-10, shall be identified on the plans at, or prior to, the preconstruction meeting. The RLD will typically be identified and provided by the Contractor. The meeting coordinator shall ensure the individuals identified in Section 1 of the VCCS AS&S Preconstruction Meeting Form (see Appendix D-2) attend the meeting and the checklist items in Section 2 of the form will be available at the meeting.

The VCCS AS&S Project Manager is responsible for electronic notification to DEQ’s Central Office and the appropriate regional office at least two weeks prior to the proposed preconstruction meeting time. The notification shall include the following information:

- Project name or project number (including any associated VAR10 General Permit for Discharges of Stormwater from Construction Activity number provided on the DEQ coverage letter);
- Project location (including nearest intersection, latitude and longitude, access point);
- On-site project manager name and contact info (contractor responsible for the land disturbance);
- Responsible Land Disturber (RLD) name and contact info (provided by Contractor)
- Project description;
- Acreage of disturbance for project;
- Project start and finish date; and
- Any variances/exceptions associated with this project.
Figure 3.1 Summary of the development process prior to commencement of land disturbance.
4.0 IMPLEMENTATION THROUGH CONSTRUCTION
Section 4 describes the required actions of the Contractor and the VCCS during the implementation of a land disturbance activity subject to the VCCS AS&S.

4.1 Contractor/Operator Responsibilities
For land disturbance activity subject to the VCCS AS&S, the contractor’s responsibilities prior to and during construction include, but may not be limited to:

- When applicable, obtaining the VAR10 General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880) from DEQ (reference Section 3.3). Upon obtaining VAR10 coverage, the Contractor shall:
  - Comply with the conditions of the VAR10 General Permit, when applicable;
  - Update and maintain the SWPPP per the VAR10 General Permit;
  - Perform self-inspections per the VAR10 (It is strongly recommended that the contractor use the inspection form in Appendix E). The permittee shall have inspections performed by a DEQ certified ESC/SWM Inspector per 9VAC25-850.
  - Notify DEQ (constructionGP@deq.virginia.gov) of changes that affect information on the Registration Statement, permit fee forms, and/or permit coverage.
- Adhering to the approved plans unless otherwise approved in writing by VCCS;
- 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.
- Responding to any corrective action(s) and specified timeframes identified as the result of a VCCS or DEQ inspection.

4.1.1 SWM Facility Record Drawings
Certification of the construction of all stormwater management facilities shall be submitted to VCCS for review and approval. The certification shall be signed and sealed by a licensed professional with the design firm that developed the SWM Plan and include:

- A completed and certified copy of the VCCS Stormwater Management Facility Record Drawing and Certification Form in Appendix F;
- 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:
  - The long-term inspection and maintenance schedule for the SWM facility (extracted from the SWM Plan or SWM Narrative); and the
  - Total drainage area being served by the stormwater practice with the total impervious and pervious area within the drainage area.
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 VCCS AS&S 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 approved VCCS AS&S. The licensed professional shall certify the as-built condition of the facility meets the quantitative and qualitative controls, as prescribed by the approved VCCS AS&S, and submit the final report as required in this section. The plans shall be revised and the revised plans reviewed and approved by the certified plan reviewer.

### 4.2 VCCS Responsibilities

VCCS is responsible for ensuring implementation of the VCCS AS&S throughout the development process. In addition to plan review and approvals, VCCS meets these responsibilities with oversight throughout the land disturbance activity that include inspections, enforcement actions, and acceptance of record drawings.

#### 4.2.1 Inspections

VCCS will perform inspections on all projects subject to the VCCS AS&S. The individual performing inspections on behalf of the VCCS shall be certified as an ESC and SWM Inspector, as applicable, in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Where a VAR10 is required, VCCS inspections are in addition to the VAR10 permittee’s inspection requirements described in the SWPPP. The applicable inspection report provided in Appendix E shall be completed by the inspector on each inspection and a copy provided to the appropriate individual identified on the Preconstruction Form, provided in Appendix D-2, within 2 business days.

VCCS will conduct the following inspections, at a minimum, with the exception of the alternative inspection schedule described in Section 4.2.2:

- After the installation of initial ESC measures per the ESC phasing in the approved ESC Plan,
- 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 by VCCS.

Inspection reports shall specify a required corrective action for each violation noted and a date by which the corrective action must be completed.
4.2.2 Alternative Inspection Schedule
VCCS inspections may be conducted at a reduced frequency where areas have been temporarily stabilized or land-disturbing activities will be suspended due to continuous frozen ground conditions. With these conditions and when stormwater discharges are unlikely, the inspection frequency may be reduced to once per month. If weather conditions (such as above freezing temperatures or rain or snow events) make discharges likely, VCCS shall immediately resume the regular inspection frequency.

4.2.3 Enforcement
VCCS reserves the right to enforce the VCCS AS&S upon discovery of noncompliance through inspection or through public reporting. Compliance status will be conveyed in writing using the VCCS Construction Site Inspection Form Compliance Summary included with the VCCS Construction Site Inspection Form (LD-04) in Appendix E. The compliance summary will be completed with each inspection and may also be used if an issue of noncompliance is identified outside of an inspection. The compliance summary will:

- Summarize the item(s) of noncompliance identified on the inspection form,
- Provide an indication of severity of compliance status, and
- Provide a description of the necessary corrective action and a timeframe for completing the action.

Enforcement will be consistent with the color-coding system on the LD-04N form which generally follows the following guidelines:

- Green flag – Site was in compliance with the VCCS AS&S at the time of inspection.
- Yellow flag – Items of noncompliance that have not resulted in observation of sediment or other pollutants being discharged from the project area. A notification with this flag serves as a warning. If corrective action is not performed in the specified timeframe, the issue could be elevated to a red flag by the VCCS AS&S Inspector.
- Red flag - Items of noncompliance that have resulted in observed or perceived offsite transport of sediment or other pollution. A notification with this flag serves as a Notice of Violation and if the item(s) are not addressed in the specified timeframe, can be elevated to a black flag by the VCCS AS&S Inspector.
- Black flag - Items of noncompliance that are either elevated from a red flag or are in significant conflict with the VCCS AS&S. A notification with this flag requires a submission to the VCCS Associate Vice Chancellor for Facilities Management Services for determination if work on site must stop until the corrective action is completed to the satisfaction of the VCCS Associate Vice Chancellor for Facilities Management Services. All losses associated with a notification that stops work are the responsibility of the contractor.

4.2.4 Modifications to Approved Plans
An approved Plan may be changed by direction or approval by VCCS 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 VCCS AS&S, are agreed upon by VCCS and the person responsible for carrying out the Plan.

Amendments to an approved ESC and SWM Plan are submitted in writing to VCCS and shall not be considered approved until written notice is provided and must comply with the VCCS AS&S for ESC and SWM. Modifications to approved plans and on-site changes shall be documented on the approved plans.

4.2.5 Approval of SWM Facility Record Drawings
VCCS will review and approve record drawing submissions described in Section 4.1.1. VCCS will return an approved copy of the VCCS SWM Facility Certification Form (LD-SS06) to the VCCS AS&S Project Manager or provide written comments in the case that a record drawing submission is not approved.

4.2.6 VCCS Termination of Land Disturbance
VCCS will provide to the permittee a completed and approved Termination of VCCS Land Disturbance Form (Appendix G) upon:
- The approval of the record drawing submittal described in Section 4.1.1 and 4.2.5 and
- Verification that the area of disturbance has been stabilized to the satisfaction of the VCCS AS&S Project Manager.

Acceptance of the record drawing submission does not release the contractor from any post-construction warranty and the Operator shall not terminate the VAR10 General Permit until receipt of a VCCS-approved Termination of VCCS Land Disturbance Form.

4.2.7 Project Tracking and Notification
Consistent with 9VAC25840-65, VCCS will maintain a list of active construction projects and submit the list electronically to DEQ at a frequency of once per 6-month period. The list will include:
- Project name (or number);
- Project location (including nearest major intersection);
- On-site project manager name and contact information;
- Project description;
- Acreage of disturbed area for project;
- Project start and finish dates; and
- Responsible Land Disturber name, contact information and RLD certification number.
5.0 POST-CONSTRUCTION

Section 5 describes post-construction requirements regarding long-term inspection and maintenance of stormwater facilities and associated record retention.

5.1 Maintenance of SWM Facilities
The Director of Facilities at each college, or equivalent individual, is responsible for long-term maintenance of SWM facilities at the campuses in which they oversee. Inspections will be conducted per the prescribed inspection frequency on the approved SWM Plan, or at a minimum frequency of once per a year. Maintenance will be performed per the long-term inspection and maintenance requirements on the approved SWM Plan or as otherwise necessary to ensure the intended function of the facility. Facility inspections shall be performed by a DEQ certified SWM Inspector based on BMP-type specific maintenance inspection guidance provided in the Virginia Stormwater BMP Clearinghouse.

5.2 Record Retention
VCCS is responsible for ensuring records are maintained in accordance with the following:

- Project records, including approved SWM plans, shall be kept for three years after state permit termination or project completion.
- SWM facility inspection records shall be documented and retained by the Director of Facilities at each college, or equivalent individual, for at least five years from the date of inspection.
- Construction record drawings shall be maintained in perpetuity or until a SWM facility is removed.
- All registration statements submitted for a VAR10 General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880) shall be documented and retained for at least three years from the date of project completion or state permit termination.
Appendix A
Statewide Coverage Map of VCCS Properties
Appendix B
Land Disturbance Application Form (LD-01)
VCCS LAND DISTURBANCE APPLICATION FORM

**Instruction:** This form shall be completed, typically by the design engineer preparing the plans, and included with all plan submissions for projects involving land disturbance activities on VCCS owned properties and campuses. Refer to Section 2 the VCCS Annual Standards and Specifications for ESC and SWM for assistance in completing the form.

**Project Name:** __________________________________________

**Date of submittal:** ____________ **Date on plans:** ____________

**Project Abbreviation (if applicable):** ________________________________

**Project Location:** __________________________________________

**Estimated Area of Disturbance (sq. ft.):** __________________________

**Estimated Impervious Area (sq. ft.):** Pre-Development: ____________, Post-Development: __________________________

**Estimated Dates of Disturbance:** ____________ to ____________, or Duration (months): ____________

**Do the VCCS Annual Standards & Specifications require an approved ESC plan?**

□ Yes □ No □ Unknown

**Do the VCCS Annual Standards & Specifications require an approved SWM plan?**

□ Yes □ No □ Unknown

**Describe the land-disturbance(s) involved with the project, including any offsite activities:**

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Submission Item</th>
<th>Applicable? (yes/no)</th>
<th>Included in Submission? (yes/no)</th>
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<tbody>
<tr>
<td>Completed Land Disturbance Application Form</td>
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<tr>
<td>Completed ESC Plan Checklist</td>
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<td>ESC Plan</td>
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<td>ESC Narrative</td>
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<td>Completed SWM Plan Checklist (when applicable)</td>
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<td>SWM Plan (when applicable)</td>
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<td>SWM Plan</td>
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<tr>
<td>SWM Narrative</td>
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</table>

Applicant (Print): ____________________________________________________________________________________________

Applicant Signature: __________________________________________________________________________________________

Information below to be completed by VCCS

VCCS has verified receipt of all of the applicable submittal items identified above on ____________, initiating the 45 day VCCS review period. Comments or an approval letter resulting from the review will be provided to the applicant listed above.

Received by: ________________________________________________________________________________________________
Appendix C1

VCCS ESC Plan Preparer/Plan Reviewer Checklist (LD-02A)
**Instruction:** The checklist shall be completed if an ESC Plan and Narrative is required per the VCCS Annual Standards and Specifications for ESC and SWM. 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: ____________________________

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th><strong>ESC Narrative Requirement</strong></th>
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<td>Completed ESC Checklist provided in ESC Narrative.</td>
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<td><strong>Project description</strong> including the nature and purpose of the land-disturbing activity.</td>
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<td>Description of the existing site conditions, including topography, ground cover, and drainage (include information for on-site and receiving channels).</td>
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<td>Description of adjacent areas such as residential developments, agricultural areas, streams, lakes, roads, etc., that might be affected by the land disturbance.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Description of critical areas that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, channels, etc.).</td>
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<td>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 (see Section 3.5 of the latest edition of the VCCS Annual Standards and Specification for ESC and SWM). Approval from DEQ of variances shall be maintained in the narrative.</td>
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<td>Detailed sequence of construction, that includes the phasing of installation of ESC measures.</td>
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<td>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).</td>
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<td>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).</td>
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<td>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.</td>
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<td><strong>Calculations</strong> 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) &amp; culvert computations, etc.</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>ESC Plan Requirement</td>
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<td>Vicinity map locating the site in relation to the surrounding area. Include any landmarks and road information that might assist in locating the site.</td>
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<td>Certification by DEQ qualified plan reviewer signature block including location for printed name, signature, and location for certified plan reviewer number, for ESC and SWM, as applicable.</td>
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<td>Location on the ESC Plan cover sheet for identification of the Responsible Land Disturber (RLD).</td>
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<td>Existing conditions including existing contours, surface waters and other surface features, existing tree lines, grassed areas, or unique vegetation.</td>
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<td>Where applicable, a demolition plan with identification of features to be demolished and measures to address ESC for the demolition.</td>
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<td>Proposed conditions, including proposed contours and features.</td>
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<td>Delineation of the limits of disturbance.</td>
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<td>A description of any variance approved by DEQ described on the cover sheet of the ESC Plans.</td>
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<td>North arrow provided on all plan sheets.</td>
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<td>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.</td>
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<td>Identification of any off-site land disturbing activities (e.g., borrow sites, disposal areas, etc.) and appropriate ESC controls.</td>
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<td>Identification of critical areas and appropriate protections.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Finished floor elevation of all buildings on site, including basements.</td>
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<td>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.</td>
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<td>Existing drainage patterns including dividing lines and directions of flows with the total area for each drainage area.</td>
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<td>A schedule of regular inspections, maintenance, and repair of temporary erosion and sediment control structures and permanent stormwater management facilities.</td>
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<td>Storm sewer profiles of all storm drains except roof drains.</td>
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<td>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.</td>
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<td>Specifications for stormwater and stormwater management structures (i.e. pipe materials, pipe bedding, stormwater structures etc.).</td>
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<td>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.</td>
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<td>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)</td>
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<td>Stabilization and/or protection measures for soil stock piles and borrow areas. (MS-2)</td>
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<td>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)</td>
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<td>Drainage areas to sediment traps and sediment basins shown on plans. (MS-6)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>ESC Plan Requirement (cont.)</td>
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<td>Stabilization measures provided for slopes steeper than 3:1. (MS-7)</td>
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<td>Measures to prevent concentrated flow from flowing down cut or fill slopes (i.e. slope drains). (MS-8)</td>
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<td>Measures to address water seeping from a slope face been addressed. (MS-9)</td>
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<td>Inlet protection provided for all operational storm drain and culvert inlets. (MS-10)</td>
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<td>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)</td>
</tr>
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<td>Measures to minimize encroachment and minimize sediment transport for work in a live watercourse. (MS-12)</td>
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<td>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)</td>
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<td>Applicable federal, state and local regulations pertaining to working in or crossing live watercourses are addressed and summarized on the plan. (MS-14)</td>
</tr>
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<td>Stabilization measures for bed and banks of live watercourse subject to disturbance. (MS-15)</td>
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<td>Measures shown on plan (i.e. Construction entrance) to minimize sediment transport onto public and otherwise paved roads. (MS-17)</td>
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<td><strong>MS-19</strong> satisfied for each receiving channel per 9VAC25-840-40(19)</td>
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<td>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.</td>
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<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
Appendix C2
VCCS SWM Plan Preparer/Plan Reviewer Checklist (LD-02A)
**Instruction:** This checklist shall be completed if a SWM Plan and Narrative is required per the VCCS Annual Standards and Specifications for ESC and SWM. 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: ____________________________

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>SWM Plan/Narrative Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td><strong>General Plan Information (Plan)</strong></td>
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<td>North arrow.</td>
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<td>Legend.</td>
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<td></td>
<td>Location and vicinity map.</td>
</tr>
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<td></td>
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<td>Certification by DEQ qualified plan reviewer signature block including location for printed name, signature, and location for certified plan reviewer number, for ESC and SWM, as applicable.</td>
</tr>
<tr>
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<td></td>
<td>Delineation of the site area and property lines in the vicinity of the project.</td>
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<td>Existing and proposed contours (2' interval minimum).</td>
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<td>Locations of test borings.</td>
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<td>Earthwork specifications.</td>
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<td></td>
<td>Compaction requirements specified.</td>
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<td></td>
<td>Sequence of construction.</td>
</tr>
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<td></td>
<td>Limits of clearing and grading.</td>
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<td></td>
<td>Existing and proposed features including buildings, roads, parking areas, utilities, stormwater management facilities and any other physical attributes.</td>
</tr>
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<td></td>
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<td></td>
<td><strong>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 Section 4.1.2 of the VCCS Annual Standards and Specifications for ESC and SWM.</strong></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>The following note is on the plan: &quot;A certified construction record drawing for permanent SWM facilities shall be submitted to VCCS for approval per section 4.1.2 of the VCCS Annual Standards and Specifications for ESC and SWM. 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.”</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><strong>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.</strong></td>
</tr>
<tr>
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<td></td>
<td><strong>Specifications for construction/installation of proprietary BMPs per the manufacturer’s specifications</strong></td>
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<td><strong>Cross sections for stormwater conveyance channels with maximum water surface elevations for design storms (1-, 10-, and 100-year)</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Where applicable, outlet protection with dimensions at points of concentrated discharge</td>
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Page 1 of 3
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>SWM Plan/Narrative Requirement</th>
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<tr>
<td></td>
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<td></td>
<td><strong>Site Information (Narrative)</strong></td>
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<td>Description of existing and proposed site conditions.</td>
</tr>
<tr>
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<td></td>
<td>Summary table with pre- and post-development land cover conditions (i.e. forest, managed turf, and impervious areas).</td>
</tr>
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<td></td>
<td>Discussion of the stormwater management strategy to address water quantity and quality criteria.</td>
</tr>
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<td></td>
<td>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.</td>
</tr>
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<td></td>
<td>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.</td>
</tr>
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<td>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.</td>
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<td></td>
<td>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.</td>
</tr>
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<td>Discussion of possible stormwater impacts on downstream properties including mapping with sufficient information on adjoining parcels to assess the impacts.</td>
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<td>Geotechnical report when applicable (include infiltration rates when required for a BMP).</td>
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<td>Boring locations: borrow area, basin pool area and embankment area (centerline principal spillway, emergency spillway, abutments).</td>
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<td>Boring logs with Unified Soils Classifications, soil descriptions, depth to seasonal high groundwater table, etc.</td>
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<td>Additional geophysical investigation and recommendations in Karst environment.</td>
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<td>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.</td>
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<td><strong>Hydrologic Computations (Narrative)</strong></td>
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<td>Mapping that supports computations and includes, at a minimum the following:</td>
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<td>• Pre- and post-development development contours;</td>
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<td>• Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;</td>
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<td>• Current land use including existing structures, roads, and locations of known utilities and easements;</td>
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<td>• Limits of clearing and grading;</td>
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<td>• Proposed drainage patterns on the site;</td>
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<td>• Proposed buildings, roads, parking areas, utilities, and stormwater management facilities.</td>
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<td>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.</td>
</tr>
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<td>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.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>SWM Plan/Narrative Requirement</td>
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<td></td>
<td><strong>Hydrologic Computations cont. (Narrative)</strong></td>
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<td>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.</td>
</tr>
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<td>Summary table for determination of runoff curve numbers.</td>
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<td>Time of concentration calculations.</td>
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<td>Predevelopment runoff hydrographs.</td>
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<td></td>
<td>Post-development runoff hydrographs.</td>
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<td><strong>Hydraulic Computations (Narrative &amp; Plans, as indicated)</strong></td>
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<tr>
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<td>Routing computations for each proposed stormwater management facility for each applicable design storm provided in narrative.</td>
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<td>Stage-storage data used in routing computations in the narrative.</td>
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<td>Control structure information used in routing computations in the narrative.</td>
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<td>Summary table of pre- and post-development peak runoff rates for each point of discharge from the site provided in narrative.</td>
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<td>Maximum water surface elevations for design storms shown in sections or profiles on the plans for each stormwater management facility.</td>
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<td>Impoundments designed to convey the 100-year storm as demonstrated in computations in the narrative.</td>
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<td>Adequate freeboard is provided for impoundments as shown on the plans based on computations in the narrative.</td>
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<td>Hydraulic grade line computations in the narrative with indication of locations of surcharge or inadequacy.</td>
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<td>Storm sewer design computations in the narrative.</td>
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<td>Culvert calculations in the narrative.</td>
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<td>Gutter spread calculations in the narrative.</td>
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<td>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.</td>
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<td><strong>Water Quality Computations (Narrative &amp; Plans, as indicated)</strong></td>
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<td>Provide Runoff Reduction Method spreadsheet output including:</td>
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<td>Site loadings</td>
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<td>Required reductions</td>
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<td>Input for each BMP employed and reductions achieved by each BMP</td>
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<td>Compliance worksheet</td>
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<td>Adjusted CN worksheet, when applicable.</td>
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<td>Treatment volume calculations for sizing BMPs.</td>
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<td>Stage-storage information indicating the treatment volume required and volume provided.</td>
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<td></td>
<td>All proposed SWM design follows the Virginia BMP Clearinghouse design specifications.</td>
</tr>
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<td>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.</td>
</tr>
</tbody>
</table>
Appendix D-1

DEQ Annual Standards and Specifications Entity Information Form

(To be submitted with the VAR 10 Registration Statement)
**Annual Standards & Specification (AS&S) Entity Information**

**General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10)**

(To be completed by the AS&S Entity and submitted with the VAR10 Registration Statement)

<table>
<thead>
<tr>
<th>1. Annual Standards &amp; Specifications Entity/Holder:</th>
<th>Virginia Community College System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. AS&amp;S Coverage Verification</td>
<td></td>
</tr>
<tr>
<td>a. Operator:</td>
<td></td>
</tr>
<tr>
<td>b. Project name:</td>
<td></td>
</tr>
<tr>
<td>c. Technical Criteria Used:</td>
<td></td>
</tr>
<tr>
<td>d. Estimated Area to be Disturbed (acres):</td>
<td></td>
</tr>
<tr>
<td>3. Plan Approval Verification</td>
<td></td>
</tr>
<tr>
<td>a. Erosion &amp; Sediment Control (ESC) Plan Reviewer Name:</td>
<td></td>
</tr>
<tr>
<td>i. ESC Plan Reviewer Certification Number:</td>
<td></td>
</tr>
<tr>
<td>b. Stormwater Management (SWM) Plan Reviewer Name:</td>
<td></td>
</tr>
<tr>
<td>i. SWM Plan Review Certification Number</td>
<td></td>
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</tbody>
</table>

Printed Name:   Title:  
Signature:      Date:  

(Please sign in ink. This must be signed by an employee of the AS&S entity who has oversight of this project and is aware of its coverage under their AS&S.)

Instructions for completion:

2.a. Operator = Owner, operator, developer, person or general contractor that the AS&S holder is allowing to operate under their DEQ approved AS&S.

2.b. Project Name = Name of the construction activity as it appears on the Registration Statement.

2.c. Stormwater Management Technical Criteria = The technical criteria used for this project will be either IIB or IIC per the SWM Regulations; 9VAC25-870.

2.d. Estimated Area to Be Disturbed = Provide the estimated area (to the nearest one-hundredth acre) to be disturbed by the construction activity. Include the estimated area of land disturbance that will occur at any off-site support activity to be covered under this general permit.

(Further questions can be directed to the Stormwater Construction General Permitting personnel; constructiongp@deq.virginia.gov)
Appendix D-2

VCCS AS&S Preconstruction Meeting Form (LD-03)
VCCS LAND DISTURBANCE PRECONSTRUCTION MEETING FORM

Instruction: This form shall be completed prior to the commencement of a land disturbance as defined in the VCCS Annual Standards and Specifications for ESC and SWM. The purpose of this form is to acknowledge responsibilities in accordance with the VCCS Annual Standards and Specifications for ESC and SWM. A copy of this completed form shall be maintained by the VCCS Project Manager and the contractor and be readily available upon request. The following individuals are required to participate in the preconstruction meeting:

- VCCS Project Manager;
- 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: _________________________________________________________
VCCS Representative: ________________________________________________________________
Primary Contractor/ VAR10 General Permit Operator: ______________________________________
Responsible Land Disturber: _____________________________________________________________
Representative for firm certifying stormwater facility (when applicable): _______________________
VCCS 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 ≥ 1-acre
☐ Prepared site-specific and completed SWPPP for land disturbance of an acre or greater, when
  applicable for land disturbance ≥ 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.
☐ 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 VCCS Annual Standards and Specifications for ESC and SWM, the approved Plans, to seek approval from VCCS 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 VCCS 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 – VCCS Approval of Completeness of the Land Disturbance Preconstruction Meeting

(To be completed by the VCCS Project Manager)

I acknowledge the Land Disturbance Preconstruction Meeting has occurred and been conducted consistent with the VCCS Annual Standards and Specifications for ESC and SWM. The required documentation, as listed on this form, is complete and land disturbance can commence.

Name: _____________________________________________________________________________
Signature: __________________________________________________________________________
Date: ______________________________________________________________________________
Appendix E1
VCCS Construction Site Inspection Form for Land Disturbance < 1-acre (LD-04A)
As result of the inspection reflected on the attached inspection form, the following assessment of the Project has been made in regards to compliance with VCCS Annual Standards & Specifications for Erosion and Sediment Control and Stormwater Management:

**GREEN FLAG** – No issue identified.

**YELLOW FLAG** – No sediment/pollution has left the site. A VERBAL WARNING is being issued. Corrective action shall be performed as described below.

- [ ] Inadequate Erosion & Sediment Controls
- [ ] Un-maintained ESC Controls
- [ ] SWPPP not maintained, or not on site
- [ ] Other: ____________________________

Description of violation: ____________________________________________

**RED FLAG** – Off-site sediment transport or pollution is occurring/has occurred, or significant potential issues exist on the site. A NOTICE OF VIOLATION is being issued. Corrective action shall be performed as described below. Failure to address outstanding issues will result in a Black Flag status, at which point all work must stop.

- [ ] Yellow Flag violation not addressed within specified timeframe
- [ ] Mud or debris on public street or adjacent property
- [ ] Illegal connection to the sanitary sewer
- [ ] Stormwater facilities are inadequate with potential threat to downstream areas
- [ ] Other: ____________________________

Description of violation: ____________________________________________

- [ ] Improper location/maintenance of material stockpiles
- [ ] Evidence of Stormwater pollution
- [ ] Chemicals and waste products are not properly stored
- [ ] Improper fill materials
- [ ] See inspection Checklist
BLACK FLAG– There is significant conflict with VCCS Annual Standards & Specifications or the General Permit for Discharges from Construction Activity (VAR10). ALL WORK MUST STOP

☐ Red Flag violation not addressed within specified timeframe
☐ Working without or in non-compliance with the required permits or approved plans
☐ Significant off-site pollution or erosion
☐ Other: ____________________________

Description of violation: __________________________________________________________

________________________________________________________________________________

REQUIRED CORRECTIVE ACTIONS:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Timeline for required activities: ______________________________________________________

Enforcement Follow-up Procedures

YELLOW FLAG – Corrective action will be performed as soon as is practicable within the timeframe specified. Follow-up may be required with the VCCS AS&S ESC/SWM Inspector to verbally confirm that remediation activities have occurred, are appropriate or if any changes or delays are anticipated.

RED FLAG – Violations shall be addressed as soon as is practicable within the timeframe specified. The contractor shall provide written confirmation (with photos, as needed) that remediation activities have occurred within the specified timeframe. Documentation of the corrective action shall be maintained within the SWPPP.

BLACK FLAG – Black flag violations represent potentially significant damage to property and natural resources, as well as increased legal liability for VCCS. All work must stop until such point that corrective action has been completed and any remediation activities have occurred. Project work associated with the ESC and/or SWM Plans, outside of those to perform corrective actions or remediation cannot commence until a violation release form is provided. Documentation of the corrective action and the release form shall be maintained in the SWPPP.

VCCS AS&S ESC/SWM Inspector’s Signature: ______________________________________________________

Notification Received By: ____________________________, Title: ____________________________
Date: ____________________________

VCCS AS&S ESC/SWM Inspector Name: ________________________________

Project Name: _____________________________________________________

Project Location: ___________________________________________________

_____________________________________________________________________

Corrective actions and/or remediation identified on the VCCS Land Disturbance Inspection Summary dated ______________ have been completed to the satisfaction of the VCCS AS&S Inspector. Corrections and/or remediation are to a point where significant conflicts with the VCCS Annual Standards & Specifications, Construction General Permit VAR10, as well as any threats to property or natural resources, are minimized and work on the project may continue.

VCCS AS&S ESC/SWM Inspector Signature:

_____________________________________________________________________

Notification Received By: ________________________________, Title: ________________________________
**General Information**

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<td>Date of Inspection:</td>
<td>End Time:</td>
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**Contact Information/Responsible Parties**

- * Site Representative (see below)
  - Representative’s Email:
  - Representative’s Phone #:
- Inspector’s Name(s):
  - Inspector Email:
  - Inspector Phone #:
- Inspectors DEQ Certification #(s):
  - Date of last inspection:

* PM, Contractor, RLD or other individual with responsibility for implementation of the ESC Plan.

**Inspection Type (check all that apply)**

- 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 Type due to runoff event; provide the date of event: ___________ and estimated 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**

Items numbered are ESC Minimum Standards, 9VAC25-840-40 (See VCCS approved ESC Plan and Narrative, where applicable)

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<tr>
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</tr>
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<td></td>
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### Construction Inspection Checklist

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<tr>
<th>Construction Inspection Checklist</th>
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<th>N/A</th>
<th>Location of Concern &amp; Recommended Corrective Action/Notes (additional notes at end of form)</th>
</tr>
</thead>
<tbody>
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<td>19b Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, &amp; sedimentation from the project site?</td>
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<td></td>
</tr>
<tr>
<td>19c Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?</td>
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<td>- Are any ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging installed?</td>
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<td></td>
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</tr>
</tbody>
</table>

### NOTES (reference checklist item # and any additionally attached information such as photos):

CERTIFICATION INSTRUCTION
This Inspection Form is not complete without the completion of the certification below by the certified inspector identified on the first sheet of the inspection form.

Reports conducted by VCCS or VCCS representative will be provided to the Site Representative by (check all that apply):
- [ ] Hardcopy
- [ ] Email
- [ ] Other ________________ within 48 hours.

CERT-1: 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).”

Inspector’s Name: ____________________________________________________________

Signature: ___________________________ Date: ________________________
Appendix E2
VCCS Construction Site Inspection Form for Land Disturbance ≥1-acre (LD-04B)
# VCCS LAND DISTURBANCE INSPECTION SUMMARY

**Date:** ___________________________________________________________________

**VCCS AS&S ESC/SWM Inspector Name:** ____________________________

**Project Name:** ________________________________________

**Project Location:** ________________________________________

As result of the inspection reflected on the attached inspection form, the following assessment of the Project has been made in regards to compliance with VCCS Annual Standards & Specifications for Erosion and Sediment Control and Stormwater Management:

<table>
<thead>
<tr>
<th>GREEN FLAG – No issue identified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>YELLOW FLAG – No sediment/pollution has left the site. A VERBAL WARNING is being issued. Corrective action shall be performed as described below.</td>
</tr>
<tr>
<td>RED FLAG – Off-site sediment transport or pollution is occurring/has occurred, or significant potential issues exist on the site. A NOTICE OF VIOLATION is being issued. Corrective action shall be performed as described below. Failure to address outstanding issues will result in a Black Flag status, at which point all work must stop.</td>
</tr>
</tbody>
</table>

- [ ] Inadequate Erosion & Sediment Controls
- [ ] Un-maintained ESC Controls
- [ ] SWPPP not maintained, or not on site
- [ ] Other: ____________________________

**Description of violation:** ________________________________________

- [ ] Illegal connection to stormwater system
- [ ] Inlets are unprotected
- [ ] Stabilization timeframe exceeded
- [ ] See inspection checklist

- [ ] Yellow Flag violation not addressed within specified timeframe
- [ ] Mud or debris on public street or adjacent property
- [ ] Illegal connection to the sanitary sewer
- [ ] Stormwater facilities are inadequate with potential threat to downstream areas
- [ ] Other: ____________________________

**Description of violation:** ________________________________________

- [ ] Improper location/maintenance of material stockpiles
- [ ] Evidence of Stormwater pollution
- [ ] Chemicals and waste products are not properly stored
- [ ] Improper fill materials
- [ ] See inspection Checklist

---
BLACK FLAG– There is significant conflict with VCCS Annual Standards & Specifications or the General Permit for Discharges from Construction Activity (VAR10). ALL WORK MUST STOP

- Red Flag violation not addressed within specified timeframe
- Working without or in non-compliance with the required permits or approved plans
- Significant off-site pollution or erosion
- Other: ________________________________

Description of violation: __________________________________________________________

________________________________________________________

REQUIRED CORRECTIVE ACTIONS:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Timeline for required activities: ______________________________________

Enforcement Follow-up Procedures

YELLOW FLAG – Corrective action will be performed as soon as is practicable within the timeframe specified. Follow-up may be required with the VCCS AS&S ESC/SWM Inspector to verbally confirm that remediation activities have occurred, are appropriate or if any changes or delays are anticipated.

RED FLAG – Violations shall be addressed as soon as is practicable within the timeframe specified. The contractor shall provide written confirmation (with photos, as needed) that remediation activities have occurred within the specified timeframe. Documentation of the corrective action shall be maintained within the SWPPP.

BLACK FLAG – Black flag violations represent potentially significant damage to property and natural resources, as well as increased legal liability for VCCS. All work must stop until such point that corrective action has been completed and any remediation activities have occurred. Project work associated with the ESC and/or SWM Plans, outside of those to perform corrective actions or remediation cannot commence until a violation release form is provided. Documentation of the corrective action and the release form shall be maintained in the SWPPP.

VCCS AS&S ESC/SWM Inspector’s Signature: __________________________________________

Notification Received By: ________________________________, Title: ________________________________
VCCS LAND DISTURBANCE INSPECTION SUMMARY – BLACK FLAG VIOLATION RELEASE FORM

Date: __________________________

VCCS AS&S ESC/SWM Inspector Name: ________________________________

Project Name: ______________________________________________________

Project Location: ____________________________________________________

Corrective actions and/or remediation identified on the VCCS Land Disturbance Inspection Summary dated _______________ have been completed to the satisfaction of the VCCS AS&S Inspector. Corrections and/or remediation are to a point where significant conflicts with the VCCS Annual Standards & Specifications, Construction General Permit VAR10, as well as any threats to property or natural resources, are minimized and work on the project may continue.

VCCS AS&S ESC/SWM Inspector Signature:

________________________________________________________________________

Notification Received By: ________________________________ , Title: ________________________________
## General Information

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>VCCS Project Code:</th>
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<tbody>
<tr>
<td>VAR10 Permit # (where applicable)</td>
<td>Location:</td>
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<tr>
<td>Date of Inspection:</td>
<td>Start/End Time:</td>
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## Contact Information/Responsible Parties

| * Site Representative (see below) | Representative’s email and phone number: |
| Inspector’s Name(s): | Inspector’s email and phone number: |
| Inspectors DEQ Certification #(s): | Other contact information (as applicable): |

* PM, Contractor, RLD or other individual with responsibility for implementation of the ESC Plan and the SWPPP, where applicable.

## Inspection Type (check all that apply)

- [ ] 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)
- [ ] 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

For projects under 1 acre of disturbance that do not require a Construction General Permit ONLY Section 1 of this form applies. Where disturbance is equal to or greater than an acre, all Sections apply.

<table>
<thead>
<tr>
<th>Section 1 - ESC Plan Inspection: Part II(A)2</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
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2. **Section 2 - Pollution Prevention Plan Inspection: Part II(A)**
   (Applicable to land disturbance 1 acre or greater)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>See project-specific Stormwater Pollution Prevention Plan (SWPPP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a</td>
<td></td>
<td></td>
<td>Are functional measures in place to prevent and respond to leaks, spills and other pollutant releases including procedures for expeditiously stopping, containing, cleaning up spills and reporting?</td>
</tr>
<tr>
<td>2b</td>
<td></td>
<td></td>
<td>Are functional measures 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?</td>
</tr>
<tr>
<td>2c</td>
<td></td>
<td></td>
<td>Are wash waters from vehicles, equipment, construction materials and the like prevented from release and/or properly treated before leaving the site?</td>
</tr>
<tr>
<td>2d</td>
<td></td>
<td></td>
<td>Is the concrete wash-out waste directed into a properly installed leak-proof container? Is the treatment mechanism properly maintained and utilized?</td>
</tr>
<tr>
<td>2e</td>
<td></td>
<td></td>
<td>Are construction products, materials, and wastes being properly stored, handled, labeled? Are loose trash and debris properly contained?</td>
</tr>
<tr>
<td>2f</td>
<td></td>
<td></td>
<td>Are other potential pollutant-generating activities not listed above being properly managed to prevent exposure to precipitation/runoff?</td>
</tr>
<tr>
<td>2g</td>
<td></td>
<td></td>
<td>Have all pollutant generating activities present on the site been identified in the Pollution Prevention Plan?</td>
</tr>
</tbody>
</table>
### Section 3 - SWPPP Documentation Inspection: Part II(A)1
(Applicable to land disturbance 1 acre or greater)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3a</td>
<td>Copy of notice of coverage letter and information for public access to the SWPPP posted near main entrance of the site?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3b</td>
<td>Copy of complete SWPPP available onsite for operators and inspectors?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3c</td>
<td>SWPPP is being amended, modified, updated and appropriately signed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3d</td>
<td>Are dates when major grading activities occurred properly recorded?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3e</td>
<td>Are SWPPP inspections conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION INSTRUCTION**

This Inspection Form is not complete without the completion of the appropriate certification(s) by the individual(s) listed below.

Reports conducted by VCCS or VCCS representative will be provided to the Operator or Duly Authorized Representative by (check all that apply):  
- [ ] Hardcopy  
- [ ] Email  
- [ ] Other ________________ within 48 hours.

- **CERT-1 and CERT-2** certification is required with VCCS inspections.
- **CERT-2** certification is required by the VAR10 operator for all inspections, including self-inspections required by the VAR10.

**CERT-1: 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. On inspection forms where no corrective action is identified, the construction activity is in compliance with the project SWPPP. 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)."

Inspector’s Name: _____________________________________________________________________________________________

Signature: _____________________________________________________________    Date: ________________________________

**CERT-2: OPERATOR (OR DULY AUTHORIZED REPRESENTATIVE) CERTIFICATION STATEMENT**

"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."

The inspection form shall be maintained in the project SWPPP. Corrections to incidents of noncompliance identified on this form will be corrected within 7 days or as otherwise identified per incident.

Operator (or Duly Authorized Representative) Name: _____________________________________________________________________________________________

Signature: _____________________________________________________________    Date: ________________________________
Appendix F
VCCS SWM Facility Certification Form (LD-05)
VCCS Stormwater Management Facility Certification Form

The purpose of this form is to provide a minimum standard for stormwater management facility construction record drawings, verifying that all SWM facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications.

Record Drawing and Construction Certification Requirements

(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 required documentation listed below is submitted.

(2) Certifying Professional Inspection Log

✓ A copy of the applicant’s inspection log shall be submitted with this form. This log should document all 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) Record Drawing of Plans

✓ 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”.

(4) Record Drawing Stormwater Facility Checklist

✓ A record drawing stormwater facility checklist shall be completed for each facility being certified. A checklist can be found included in this form.
Section 1 – SWM Facility General Information

Project Name: _________________________  Project Location: ___________________________________
BMP Type: ____________________________   BMP Location: _____________________________________
College Plan No.: ________________________  Total Drainage To BMP (Acres): ______________________
Impervious Acres: ______________________  Pervious Acres: _____________________________________
6th Order HUC:_____________________  Date Facility Brought Online:_________________________
Name of Impaired Waters BMP Is Draining To (2010 305(b)/303(d)):________________________________________

Brief Description of Stormwater Management Facility:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Section 2 - Contractor Information:

Company:_________________________________ Contact Person: ________________________________
Title: _____________________________________ Phone Number: __________________________________
Plan Name: ________________________________ Plan Date: ____________________________________

Section 3 - Record Drawing and Construction Certifications for Stormwater Management/BMP Facilities

Certifying Professionals: A Registered Professional Engineer is responsible for preparation and or certification of the SWM Record Drawing. The Engineer is responsible for the inspection, monitoring and certification of Stormwater Management / BMP facilities during construction.

I certify that I am a licensed professional in the Commonwealth of Virginia, and that to best of my knowledge, having completed a site specific inspection(s), the stormwater facility referenced on this form is constructed in accordance with the approved plans.

Record Drawing Certification

Design Firm Name: _________________________
Mailing Address: ____________________________
Business Phone: _____________________________
Contact Name: ______________________________
Title: ______________________________________
Signature: __________________________________
Date: ______________________________________

PLACE SEAL HERE

Section 4 - Record Drawing Approval

(This section to be completed by VCCS Staff only)

VCCS AS&S Project Manager: ____________________________  Title: ____________________________
Date: ____________________________  Signature: ____________________________
GENERAL CERTIFICATION CHECKLIST
(Required For All SWM Facilities)

The following certification checklist is to be used as part of the VCCS Stormwater Management Facility certification process. Any changes from the original design plans should be noted. While the following checklist shall be utilized, it is not meant to be an all-encompassing document. It is the responsibility of the certifying professional to ensure that any components not listed as a part of the design plans are built correctly to ensure long term functionality of the stormwater management facility. The certifying professional shall ensure the following have been installed per the approved design plan:

**Erosion and Sediment Control**
- All applicable erosion and sediment control practices have been removed.

**Contributing Drainage Area:**
- The contributing drainage area is free of debris and sediment.
- All pervious areas of the contributing drainage area have been permanently stabilized.
- Construction has not impacted the final facility configuration.

**Inflow Structures**
- Inflow conveyance properly stabilized.
- No siltation or trash in inflow structure.
- No erosion at inflow outlet into the facility.
- All temporary erosion and sediment control measures have been removed (e.g. silt fence or check dams).

**Pretreatment (If Applicable)**
- All pretreatment practices (forebays, grass filter strips, gravel diaphragms, etc.) have been properly installed.
- All pretreatment practices are in good working condition with no indication of construction impacts.
- Any proposed weirs/spillways conform to the designed size, elevation, materials, and locations shown on the plans.
- Forebays conform to the designed volumes.
- Forebay areas are stabilized with the correct material (liner, stabilization matting, seed, etc.) with no erosion.

**Reservoir Area (Water Quantity and Quality)**
- Area is stabilized.
- No signs of erosion.
- No trash or debris present.
- Volumes meet design plan requirements.
- Underdrains (if applicable) have been installed and are the proper elevation, material and size.
- All liners have been installed per the plans.
- No clogging evident.
- All structural materials (i.e. media for bioretention) meet plan specifications.
Control Structure
- Control structure is the appropriate type and size per the plans.
- All control structures are free of cracks, deterioration and other structural deficiencies.
- Top of control structure is at the appropriate elevation per the plans.
- Water quality orifice(s) are at the appropriate elevation and size per the plans.
- Any applicable wetlands have been installed.
- Trash racks have been installed per the plans.
- Any applicable plants have been installed per the designed planting plan (correct type, spacing, location etc.).
- Control structure is free from blockages and obstructions.

Emergency Spillway (If Applicable)
- Emergency spillway is constructed to the dimensions and configuration shown in the approved plans. (e.g. proper turn downs, toe drains and anchors).
- Emergency Spillway is at the elevation shown in the approved plans
- Emergency spillway is permanently stabilized.
- Emergency spillway is constructed of the material shown in the approved plans
- No evidence of erosion.

Embankments (If Applicable)
- All embankments are permanently stabilized in accordance with the approved plans.
- Top of embankment is at the design elevation.
- No holes around or above the barrel/outlet pipe indicating piping or joint failure.
- No water seeping out of the embankment.
- No erosion or tree growth on embankment.
- No animal burrows evident on the embankment.

Outlet Pipe (If Applicable)
- All anti-seep collars have been installed.
- Outlet pipe is the appropriate material, size, and location.
- Outlet pipe is structurally sound with no evidence of cracking, corrosion or deterioration.
- Velocity dissipation devices are installed per the detail on the approved plans at the outlet (riprap size, dimensions and location)

Outfall Channels
- Outlet channel properly stabilized.
- No siltation or trash in outlet channel.
- No erosion in channel.
- All temporary erosion and sediment control measure have been removed (e.g. silt fence or check dams).
Appendix G
VCCS Contractor Notification of Completion of Land Disturbance Activity Form (LD-06)
Termination of Land Disturbance

This form is to be used as a termination of land disturbance notification between the Primary Contractor and the VCCS AS&S Project Manager. This form is NOT a notice of termination for Construction General Permit (VAR10) coverage between the Contractor and DEQ.

Project Name: ________________________________________ Project Code: __________________________

Section 1– Conditions for Termination of Land Disturbance

The conditions of this section shall be met and this form shall be signed by both the Primary Contractor and the AS&S Project Manager before final payment is made.

- 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 been certified.
- All trash and debris has been removed from the site.

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."

Operator: ____________________________________________
Signature: ________________________________________________
Date: __________________________

Section 3 – Termination of Land Disturbance Approval

(This section to be completed by AS&S Project Manager only)

VCCS AS&S Project Manager: ______________________________
Signature: ________________________________________________
Date: ___________________________________________________