



Annual Standards and Specifications

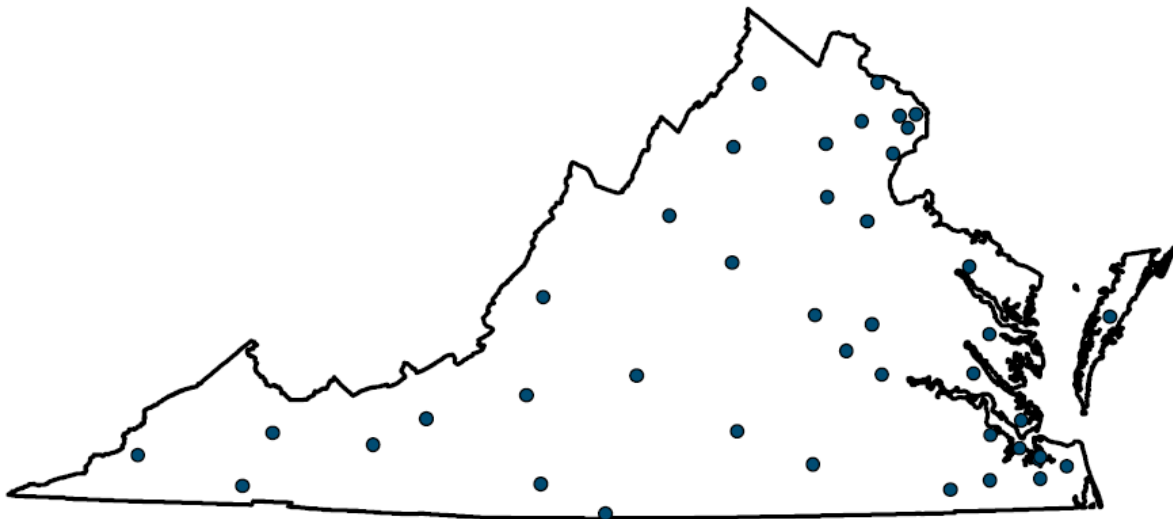
for

Erosion & Sediment Control

and

Stormwater Management

[The VCCS Stormwater Pollution Prevention Plan (SWPPP) Template is a separate document, incorporated by reference with this document, and is required for projects with land disturbance \geq 1-acre of land disturbance.]



Virginia Community College System

Effective Date: March 10, 2021

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 from Construction Activities](#), the [Virginia Stormwater Management Program Regulations](#) 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

REVISION TABLE

Revision	Date	Description
37	3/10/21	Modification to Sections 2.2, 3.2.1, Figure 2.2 and Appendix A, reflecting recent interpretation by DEQ staff that the requirement to adhere to a locality's VSMP authority "technical requirements," per 9VAC25-870-170, includes the land disturbance threshold adopted in the local ordinance for requiring a SWM Plan. This is in addition to the requirement of a SWM Plan with disturbance \geq 1-acre or \geq 2,500 square feet in CBPAs requiring a SWM Plan. The interpretation is per Ms. Erin Belt (erin.belt@deq.virginia.gov) in phone meeting with the VCCS on Dec. 16, 2020.
36	3/10/21	Various minor formatting, text edits and figure updates with the intention of further clarification throughout. Hyperlinks added to regulatory and section references for ease of navigation. Latest revision dates updated. None of these edits impact previously described meanings or instructions.
35	3/10/21	Added requirement for the VCCS Oversight Inspector Representative attend the Pre-construction meeting, as now reflected on for LD-03 in Appendix D-2.
34	3/10/21	Requirement added to 4.2.4 for college's to maintain record drawings for the life of a SWM facility in case needed, for reference, for maintenance purposes.
33	9/19/19	Per DEQ review comment, modification to Section 4.2.1 to require an inspection at the start of project.
32	7/30/19	Per DEQ review comment, clarified in Section 4.2.1 that VCCS shall maintain, a copy of the approved ESC plan and a record of inspections for each active land-disturbing activity.
31	7/30/19	Per DEQ review comment, updated Section 3.2.2 to require supplemental information on plans when conserved open space is incorporated into a SWM Plan.
30	7/30/19	Per DEQ review comment, revised Appendix C2 to more specifically define the following be part of the SWM Plan: (1) required inspection and maintenance information; (2) the title of individual responsible for inspections and maintenance; (3) mapping that depicts land cover types within the site; and (4) a summary table of land cover types within the site
29	7/30/19	Per DEQ review comment, added email address for e-notifications in Sections 3.4 and 4.2.6.
28	7/30/19	Per DEQ review comment, added requirement for a CGP for projects < than 1 acre but part of a common plan of development or sale that is \geq 1 acre in Section 3.3.
27	7/30/19	Per DEQ review comment, included the requirement for an approval letter to document plan approval in Sections 3.1 and 3.2.
26	7/30/19	Per DEQ review comment, language added to Section 1.2 clarifying DEQ is the VSMP and VESCP Authority for AS&S Holders.

Revision	Date	Description
25	7/30/19	Per DEQ review comment, language removed from Section 1.2 that stated: "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."
24	5/31/19	Revised LD-04 forms to reflect change in inspection type (48 hours after rainfall changed to 24 hours). Added request for additional information related to observed or suspected discharges, consistent with the VAR10.
23	5/31/19	Added items to Form LD-02 forms to address need to identify designation of applicable receiving waters that require special conditions with the VAR10.
22	5/31/19	SWPPP updates for consistency with the VAR10 effective July 1, 2019. Changes include: modifications to completion checklist for clarification; updates to VAR10 section references; revisions to inspection frequencies (Section 5.0, 5.1, 5.2); revisions to additional criteria dependent on certain designations for receiving waters (Section 5.4); minor format changes to some forms in appendices; and conversion to a fillable form pdf.
21	5/31/19	Clarification in Section 4.1 that VCCS must approve certification of the construction of SWM facilities prior to certifying completeness of the land disturbing activity.
20	5/31/19	Changes to Section 4.1 related to VAR10 permit coverage and termination.
19	5/31/19	Revised Section 3.3.2 to reflect changes to the VAR10 regarding conditions dependent on designations associated with receiving surface waters.
18	5/31/19	Updated links to the "VAR10 Registration Statement" and "Annual Standards and Specifications Entity Information" forms in Section 3.3.
17	5/31/19	Discussion regarding grandfathering related to SWM Technical criteria (Section 3.2.1) removed since no longer applicable to any VCCS projects.
16	5/31/19	Added DEQ Notice of Termination Form in Appendix H.
15	5/31/19	Effective date changed throughout to reflect the latest document version.
14	7/28/17	Remove option for monthly inspection, previously Section 4.2.2 for areas temporarily stabilized due to continuous frozen ground conditions.
13	7/28/17	Per DEQ comment, remove effective date span. Only beginning date remains.
12	6/1/17	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.
11	6/1/17	Sections 3.1 and 3.2 expanded to clarify the VCCS AS&S Project Manager coordinates plan review by a DEQ-certified plan reviewer.
10	6/1/17	Updates included in ESC Technical Bulletin #4 now referenced with Virginia ESC Handbook Standards and Specifications reference in Section 3.1.1.
9	6/1/17	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.

Revision	Date	Description
8	6/1/17	Section 1 modified to include sub-sections, including a subsection to include the listed DEQ responsibilities and discretionary items.
7	6/1/17	Section 3.3 modified to require submission of the DEQ "AS&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&S Entity Info Sheet." Appendix D changed to D-2 and the "AS&S Entity Info Sheet" now included as Appendix D-1.
6	6/1/17	Section 3.4 was modified to ensure notification to DEQ of commencement of land disturbance activity with descriptive project information.
5	6/1/17	Section 5.2 added to ensure record retention consistent with 9VAC25-870-126.B.
4	6/1/17	Section 5.1 was modified to ensure post-construction SWM facility inspections and maintenance are based on BMP Clearinghouse specifications.
3	6/1/17	Effective dates changed to reflect the Commonwealth's fiscal year. Dates modified on cover sheet and page footers.
2	10/31/16	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 "≥".
1	2014	Revisions based on DEQ comments prior to the January 1, 2015 – December 31, 2015 approval.

DEFINITIONS

The words and terms in the VCCS AS&S shall have the meanings defined in the regulations listed in [Section 1.0](#) unless the context clearly indicates otherwise. The following definitions apply herein:

“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 2.1](#) for Erosion and Sediment Control Regulations and [2.2](#) 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), through authority of the Virginia Stormwater Management Act ([§62.1-44.15:31](#)), has developed and annually maintains the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management (VCCS AS&S). The VCCS AS&S are approved by the Virginia Department of Environmental Quality (DEQ) and describe how land disturbance activities shall be conducted on VCCS properties. The VCCS AS&S incorporate, by reference and consistency, the following laws and attendant regulations, as amended:

- ✓ 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, the
- ✓ 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 structured to guide VCCS personnel and contractors through the process of land disturbance activities, including the planning, plan development/approval and construction phases 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 requirements of the VCCS AS&S, as described in [Section 2](#);
- **Application Process** – Procedures for applicable land disturbance activities prior to commencement of land disturbance, as described in [Section 3](#);
- **Implementation through Construction** – Procedures required during construction through the completion and close-out of a project, as described in [Section 4](#); and
- **Post-Construction and Reporting** – 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 ensures 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 annually submitted to DEQ for review and approval based on consistency with the law and regulations listed in [Section 1.0](#). Approval requires VCCS to operate a VSMP and Virginia Erosion and Sediment Control Program (VESCP) consistent with the VCCS AS&S. DEQ is the VSMP and VESCP Authority for AS&S holders, such as VCCS, providing oversight and enforcement to ensure compliance.

As the VSMP and VESCP Authority for VCCS, 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](#);
- ✓ 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](#); and
- ✓ Assess administrative charge to cover costs of services rendered associated with responsibilities pursuant to the Stormwater Management Act ([§62.1-44.15:31.D](#)).

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

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 facilities to be constructed on VCCS properties.

2.1 Erosion & Sediment Control

The **VCCS AS&S for ESC** are applicable on VCCS properties where a land disturbance activity disturbs an area equal to or greater than:

- 10,000 square feet; or
- 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 a 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 – 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.

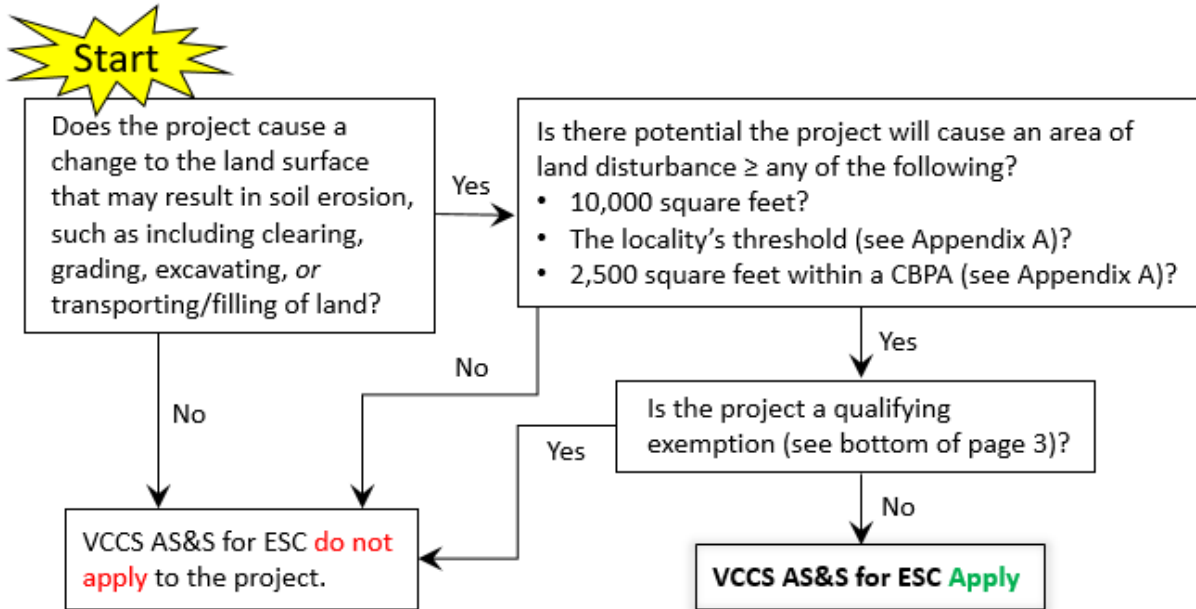


Figure 2.1 Summary for determining applicability to the **VCCS AS&S for ESC**.

2.2 Stormwater Management

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

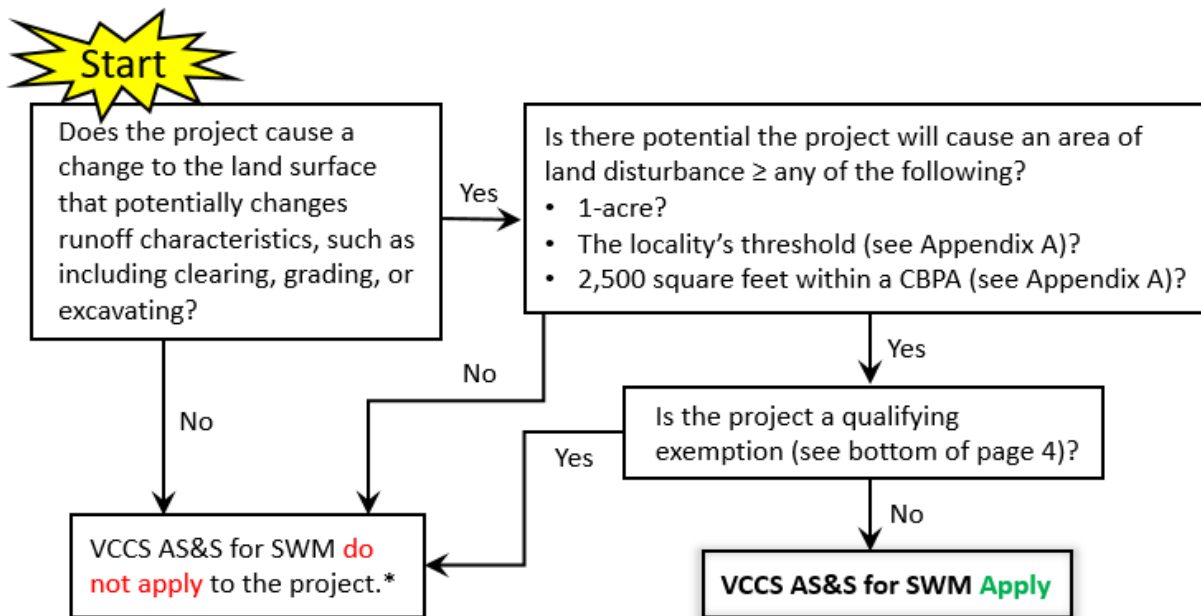
- 1-acre; or
- The threshold established in a locality's DEQ-approved SWM Program ordinance; or
- 2,500 square feet if the project is within a CBPA.

Appendix A provides information for each VCCS college campus throughout the Commonwealth to assist in determining if a land disturbance activity is subject to a more stringent local threshold or 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 – 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.



* However, If a SWM facility is included in the project, the VCCS AS&S for SWM always apply.

Figure 2.2 Summary for determining applicability to the VCCS AS&S for SWM.

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. Examples of the installation of a SWM facility in these instances may instead occur as part of:

- A building project to assist in achieving credit towards environmental rating system certifications; or
- To address pollutant reduction requires to address a total maximum daily load (TMDL) waste load allocation assigned to a college.

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.

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 project 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
- Only the SWM submission requirements and technical criteria described in [Section 3.2](#) if a SWM facility is proposed, as described in [Section 2.3](#), but the project is neither applicable to address either the VCCS AS&S for ESC or SWM.

All submissions are to be provided by the applicant to VCCS and require VCCS approval on the plans. Submission must include the completed *Land Disturbance Application Form* in **Appendix B**. 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](#)). The plan review, typically performed a contracted consultant, is to ensure consistency with the technical criteria described in [Section 3.1.1](#) and the VCCS ESC Plan Preparer/Reviewer Checklist in **Appendix C1**. The ESC plan review will result in either:

- An approval letter recommending plan approval, from the reviewer to VCCS; or
- A denial letter providing the reasons the ESC Plan could not be approved. The design engineer will address the reasons and then resubmit the plans for a subsequent review.

Either of the response letters above will be provided 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 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 the 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. The designee shall also issue an approval letter for documentation of plan approval.

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), 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 included in the submission by the Applicant 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 described below) and also electronically in pdf format.

- **VCCS Land Disturbance Application Form** (2 copies) – This form shall be completed and provided with all submittals. 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), referencing 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 resulting from a plan 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 the VCCS, and if deemed appropriate, VCCS will submit the request to DEQ for consideration of approval. All variances must ultimately be approved by DEQ Central Office.

VCCS reserves the right to disallow the use of proprietary ESC measures based on findings or past experiences 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](#)). The plan review, typically performed by a contracted consultant, is to ensure consistency with the technical criteria described in [Section 3.2.1](#) and the VCCS SWM Plan Preparer/Reviewer Checklist in **Appendix C2**. The SWM plan review will result in either:

- An approval letter recommending plan approval, from the reviewer to VCCS; or

- A denial letter providing the reasons the SWM Plan could not be approved. The design engineer will address the reasons and then resubmit the plans for a subsequent review.

Either of the response letters above will be provided 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 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 the 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. The designee shall also issue an approval letter for documentation of plan approval.

3.2.1 SWM Technical Criteria

The SWM Plan shall be consistent with [Part II A](#) and [Part II B](#) of the VSMP Regulations. 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, including area of disturbance thresholds to require a SWM plan, 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 the 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 Supplemental Criteria for Conserved Open Space

In the case that a SWM Plan incorporates sheet flow to conserved open space to achieve regulatory criteria, as described in Virginia Stormwater Design Specification No. 2, the following shall be provided on the Plan:

- ✓ Metes and bounds delineating the conserved open space;
- ✓ Labeling of the conserved open space that states, "Runoff Reduction Compliance Forest/Open Space;" and
- ✓ A note that states, "The Runoff Reduction Compliance Forest/Open Space area shown hereon shall be maintained in a forest/open space manner until such time that an amended storm water management plan is approved by the VSMP Authority."

3.2.3 VCCS Supplemental BMP Selection Criteria

Successful performance of SWM practices is dependent on a successful long-term SWM maintenance program. Designers should 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 included in the submission by the Applicant 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 described below) 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. 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 the 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](#), [3.2.2](#) and [3.2.3](#).
- **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 plan 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 requires a General Permit for Discharges of Stormwater from Construction Activity ([9VAC25-880](#)), also known as General Permit No. VAR10 (VAR10), when land disturbance:

- ✓ Disturbs \geq 1-acre or
- ✓ Disturbs $<$ 1-acre but is part of a common plan of development or sale that is \geq 1 acre.

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's 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, described in [Section 4.2](#).

VAR10 General Permit 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 a duly authorized representative. The SWPPP shall be prepared using the **VCCS SWPPP Template** that is available from the VCCS and incorporated, by reference, as part of 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 TMDLs, Impaired and Exceptional Surface Waters

For projects \geq 1-acre of land disturbance for which a VAR10 General Permit is required, the special conditions are applicable during construction if the site discharges to a surface water that:

- Is identified as impaired in the [2016 § 305\(b\)/303\(d\) Water Quality Assessment Integrated Report](#); or
- Has an applicable TMDL wasteload allocation established and approved prior to the term of this general permit for sediment, a sediment-related parameter (i.e., total suspended solids or turbidity) or nutrients (i.e., nitrogen or phosphorus) prior to July 1, 2018; or
- Are identified as an exceptional surface water in [9VAC25-260-30 A 3 c](#); or
- When the construction activity includes the demolition of any structure with at least 10,000 square feet of floor space built or renovated before January 1, 1980, the surface water is identified as impaired in the [2016 § 305\(b\)/303\(d\) Water Quality Assessment Integrated Report](#) or has an applicable TMDL wasteload allocation established and approved prior to July 1, 2018 for PCB.

In the case that special conditions apply, the permittee is responsible for incorporating the increased inspection frequency described in Section 5.1 of the **VCCS SWPPP Template** and adhering to the applicable 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 applicable 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 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 (Appendix D-2)* attend the meeting and the checklist items in Section 2 of the form are available at the meeting.

The VCCS AS&S Project Manager is responsible for electronic notification to DEQ's Central Office (StandardsandSpecs@deq.virginia.gov) and the appropriate [regional office](#) at least two weeks prior to the proposed pre-construction 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);
- ✓ 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.

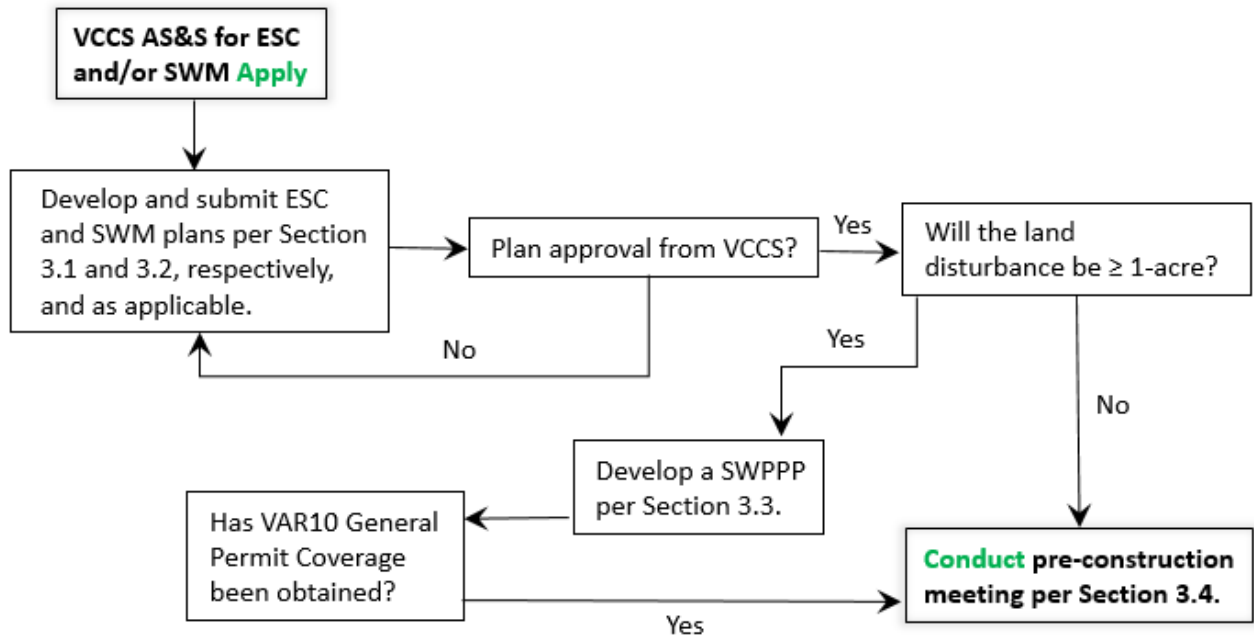


Figure 3.1 Summary of the development process prior to commencement of land disturbance.

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

The Contractor/Operator responsibilities for a land disturbance activity subject to the VCCS AS&S, prior to and during construction, include, but may not be limited to the following:

- When applicable for land disturbance \geq 1-acre, obtaining the [VAR10 General Permit coverage](#) from DEQ (reference [Section 3.3](#)). Upon obtaining VAR10 coverage, the Contractor shall:
 - ✓ Comply with the conditions of the VAR10 General Permit, as applicable;
 - ✓ Complete, update and maintain the SWPPP per the VAR10 General Permit utilizing the **VCCS SWPPP Template** that is incorporated by reference to these Standards and Specifications;
 - ✓ Perform self-inspections per the VAR10 (It is strongly recommended that the contractor use the inspection form in **Appendix E** for self-inspections). The permittee (Contractor) shall have inspections performed by a DEQ certified ESC/SWM Inspector per [9VAC25-850](#). Completed inspection forms shall be maintained with the SWPPP.
 - ✓ Notify DEQ (constructionGP@deq.virginia.gov) of changes that affect information on the Registration Statement, permit fee forms, and/or permit coverage.
 - ✓ Reapply for coverage with submission of a new registration statement at least 60 days prior to the expiration date of the VAR10 General permit in cases where the land disturbance activity will continue after the expiration date of the permit (June 30, 2024).
 - ✓ Submit a completed *Notice of Termination Form (Appendix H)* to DEQ once completion of the land disturbance has been recognized by the VCCS with a signed copy of the *VCCS Contractor Notification of Completion of Land Disturbance Activity Form (Appendix G)*.
- Adhering to the approved plans, unless otherwise approved in writing by VCCS, as described in [Section 4.2.3](#).
- 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) within 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 SWM facilities shall be submitted to VCCS for review and approval prior to VCCS certification of the completion of the land disturbance activity. 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 responsible for certifying the as-built shall immediately notify the VCCS AS&S Program Manager. Generally, there are two 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 can 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, typically a contracted consultant, shall be certified as an ESC and SWM Inspector, as applicable, in accordance with the ESC and SWM Certification Regulations (9VAC25-850). For projects requiring coverage under a VAR10 General Permit, VCCS inspections are in addition to the VAR10 permittee's self-inspection requirements described in the SWPPP and required by the permit. Inspections shall utilize the inspection form provided in **Appendix E**, either the form in **Appendix E-1** for land disturbance < 1-acre or the form in **Appendix E-2** for land disturbance ≥ 1-acre. After each inspection, a copy of the completed inspection form shall be provided to the Primary Contractor, as identified on the Preconstruction Form, within 2 business days.

VCCS will conduct the following inspections by a DEQ-certified Inspector, at a minimum:

- ✓ After the installation of initial ESC measures per the ESC phasing, as shown on the approved ESC Plan;
- ✓ At least once in every two-week period;
- ✓ Within 48 hours following any runoff producing storm event;
- ✓ At the start and completion of the project;
- ✓ Periodically as deemed necessary by VCCS; and
- ✓ Periodically during installation of stormwater management measures.

Inspection reports shall specify required corrective action(s) for each violation noted and specify a timeframe by which the corrective action must be completed. VCCS shall maintain a record of inspections and verification of corrective actions through subsequent inspection reports in the VCCS project files.

4.2.2 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* 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 inspection forms in **Appendix E** 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 after a subsequent inspection.
- 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.

4.2.3 Modifications to Approved Plans

Modifications to an approved ESC and/or SWM Plan may be allowed by direction, and approval, by the 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 due to changing circumstances, or 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.

Requested amendments to an approved ESC and SWM Plan shall be submitted in writing to VCCS and shall not be considered approved until written notice is provided. Requested amendments must be demonstrated to 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 and any supporting documentation maintained in the VCCS project file and project SWPPP, when applicable.

4.2.4 Approval of SWM Facility Record Drawings

VCCS will review, and when complete to the satisfaction of the VCCS, approve record drawing submissions required per [Section 4.1.1](#). Record drawings shall be submitted with the VCCS SWM Facility Certification Form (**Appendix F**) to the VCCS AS&S Project Manager. Record drawings, once approved, shall be provided to the college that will maintains the SWM facility. The college shall maintain the record drawing for the life of the SWM in case needed for maintenance.

4.2.5 VCCS Termination of Land Disturbance

VCCS will provide to the Operator/Contractor 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 [4.2.4](#); 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 VAR10 General Permit Operator shall not terminate the permit until receipt of a VCCS-certified *Contractor Notification of Completion of Land Disturbance Activities Form*, as provided in **Appendix G**.

4.2.6 Project Tracking and Notification

Consistent with [9VAC25840-65](#), VCCS will maintain a list of active construction projects and submit the list electronically to DEQ (StandardsandSpecs@deq.virginia.gov) 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 SWM facilities and associated record retention.

5.1 Maintenance of SWM Facilities

The Director of Facilities, or equivalent responsible individual at each college, is responsible for long-term maintenance of SWM facilities. Inspections and maintenance shall 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. At a minimum, inspections shall be performed:

- ✓ Annually and
- ✓ After any storm which causes the capacity of the facility principal spillway to be exceeded.

For colleges also requiring coverage under a Municipal Separate Storm Sewer System General Permit, SWM facility inspections shall be performed by a DEQ certified SWM Inspector. All inspections should be based on BMP-type specific maintenance inspection guidance provided in the [Virginia Stormwater Management Handbook](#). All inspections shall be documented and available if requested by DEQ.

In the case of portions of College land are sold that incorporate a SWM facility, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate the property owner to be permanently responsible for continued maintenance.

5.2 Record Retention

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

- ✓ Land disturbance project records subject to the VCCS AS&S 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 responsible individual, for at least five years from the date of inspection.
- ✓ Construction record drawings shall be maintained by the Director of Facilities at each college, or equivalent responsible individual, in perpetuity or until a SWM facility is removed and no longer in service, as approved by the VCCS and DEQ.
- ✓ 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
Local Regulatory ESC and SWM
Information for VCCS Campuses

Table A-1. This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a “snap shot” in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Blue Ridge	Augusta County	10,000 SF	1-acre
Central Virginia	City of Lynchburg	1,000 SF	1-acre
Dabney S. Lancaster	Alleghany County	10,000 SF	1-acre
Danville	City of Danville	5,000 SF	1-acre
Eastern Shore	Accomack County	10,000 SF	1-acre
Germanna - Locust Grove Campus	Orange County	10,000 SF	1-acre
Germanna - Fredericksburg Area Campus	Spotsylvania County	2,500 SF*	2,500†
John Tyler - Chester Campus	Chesterfield County	2,500 SF	2,500
John Tyler - Midlothian Campus	Chesterfield County	2,500 SF	2,500
J. Sargeant Reynolds - Goochland Campus	Goochland County	10,000 SF	1-acre
J. Sargeant Reynolds - Parham Road Campus	Henrico County	2,500 SF	2,500
Lord Fairfax - Middletown Campus	Frederick County	5,000 SF	5,000
Lord Fairfax - Fauquier Campus	Fauquier County	10,000 SF	1-acre
Lord Fairfax - Luray-Page County Center	Page County	10,000 SF	1-acre
Mountain Empire	Wise County	10,000 SF	1-acre
New River	Pulaski County	10,000 SF	1-acre
Northern Virginia - Annandale Campus	Fairfax County	2,500 SF	2,500 SF†
Northern Virginia - Alexandria Campus	City of Alexandria	2,500 SF	2,500 SF†
Northern Virginia - Loudon Campus	Loudoun County	5,000 SF*	1-acre†
Northern Virginia - Manassas Campus	Prince William County	2,500 SF*	1-acre or 2,500 SF (CBPA) †, ‡

Table A-1 (cont). This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a “snap shot” in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Northern Virginia - Medical Education Campus	Fairfax County	2,500 SF	2,500 SF[†]
Northern Virginia - Woodbridge Campus	Prince William County	2,500 SF*	1-acre[†]
Patrick Henry	Henry County	10,000 SF	1-acre
Paul D. Camp - Franklin Campus	City of Franklin	5,000 SF	1-acre
Paul D. Camp - Hobbs Suffolk Campus	City of Suffolk	10,000 SF	1-acre
Paul D. Camp - Smithfield	Isle of Wight County	2,500 SF	2,500 SF
Piedmont Virginia	Albemarle County	10,000 SF*	1-acre[†]
Rappahannock - Glens Campus	Gloucester County	2,500 SF	2,500 SF
Rappahannock - Warsaw Campus	Richmond County	2,500 SF	2,500 SF
Southside Virginia - Christanna Campus	Brunswick County	10,000 SF	1-acre
Southside Virginia - John H. Daniel Campus	Charlotte County	10,000 SF	1-acre
Southwest Virginia - Richlands Campus	Tazewell County	10,000 SF	1-acre
Thomas Nelson - Hampton Campus	City of Hampton	10,000 SF	1-acre
Thomas Nelson - Historic Triangle Campus	James City County	2,500 SF	2,500 SF[†]
Tidewater - Norfolk Campus	City of Norfolk	2,500 SF	2,500 SF
Tidewater - Chesapeake Campus	City of Chesapeake	2,500 SF	2,500 SF[†]
Tidewater - Portsmouth Campus	City of Portsmouth	2,500 SF	1-acre
Tidewater - Virginia Beach Campus	City of Virginia Beach	2,500 SF	1-acre or 2,500 SF (CBPA)[‡]
Tidewater - Visual Arts Center	City of Portsmouth	2,500 SF	2,500 SF
Virginia Highlands	Washington County	10,000 SF	1-acre

Table A-1 (cont). This Table is intended to assist with preliminary planning for determining project applicability and preliminary design. The information shown represents a “snap shot” in time and must be verified with the locality by the design professional. Threshold values include hyperlink to source.

Community College Campus	Locality	ESC Threshold (≥)	SWM Threshold (≥)
Virginia Western	City of Roanoke	2,000 SF	10,000 SF
Wytheville	Town of Wytheville	10,000 SF	Varies[§]

* Review finds the locality’s ESC ordinance potentially includes more stringent ESC requirements

† Review finds the locality’s SWM ordinance potentially requires additional technical requirements.

‡ Project specific since there appears to be portions of campus both within, and outside of, the CBPA.

§ Dependent on area of impervious cover, with new, or the sum of new and existing, ≥ 5,000 sf. See ordinance.

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: _____

Applicant

Name: _____

Phone: _____

Email: _____

Submission Item	Applicable? (yes/no)	Included in Submission? (yes/no)
Completed Land Disturbance Application Form		
Completed ESC Plan Checklist		
ESC Plan		
ESC Narrative		
Completed SWM Plan Checklist (when applicable)		
SWM Plan (when applicable)		
SWM Plan		
SWM Narrative		

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: _____

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

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

Yes	No	N/A	ESC Plan Requirement (cont.)
			Stabilization measures provided for slopes steeper than 3:1. (MS-7)
			Measures to prevent concentrated flow from flowing down cut or fill slopes (i.e. slope drains). (MS-8)
			Measures to address water seeping from a slope face been addressed. (MS-9)
			Inlet protection provided for all operational storm drain and culvert inlets. (MS-10)
			Outlet protection and/or channel linings provided for all stormwater conveyance channels and receiving channels prior to being made operational (see sequence of construction). (MS-11)
			Measures to minimize encroachment and minimize sediment transport for work in a live watercourse. (MS-12)
			Temporary stream crossings of non-erodible material where a live watercourse must be crossed by construction vehicles more than twice in any six-month period. (MS-13)
			Applicable federal, state and local regulations pertaining to working in or crossing live watercourses are addressed and summarized on the plan. (MS-14)
			Stabilization measures for bed and banks of live watercourse subject to disturbance. (MS-15)
			Measures shown on plan (i.e. Construction entrance) to minimize sediment transport onto public and otherwise paved roads. (MS-17)
			MS-19 satisfied for each receiving channel per 9VAC25-840-40(19)
			Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property are diverted to a stable outlet, adequate channel, pipe or pipe system, or to a detention facility.
			If the project impacts any wetlands or surface waters, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.
			For disturbance \geq 1-acre, provide on the plans a list of surface waters to which the site discharges that have either (1) been identified in the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report or (2) had a TMDL wasteload allocation assigned and approved prior to July 1, 2019 for sediment (including TSS and turbidity), nutrients, or PCBs. For applicable waters, also list the impairing pollutant(s) on the plan.
			For disturbance \geq 1-acre, provide on the plans a list of surface waters to which the site discharges that are identified as exceptional waters in 9VAC25-260-30 A 3 c of the VA Administrative Code.

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: _____

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>General Plan Information (Plan)</i>			
			North arrow.
			Legend.
			Location and vicinity map.
			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.
			Delineation of the site area and property lines in the vicinity of the project.
			Existing and proposed contours (2' interval minimum).
			Locations of test borings.
			Earthwork specifications.
			Compaction requirements specified.
			Sequence of construction.
			Limits of clearing and grading.
			Existing and proposed features including buildings, roads, parking areas, utilities, stormwater management facilities and any other physical attributes.
			SWM Facility Certification - Plans shall list all SWM facilities and critical construction inspection timeframes (i.e., liner, underdrain and outlet pipe installation) for which SWM BMP certification is required per Section 4.1.2 of the VCCS Annual Standards and Specifications for ESC and SWM.
			The following note is on the plan: "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."
			BMP inspection schedule and maintenance plan for each permanent SWM facilities. Inspection schedule and maintenance requirements shall be in accordance with the Virginia BMP Clearinghouse, the Virginia SWM Handbook, the MS4 permit (if applicable) and/or the manufacturer's specifications.
			Specifications for construction/installation of proprietary BMPs per the manufacturer's specifications
			Provide a note on the plans that states: "The Director of Facilities or equivalent individual, is responsible for long-term maintenance of SWM facilities." After the statement list the facilities that are included as part of the plan.
			Where applicable, outlet protection with dimensions at points of concentrated discharge

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

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>Hydrologic Computations cont. (Narrative)</i>			
			Rainfall precipitation frequency data recommended by the U.S. National Oceanic and Atmospheric Administration (NOAA) Atlas 14. Partial duration time series shall be used for the precipitation data.
			Summary table for determination of runoff curve numbers.
			Time of concentration calculations.
			Predevelopment runoff hydrographs.
			Post-development runoff hydrographs.
<i>Hydraulic Computations (Narrative & Plans, as indicated)</i>			
			Routing computations for each proposed stormwater management facility for each applicable design.
			Stage-storage data used in routing computations in the narrative.
			Control structure information used in routing computations in the narrative.
			Summary table of pre- and post-development peak runoff rates for each point of discharge from the site provided in narrative.
			Maximum water surface elevations for design storms shown in sections or profiles on the plans for each stormwater management facility.
			Impoundments designed to convey the 100-year storm as demonstrated in computations.
			Adequate freeboard is provided for impoundments as shown on the plans based on computations.
			Hydraulic grade line computations with indication of locations of surcharge or inadequacy.
			Storm sewer design computations in the narrative.
			Culvert calculations in the narrative.
			Gutter spread calculations in the narrative.
			Provide profiles of all storm conveyances (except roof drains) on plans. Profiles should include existing and proposed grade, structure types, pipe materials and sizes, slopes, inverts, etc.
			Cross sections for stormwater conveyance channels with maximum water surface elevations for design storms (1-, 10-, and 100-year)
<i>Water Quality Computations (Narrative & Plans, as indicated)</i>			
			Provide Runoff Reduction Method spreadsheet output including: Site loadings, required reductions, input for each BMP employed and reductions achieved by each BMP, compliance worksheet and adjusted CN worksheet, when applicable.
			Mapping that clearly depicts the types of land cover on site (i.e. hatching for each land cover), including labeling of acreage and cover type for each contiguous sub-area of cover type.
			Land cover summary table provided on the plans.
			Treatment volume calculations for sizing BMPs.
			Stage-storage information indicating the treatment volume required and volume provided.
			All proposed SWM design follows the Virginia BMP Clearinghouse design specifications.
			A BMP-type specific checklist from Appendix 8-A of the Virginia Stormwater Management Handbook, latest edition, is completed and provided in the narrative for each proposed BMP.
			For disturbance \geq 1-acre, provide on the plans a list of surface waters to which the site discharges that have either (1) been identified in the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report or (2) had a TMDL wasteload allocation assigned and approved prior to July 1, 2019 for sediment (including TSS and turbidity), nutrients, or PCBs. For applicable waters, also list the impairing pollutant(s) on the plan.
			For disturbance \geq 1-acre, provide on the plans a list of surface waters to which the site discharges that are identified as exceptional waters in 9VAC25-260-30 A 3 c of the VA Administrative Code.

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 Sheet

1. Annual Standards & Specifications Entity:	
2. AS&S Coverage Verification	
a. Operator:	
b. Project name:	
c. Estimated Area to be Disturbed (acres):	
3. Plan Approval Verification	
a. Erosion & Sediment Control (ESC) Plan:	
i. ESC Plan Reviewer Name and Certification Number:	
ii. ESC Plan Date:	
iii. ESC Plan Approval Date:	
b. Stormwater Management (SWM) Plan:	
i. Technical Criteria Used:	
ii. SWM Plan Reviewer Name and Certification Number:	
iii. SWM Plan Date:	
iv. SWM Plan Approval Date:	
4. Comments:	

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.)

(Retain a copy of this form onsite and within project specific AS&S files.)

Instructions for completion:

1. AS&S Entity/Holder Name as it appears on the AS&S Approval Letter
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. 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.
3.a. Erosion & Sediment Control (ESC) Plans i. = AS&S ESC plans are required to be reviewed and approved by DEQ-Certified ESC Plan Reviewers. Provide the name and certification number of the qualified individual. ii. = Provide the date of the ESC plan. iii. = Provide the date the ESC plan was approved.
3.b. Stormwater Management (SWM) Plans i. = The technical criteria used for this project will be either IIB or IIC per the SWM Regulations; 9VAC25-870. ii. = AS&S SWM plans are required to be reviewed and approved by DEQ-Certified SWM Plan Reviewers. Provide the name and certification number of the qualified individual. iii. = Provide the date of the SWM plan. iv. = Provide the date the SWM plan was approved.
4. Comments = Indicate whether the project package contains any requests (e.g. SWM plan waiver, Decline to Permit, Variance, Exception, Deviation...) DEQ is the VESCP and VSMP Authority for AS&S Entities. Approval for such requests must be issued by DEQ.

(Further questions can be directed to StandardsandSpecs@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
- VCCS Oversight Inspector Representative, typically a consultant

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

VCCS LAND DISTURBANCE INSPECTION SUMMARY

Date: _____

VCCS AS&S ESC/SWM Inspector Name: _____

Project Name: _____


Project Location: _____



GREEN FLAG YELLOW FLAG RED FLAG BLACK FLAG


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.**

- | | |
|---|--|
| <input type="checkbox"/> Inadequate Erosion & Sediment Controls | <input type="checkbox"/> Illegal connection to stormwater system |
| <input type="checkbox"/> Un-maintained ESC Controls | <input type="checkbox"/> Inlets are unprotected |
| <input type="checkbox"/> SWPPP not maintained, or not on site | <input type="checkbox"/> Stabilization timeframe exceeded |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection checklist |

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.**

- | | |
|---|---|
| <input type="checkbox"/> Yellow Flag violation not addressed within specified timeframe | <input type="checkbox"/> Improper location/maintenance of material stockpiles |
| <input type="checkbox"/> Mud or debris on public street or adjacent property | <input type="checkbox"/> Evidence of Stormwater pollution |
| <input type="checkbox"/> Illegal connection to the sanitary sewer | <input type="checkbox"/> Chemicals and waste products are not properly stored |
| <input type="checkbox"/> Stormwater facilities are inadequate with potential threat to downstream areas | <input type="checkbox"/> Improper fill materials |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection Checklist |

Description of violation: _____

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**

- | | |
|---|--|
| <input type="checkbox"/> Red Flag violation not addressed within specified timeframe | <input type="checkbox"/> Significant pollution into stormwater system or open water |
| <input type="checkbox"/> Working without or in non-compliance with the required permits or approved plans | <input type="checkbox"/> Filling, grading, or grubbing in environmentally sensitive areas. |
| <input type="checkbox"/> Significant off-site pollution or erosion | <input type="checkbox"/> Failing stormwater facilities |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection checklist |

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: _____

LD-04R – Stop Work (Black Flag) Release Form
Project Code: 260 _____



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			
Project Name:		VCCS Project Code:	
Location:		Start Time:	
Date of Inspection:		End Time:	
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)			
<input type="checkbox"/> After installation of initial ESC measures <input type="checkbox"/> 2-week inspection <input type="checkbox"/> Final Stabilization <input type="checkbox"/> Within 24-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)* <input type="checkbox"/> Other _____			
* If Inspection Type due to runoff event; provide the date of event: _____ and estimated rainfall amount (inches): _____			
Weather Conditions (check all that apply)			
<input type="checkbox"/> Clear <input type="checkbox"/> Sunny <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Cloudy <input type="checkbox"/> Cold <input type="checkbox"/> Cool <input type="checkbox"/> Mild <input type="checkbox"/> Hot <input type="checkbox"/> Raining <input type="checkbox"/> Post-rain event			
Are discharges occurring from the site at the time of inspection or evidence discharges occurred prior to the inspection (including evidence of off-site sediment transport)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe source and locations:			

Construction Inspection Checklist		Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
Items numbered are ESC Minimum Standards, 9VAC25-840-40 (See VCCS approved ESC Plan and Narrative, where applicable)					
-	Are deficiencies identified during previous inspections corrected? Notify VCCS PM if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports?				
-	Are all land-disturbing activities within the area of disturbance identified on the approved ESC Plan?				
-	Are all erosion and sediment controls maintained, properly repaired & functional? [9VAC25-840-60]				
-	Are site ESC operations consistent with the ESC phasing plan or have modifications to the plan been appropriately approved and documented?				
1	Are temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days)? [9VAC25-840-40]				
2	Are disposal/borrow areas & stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures? Are off-site areas on plan or have separate VCCS or locality approved ESC Plan?				
3	Are all temporary ESC measures that are no longer needed removed & applicable site areas permanently stabilized?				
4	Are initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment installed and functional prior to upslope land disturbance?				

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
5,7	Are earthen structures, such as dams, dikes, diversions, & cut/fill slopes, stabilized or protected with functioning sediment trapping measures?				
6	Are sediment basins/traps constructed according to the plans/specifications, functional and maintained?				
8	Are cut/fill slopes protected from concentrated runoff with channel flumes or slope drains?				
9	Are slopes with water seeps protected with adequate drainage and stabilization?				
10	Do operational storm sewer & culvert inlets have inlet protection according to the plans/specifications?				
11	Are constructed stormwater conveyance channels & ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications?				
12	Is non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse?				
13	Is a live watercourse crossed by construction vehicles more than twice in a 6-month period, and if so, is the temporary stream crossing used for crossing constructed of non-erodible materials?				
14	Where work is performed in a live watercourse, are applicable federal and state permits available?				
15	Where work is performed in a live watercourse, have the bed and banks been stabilized immediately and per the plan/specifications?				
16	Are underground utilities installed with less than 500' of trench open, sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill?				
17a	Are construction entrances properly located, installed & maintained?				
17b	Does sediment tracked onto adjacent roadways appear to be removed each day?				
18	If the site is stabilized, have ESC measures been removed and trapped sediment been stabilized or appropriately removed?				
19a	Is there evidence of downstream or other off-site sediment transport? (Provide locations & description of impacts if applicable.)				

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
19b	Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, & sedimentation from the project site?				
19c	Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?				
-	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?				
-	Is runoff and other discharges (dewatering) that contain sediment or other pollutants being properly treated prior to discharging from the site?				
-	Are permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional?				

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: _____



GREEN FLAG



YELLOW FLAG




RED FLAG



BLACK FLAG


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.**

- | | |
|---|--|
| <input type="checkbox"/> Inadequate Erosion & Sediment Controls | <input type="checkbox"/> Illegal connection to stormwater system |
| <input type="checkbox"/> Un-maintained ESC Controls | <input type="checkbox"/> Inlets are unprotected |
| <input type="checkbox"/> SWPPP not maintained, or not on site | <input type="checkbox"/> Stabilization timeframe exceeded |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection checklist |

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.**

- | | |
|---|---|
| <input type="checkbox"/> Yellow Flag violation not addressed within specified timeframe | <input type="checkbox"/> Improper location/maintenance of material stockpiles |
| <input type="checkbox"/> Mud or debris on public street or adjacent property | <input type="checkbox"/> Evidence of Stormwater pollution |
| <input type="checkbox"/> Illegal connection to the sanitary sewer | <input type="checkbox"/> Chemicals and waste products are not properly stored |
| <input type="checkbox"/> Stormwater facilities are inadequate with potential threat to downstream areas | <input type="checkbox"/> Improper fill materials |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection Checklist |

Description of violation: _____

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**

- | | |
|---|--|
| <input type="checkbox"/> Red Flag violation not addressed within specified timeframe | <input type="checkbox"/> Significant pollution into stormwater system or open water |
| <input type="checkbox"/> Working without or in non-compliance with the required permits or approved plans | <input type="checkbox"/> Filling, grading, or grubbing in environmentally sensitive areas. |
| <input type="checkbox"/> Significant off-site pollution or erosion | <input type="checkbox"/> Failing stormwater facilities |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> See inspection checklist |

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: _____

LD-04R – Stop Work (Black Flag) Release Form
Project Code: 260 _____



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			
Project Name:		VCCS Project Code:	
VAR10 Permit # (where applicable)		Location:	
Date of Inspection:		Start/End Time:	
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)			
<input type="checkbox"/> After installation of initial ESC measures		<input type="checkbox"/> Periodic SWM inspection _____	
<input type="checkbox"/> Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)*		<input type="checkbox"/> Final Stabilization	
<input type="checkbox"/> Contractor's self-inspection as required in SWPPP (where applicable)		<input type="checkbox"/> 2-week inspection	<input type="checkbox"/> Other _____
* If within 48-hours of runoff event, provide: date of event: _____ and rainfall amount (inches): _____			
Weather Conditions (check all that apply)			
<input type="checkbox"/> Clear <input type="checkbox"/> Sunny <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Cloudy <input type="checkbox"/> Cold <input type="checkbox"/> Cool <input type="checkbox"/> Mild <input type="checkbox"/> Hot <input type="checkbox"/> Raining <input type="checkbox"/> Post-rain event			
Are discharges occurring from the site at the time of inspection or evidence discharges occurred prior to the inspection (including evidence of off-site sediment transport)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe source and locations:			

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)						
		Yes	No	N/A		<i>Location of Concern and Recommended Corrective Action/Notes</i> (additional notes at end of form)
1	<u>Section 1 - ESC Plan Inspection: Part II(A)2</u>					See VCCS approved ESC and SWM Plans, where applicable
1a	Are deficiencies identified during previous inspections corrected? Notify VCCS PM if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports?					
1b	Are all land-disturbing activities within the area of disturbance identified on the approved ESC Plan?					
1c	Are all erosion and sediment controls maintained, properly repaired and functional? [9VAC25-840-60]					
1d	Are site ESC operations consistent with the ESC phasing plan or have modifications to the plan been appropriately approved and documented?					
1e	Are temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days)? [9VAC25-840-40]					
1f	Are disposal/borrow areas and stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures? Are off-site areas on plan or have separate VCCS or locality approved ESC Plan?					

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

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1v	If the site is stabilized, have ESC measures been removed and trapped sediment been stabilized or appropriately removed?				
1w	Is there evidence of downstream or other off-site sediment transport? (Provide locations and description of impacts if applicable.)				
1x	Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation from the project site?				
1y	Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?				
1z	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?				
1aa	Is runoff and other discharges (dewatering) that contain sediment or other pollutants being properly treated prior to discharging from the site?				
1bb	Are permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional?				
2.	<u>Section 2 - Pollution Prevention Plan Inspection: Part II(A)4</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See project-specific Stormwater Pollution Prevention Plan (SWPPP)
2a	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?				
2b	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?				
2c	Are wash waters from vehicles, equipment, construction materials and the like prevented from release and/or properly treated before leaving the site?				
2d	Is the concrete wash-out waste directed into a properly installed leak-proof container? Is the treatment mechanism properly maintained and utilized?				
2e	Are construction products, materials, and wastes being properly stored, handled, labeled? Are loose trash and debris properly contained?				
2f	Are other potential pollutant-generating activities not listed above being properly managed to prevent exposure to precipitation/runoff?				
2g	Have all pollutant generating activities present on the site been identified in the Pollution Prevention Plan?				

3	<u>Section 3 - SWPPP Documentation Inspection: Part II(A)1</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See Section 1.0 and Various Appendices in the Stormwater Pollution Prevention Plan
3a	Is a copy of the notice of coverage letter and information for public access to the SWPPP posted near main entrance of the site?				
3b	Is a copy of the complete SWPPP available onsite for operators and inspectors?				
3c	Is the SWPPP is being amended, modified, updated and appropriately signed?				
3d	Are dates when major grading activities occurred properly recorded?				
3e	Are SWPPP inspections conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP?				

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)

Stormwater Management Facility Record Drawing and SWM Facility Certification Form

Instruction: The purpose of the record drawing and stormwater management (SWM) facility certification process is to verify that all stormwater management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. All required information shall be submitted to the VCCS for approval in accordance with Section 4.1.2 of the VCCS Annual Standards and Specifications for ESC and SWM. VCCS approval is required prior to receiving a VCCS Termination of Land Disturbance that is necessary prior to the permittee’s termination of a VAR10 General Permit. The following shall be submitted for each permanent post-construction stormwater management facility:

(1) A completed copy of this form

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

(2) Certified Professional Inspection Log

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

(3) Certified Record Drawing (As-built)

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

Section 1 – SWM Facility General Information

Project Name:	Project Location:
BMP Location (Latitude/Longitude):	
BMP Type:	Total Drainage To BMP (Acres):
Impervious Acres draining to BMP:	Pervious Acres draining to BMP:
6 th Order HUC:	Date Facility Brought Online:
Name of any impaired waters the BMP discharges to as listed on the 2016 § 305(b)/303(d) Water Quality Assessment Integrated Report):	



Section 2 - Contractor Information:

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

Section 3 - Record Drawing Certifications Statement

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

Record Drawing Certification

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

Design Firm Name: _____

Mailing Address: _____

Business Phone: _____

Name of certifying individual: _____

PLACE SEAL HERE

Signature: _____ Date: _____

Section 4 - Record Drawing Approval

(This section to be completed by VCCS only)

VCCS Stormwater Compliance Manager (print): _____

Signature: _____ Date: _____

Appendix G

VCCS Contractor Notification of Completion of Land Disturbance Activity Form (LD-06)



VCCS Contractor Notification of Completion of Land Disturbance Activity Form

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

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

Section 1– Conditions for Recognition of Completion of Land Disturbance

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

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

Section 2 – Operator Certification:

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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

Operator/Contractor: _____ Company: _____

Signature: _____ Date: _____

Section 3 – Recognition of Completion

(This section to be completed by the VCCS Project Manager)

VCCS recognizes this request to be accurate based on the certification above and terminates the Operator/Contractor’s land disturbance activity as it applies to the VCCS Annual Standards and Specifications for ESC and SWM.

VCCS Stormwater Compliance Manager (Print): _____

Signature: _____ Date: _____

Appendix H

DEQ VAR10 Notice of Termination Form

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
GENERAL VPDES PERMIT FOR DISCHARGES OF STORMWATER FROM CONSTRUCTION ACTIVITIES (VAR10)
NOTICE OF TERMINATION 2019**

Permit Coverage Number (VAR10####): _____

Section I. Operator/Permittee Information. The person or entity that has active permit coverage approval and operational control over construction activities to ensure compliance with the general permit. A person with signatory authority for this operator must sign the certification in Section VII (per Part III. K. of the VAR10 Permit).

Construction Activity
Operator Name: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Primary Email: _____

CC Email: _____

Section II. Construction Activity Location Information. Project site information.

Construction Activity Name: _____

Address: _____

City and/or County and Zip Code: _____

Latitude and Longitude
(6-digit, decimal degrees format): _____

Section III. Reason for Terminating Coverage under the General Permit. The operator shall submit a Notice of Termination within 30 days after meeting one or more of the following conditions (select one or more):

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

CONSTRUCTION GENERAL PERMIT (VAR10) NOTICE OF TERMINATION 2019

Section IV. Participation in a Regional Stormwater Management Plan. If your site discharges to a regional stormwater management facility, provide information related to the regional stormwater management plan. Attach a separate list if discharging to multiple regional facilities.

Regional Stormwater Management Facility Type:	
Address:	
City and/or County and Zip Code:	
Latitude and Longitude (6-digit, decimal degrees format):	
Total Acres Treated by Regional Facility (report to one-hundredth of an acre):	
Impervious Acres Treated by Regional Facility (report to one-hundredth of an acre):	

Section V. Perpetual Nutrient Credits. If your site is utilizing nutrient credits, provide information related to the perpetual nutrient credits that were acquired in accordance with § 62.1-44.15:35 of the Code of Virginia. Attach a separate list if needed.

Nonpoint Nutrient Credit Generating Entity (Bank Name):	
Perpetual Nutrient Credits Acquired (pounds/acres/year):	

Include the affidavit of sale for all nutrient credits acquired. Is the affidavit of sale of nutrient credits attached? YES NO

Section VI. Permanent Control Measures. If applicable, list the post-development stormwater management facilities or best management practices (BMPs) that were constructed and installed as part of this activity to comply with the stormwater management technical criteria (structural and nonstructural, on-site and off-site). Attach a separate list if needed.

If you have permanent control measures, the following items are required to be included with this form in order to complete your Notice of Termination submittal:

- A. [Engineer’s Certification Statement](#)
- B. As-built plans (construction record drawings) – digital
- C. As-built plans (construction record drawings) – full-sized, paper
- D. Stormwater Management Plans – digital
- E. [BMP Maintenance Agreement](#) – notarized original, for public and private projects under DEQ’s VSMP Authority

Stormwater Management Facility Types (please choose from the following bmp types):

- | | | | |
|---------------------------------|---|---|------------------------|
| Bioretention 1 | Extended detention-enhanced | Other IIC (manufactured treatment device, etc.) | Soil Amendments |
| Bioretention 2 | Filtering Practice 1 | Permeable Pavement 1 | Urban Bioretention |
| Bioretention basin | Filtering Practice 2 | Permeable Pavement 2 | Vegetated filter strip |
| Bioretention filter | Grass Channel | Rainwater Harvesting | Vegetated Roof 1 |
| Constructed Wetland 1 | Grassed swale | Retention basin I (3 x WQ Vol) | Vegetated Roof 2 |
| Constructed Wetland 2 | Infiltration (1 x WQ Vol) | Retention basin II (4 x WQ Vol) | Wet Pond 1 |
| Constructed wetlands | Infiltration (2 x WQ Vol) | Retention basin III (4 x WQ Vol with aquatic bench) | Wet Pond 2 |
| Dry Swale 1 | Infiltration 1 | Sand filter | Wet Swale 1 |
| Dry Swale 2 | Infiltration 2 | Sheetflow to Vegetated Filter or Conserved Open Space 2 | Wet Swale 2 |
| Extended detention (2 x WQ Vol) | Other IIB (manufactured treatment device, etc.) | | |
| Extended Detention Pond 1 | | | |
| Extended Detention Pond 2 | | | |

CONSTRUCTION GENERAL PERMIT (VAR10) NOTICE OF TERMINATION 2019

Stormwater Management Facility #1 BMP Type:	
Date BMP Became Functional:	
Address (if available):	
City and/or County and Zip Code:	
Latitude and Longitude (6-digit, decimal degrees format):	
Receiving Water(s) (outfall discharge):	
Total Acres Treated (report to one-hundredth of an acre):	
Impervious Acres Treated (report to one-hundredth of an acre):	

Stormwater Management Facility #2 BMP Type:	
Date BMP Became Functional:	
Address (if available):	
City and/or County and Zip Code:	
Latitude and Longitude (6-digit, decimal degrees format):	
Receiving Water(s) (outfall discharge):	
Total Acres Treated (report to one-hundredth of an acre):	
Impervious Acres Treated (report to one-hundredth of an acre):	

Stormwater Management Facility #3 BMP Type:	
Date BMP Became Functional:	
Address (if available):	
City and/or County and Zip Code:	
Latitude and Longitude (6-digit, decimal degrees format):	
Receiving Water(s) (outfall discharge):	
Total Acres Treated (report to one-hundredth of an acre):	
Impervious Acres Treated (report to one-hundredth of an acre):	

CONSTRUCTION GENERAL PERMIT (VAR10) NOTICE OF TERMINATION 2019

Section VII. Certification. This Certification must be signed by a person representing the operator identified in Section I. and meeting the requirements of 9VAC25-880-70 Part III K.

Certification: "I certify under penalty of law that I have read and understand this Notice of Termination and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Printed Name: _____

Signature (signed in ink): _____

Date: _____

Section VIII. Submittal Instructions. Please submit this form to the Virginia Stormwater Management Program (VSMP) Authority that has jurisdiction for your construction activity. If the locality is the VSMP Authority, please submit your form directly to the locality; do NOT send this form to DEQ. A list of local VSMP Authorities is available here: [VSMP Authorities](#).

If DEQ is the VSMP Authority, please send to:

**Department of Environmental Quality
Office of Stormwater Management Suite 1400
PO Box 1105
Richmond VA 23218
constructiongp@deq.virginia.gov**

If the locality is the VSMP Authority, please send to:

The Local VSMP Authority (*insert address below*)

Permit terminations may be delayed if there are outstanding annual permit maintenance fee balances due.

CONSTRUCTION GENERAL PERMIT (VAR10) NOTICE OF TERMINATION 2019 INSTRUCTIONS
PLEASE DO NOT PRINT OR SUBMIT

A complete and accurate Notice of Termination is required for terminating coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities. Termination shall become effective upon notification from the department that the provisions of termination have been met or 60 days after submittal of a complete and accurate Notice of Termination, whichever occurs first.

Authorization to discharge terminates at midnight on the date that the Notice of Termination is submitted unless otherwise notified by the VSMP authority or the department.

Permit Coverage Number. Include your existing, active permit coverage number. Example: VAR10####.

Section I. Operator/Permittee Information. The construction activity operator (permittee). The permittee with active permit coverage and that has operational control over the construction activities to ensure compliance with the general permit. For companies, use the complete, active, legal entity name as registered with a state corporation commission. Entities that are considered operators commonly consist of the property owner, developer of a project (the party with control of project plans and specifications), or general contractor (the party with day-to-day operational control of the activities at the project site that are necessary to ensure compliance with the general permit). If an individual person is named as the operator, that person (or a representative of) must sign the certification in Section VII.

Section II. Construction Activity Location Information. Project site information. Complete this section with the same information as listed on the current registration statement. A list of active permits and corresponding location information is available on our website.

Section III. Reason for Terminating Coverage under the General Permit. The operator shall submit the Notice of Termination no later than 30 days after one or more of the termination conditions being met. Authorization to discharge terminates at midnight on the date that the Notice of Termination is submitted to the VSMP Authority, unless otherwise notified by the VSMP authority or the Department. Termination of authorizations to discharge for the conditions shall be effective upon notification from the Department that the provisions of termination have been met or 60 days after submittal of the Notice of Terminations, whichever occurs first.

The operator of the construction activity shall submit a Notice of Termination within 30 days after meeting one or more of the following conditions (you may select one or more of these conditions):

- **[A]** Necessary permanent control measures included in the SWPPP for the site are in place and functioning effectively and final stabilization has been achieved on all portions of the site for which the operator is responsible has operational control. When applicable, long-term responsibility and maintenance requirements for permanent control measures shall be recorded in the local land records prior to the submission of a complete and accurate Notice of Termination;
- **[B]** Another operator has assumed control over all areas of the site that have not been finally stabilized and obtained coverage for the ongoing discharge;
- **[C]** Coverage under an alternative VPDES or state permit has been obtained; or
- **[D]** For individual lots in residential construction only, temporary soil final stabilization as defined in 9VAC25-880-1, has been completed and the residence has been transferred to the homeowner.

Section IV. Participation in a Regional Stormwater Management Plan. Where applicable, include information for each regional stormwater management facility to which this site contributes. If your site is contributing to more than one regional facility, please include the information for each facility in a separate list.

The following information shall be included for each regional stormwater management facility installed:

- the type stormwater management facility (see the list of facility types on page 2 of the Notice of Termination);
- the physical location of the facility, including city or county, and latitude and longitude in decimal degrees;
- the receiving water to which the regional facility is discharging; and
- the number of total and impervious acres treated by the regional stormwater management plan to the nearest one-hundredth of an acre. The total of the impervious acreage may equal but not exceed the total acreage.

Section V. Perpetual Nutrient Credits. If your site is utilizing nutrient credits, provide information related to all perpetual nutrient credits acquired in accordance with § 62.1-44.15:35 of the Code of Virginia. Attach a separate list if needed. Attach the affidavit(s) of sale for the purchase of all nutrient credits acquired for this activity.

CONSTRUCTION GENERAL PERMIT (VAR10) NOTICE OF TERMINATION 2019 INSTRUCTIONS
PLEASE DO NOT PRINT OR SUBMIT

Section VI. Permanent Control Measures. If applicable, list all post-development stormwater management facilities or best management practices (BMPs) that were constructed and installed as part of this activity to comply with the stormwater management technical criteria (structural and nonstructural, on-site and off-site). Choose the type from the list provided in the Notice of Termination form Section VI. If you have multiple BMPs, attach a separate list if needed.

The following information shall be included for each permanent control measure installed:

- the type of permanent control measure receiving the discharge (choose from list provided);
- the date that it became functional as a permanent control measure (MM/DD/YYYY);
- the location of the BMP, including city or county, and latitude and longitude in decimal degrees;
- the receiving water(s) to which the permanent control measure discharges; and
- the number of total and impervious acres treated by the permanent control measures to the nearest one-hundredth of an acre. The total of the impervious acreage may equal but not exceed the total acreage.

The following items are required to be submitted with the Notice of Termination if you have permanent control measures:

- [Engineer's Certification Statement](#). Signed by a professional registered in the Commonwealth of Virginia, certifying that the stormwater management facilities were constructed in accordance with the approved plan.
- Construction record drawing(s) (as-built plan) in a format as specified by the VSMP authority for permanent stormwater management facilities in accordance with 9VAC25-870-55 D appropriately sealed and signed. One digital and one full-sized paper copy.
- Stormwater management plans (digital)
- [BMP Maintenance Agreement](#). Submit an original, signed and notarized BMP Maintenance Agreement for all public and private permits where DEQ is the VSMP Authority. *Termination is not final until you submit the local court record of receipt to DEQ showing that the signed Stormwater Management Maintenance Agreement was recorded with the land deed.*

Section VII. Certification. This Certification must be signed by a person representing the operator identified in Section I. and meeting the requirements of 9VAC25-880-70. Part III. K.

Section VIII. Submittal Instructions. Submit this form to the VSMP Authority that has jurisdiction for your construction activity. The VSMP Authority may be either DEQ or your locality depending on the location and type of project. If your project is under the jurisdiction of a Local VSMP Authority, please contact the locality for additional submittal instructions. A blank area is provided for the Local VSMP Authority to include their mailing address.

Who is the VSMP Authority for my project? DEQ or the locality?

- **DEQ:** DEQ is the VSMP Authority and administers permit coverage for land-disturbing activities that are:
 - within a locality that is not a VSMP Authority;
 - owned by the State or Federal government; or
 - utilizing approved Annual Standards and Specifications.
- **The Locality:** The local government (locality) is the VSMP Authority and administers permit coverage for all other projects not covered by DEQ as listed above. For these projects, please submit permit forms directly to the Local VSMP Authority. A list of Local VSMP Authorities is available on DEQ's website here: [Local VSMP Authority List](#).

DEQ'S CONSTRUCTION GENERAL PERMIT WEBSITE

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx>