



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

**FY 2017**

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## **INTRODUCTION**

The University of Virginia (UVA) Stormwater Management (SWM) and Erosion and Sediment Control (E&SC) Program is an integral component of UVA's design, construction, maintenance, and management of the university's facilities and campuses located in Charlottesville and Wise and other non-contiguous, UVA-owned facilities such as Blandy Farm and Mountain Lake. UVA's Annual Standards and Specifications submittal has been developed to ensure that all land-disturbing activities undertaken by UVA will proceed in accordance with the Virginia E&SC Law and Regulations, the Virginia SWM Act and Virginia SWM Program (VSMP) Regulations as related to municipal separate storm sewer systems (MS-4) and construction activities.

All UVA construction projects are reviewed by the University Building Official's Office for code compliance. A project will not receive a building permit without documenting approval of E&SC and SWM Plans, if applicable. In addition, reference to UVA's Annual Standards and Specifications for E&SC/SWM is included in the Facility Design Guidelines (FDG), which provides procedural and technical requirements broadly applicable to all design and construction at UVA. The FDG are available on the University's Building Official website at <http://ubo.virginia.edu/Pages/FDG.aspx> and states that "All projects involving land-disturbing activity subject to Virginia Stormwater Management (SWM) and Erosion and Sediment and Control (E&SC) Laws and Regulations shall be bound by the DEQ-approved UVA Annual Standards and Specifications for SWM/E&SC."

UVA Annual Standards and Specifications for E&SC/SWM shall apply to all plan design, construction and maintenance activities undertaken by UVA, either by its internal workforce or contracted to external entities, where such activities are regulated by the Virginia SWM/E&SC Laws. During any inspections of UVA's land-disturbing activities by DEQ, EPA and other such environmental agencies, compliance with the approved UVA Annual Standards and Specifications for E&SC/SWM (and all parts thereof) will be expected.

UVA Annual Standards and Specifications for E&SC/SWM are submitted to the Department of Environmental Quality (DEQ) for review and approval on an annual basis. This submittal constitutes UVA's commitment to execute all provisions contained herein on our regulated land-disturbing activities and land development projects. As such, this submittal will be made available and utilized as an operational guidance document by all appropriate UVA and DEQ personnel. A link to this submittal is available on-line at <https://www.fm.virginia.edu/depts/operations/environmental/erosion.html>.

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## 1.0 **ANNUAL STANDARDS AND SPECIFICATIONS ADMINISTRATION**

All projects involving land-disturbing activity subject to Virginia SWM/E&SC Laws and Regulations shall be bound by the UVA Annual Standards and Specifications for SWM/E&SC. A "land-disturbing activity" is defined as:

- 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, except that the term shall not include the activities listed in § 62.1-44.15:51 of the Code of Virginia. [Virginia E&SC Law]
- 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 § 62.1-44.15:34 of the Code of Virginia. [Virginia Stormwater Management Program Regulation]

1.1 UVA Annual Standards and Specifications for SWM/E&SC approved by DEQ are composed of general specifications. The general specifications that apply to the land-disturbing activities, listed in 1.0 above, include by reference the following:

- 1.1.1 Virginia Stormwater Management Act (§62.1-44.15:24-50)
- 1.1.2 Virginia Stormwater Management Program (VSMP) Regulations (9VAC25-870)
- 1.1.3 General Permit for Discharges of Stormwater from Construction Activities (9VAC25-880)
- 1.1.4 General Permit for Discharges of Stormwater from Small MS4s (9VAC25-890)
- 1.1.5 Virginia Stormwater BMP Clearinghouse (<http://www.vwrrc.vt.edu/swc/index.html>)
- 1.1.6 Guidance Memo No. 16-2001 Updated Virginia Runoff Reduction Method Compliance Spreadsheets - Version 3.0.
- 1.1.7 Virginia Erosion and Sediment Control Law (§62.1-44.15:51-66)
- 1.1.8 Virginia Erosion and Sediment Control Regulations (9VAC25-840)
- 1.1.9 Virginia Erosion and Sediment Control Certification Regulations (9VAC25-850)
- 1.1.10 Virginia Erosion and Sediment Control Handbook, 1992;
- 1.1.11 E&SC Technical Bulletins, as amended (<http://www.deq.state.va.us/Programs/Water/StormwaterManagement/Publications.aspx>)

1.2 Soil erosion control requirements and water quantity technical criteria adopted pursuant to the SWM Act shall apply to any land disturbing activity that disturbs  $\geq$  10,000 square feet within Albemarle County or  $\geq$  6,000 square feet in the City of Charlottesville. A plan addressing these requirements shall be submitted to the UVA Administrator as described in Section 3.1.

- 1.3 Soil erosion control requirements and water quantity and water quality technical criteria adopted pursuant to the SWM Act shall apply to any land disturbing activity that disturbs  $\geq 1$  acre (or is part of a larger common plan of development that will disturb  $\geq 1$  acre) within Albemarle County or  $\geq 6,000$  square feet in the City of Charlottesville. A plan addressing these requirements shall be submitted to the UVA Administrator as described in Section 3.1.
- 1.4 Site-Specific SWM plans shall also be prepared for all projects involving a regulated land-disturbing activity that requires:
  - 1.4.1 Land-disturbing activity contained within a watershed of a regional water quality stormwater management facility
  - 1.4.2 Incorporates the use of a stormwater best management practice (BMP)
- 1.5 Site-Specific SWM/E&SC Plans will follow the latest regulations and design standards and include the information requested in Section 4 and plan checklists in Appendix A.
- 1.6 UVA may request DEQ to grant a project-specific variance to the approved UVA Annual Standards and Specifications for SWM/E&SC. All requested variances are to be considered unapproved until written approval from DEQ is received. Refer to Section 5.0 for more information on variances.
- 1.7 Any regulated land-disturbing activity that (i) disturbs one acre or more of land or (ii) disturbs less than one acre of land and is part of a larger common plan of development that results in one acre or greater of land disturbance is required to obtain Construction General Permit (CGP) permit coverage. See Section 3.3 for more details.
- 1.8 Prior to starting a land-disturbing project, the project must have written approval of the SWM/E&SC Plans issued by the UVA Annual Standards and Specifications Administrator and received the CGP coverage letter from DEQ, if applicable.
- 1.9 Regulated land disturbing activities that obtain an initial CGP on or after July 1, 2014, shall be conducted in accordance with the Part II B (9VAC25-870-62 et seq.) technical criteria and shall remain subject to the Part II B technical criteria for two additional state permit cycles. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the State Water Control Board.
- 1.10 Regulated land disturbing activities shall be carried out under the supervision of a Responsible Land Disturber (RLD) holding a valid certificate issued by DEQ. The RLD shall be designated prior to initiating the land-disturbing activity. UVA shall notify the DEQ Central Office and DEQ Valley or Southwest Regional Office (as applicable) of the RLD at least two weeks in advance of the land-disturbing activity. The information provided shall include the name, contact information and certification number of the RLD.

## **2.0 ANNUAL STANDARDS AND SPECIFICATIONS PERSONNEL**

The UVA Facilities Management Department is the administrator of UVA's Annual Standards and Specifications for SWM/E&SC. The following is a breakdown of related responsibilities and titles. Responsibilities may be combined in terms of staffing resources only if the person responsible for the task(s) is qualified per Section 1.1.9. The following titles are designated to ensure compliance with UVA Annual Standards and Specifications for SWM/E&SC on all UVA projects.

- 2.1 SWM/E&SC Annual Standards and Specifications Administrator (Administrator) shall have overall management and coordination responsibilities for UVA Annual Standards and Specifications for SWM/E&SC. This person will reside within the UVA Facilities Management Department. At a minimum, this person shall be a DEQ certified program administrator.
- 2.2 SWM/E&SC Plan Reviewer shall be responsible for reviewing plans to insure compliance with UVA Annual Standards and Specifications for SWM/E&SC and applicable SWM/E&SC laws and regulations. The Plan Reviewer must state in writing the reason(s) for disapproval of a SWM/E&SC Plan and specify the modifications, terms, and conditions necessary for plan approval. This person shall hold a certificate of competence from DEQ in the area of plan review or be provisionally certified for up to two years from the date they complete their first required training course. This position will be fulfilled via the services of the Thomas Jefferson Soil and Water Conservation District for the Charlottesville campus or the County of Wise for the University of Virginia's College at Wise campus or within UVA Facilities Management Department for either campus. These plan reviewers or certified plan reviewers for the surrounding locality may also be used for projects at the non-contiguous, UVA-owned facilities.
- 2.3 SWM/E&SC Inspector shall have the responsibility for inspecting E&SC practices to evaluate compliance with the approved E&SC plan and associated laws, regulations, and UVA Annual Standards and Specifications for E&SC. The inspector shall also be responsible to inspect the construction and effectiveness of permanent stormwater management controls, verify that all required documents are available on-site for view/review, including but not limited to, land disturbance permit, permitted plans, inspections log, VSMP permit, and SWPPP. This position shall be a DEQ certified inspector from the UVA Facilities Management Department at either campus. The Wise campus may also utilize the County of Wise for this function. Local municipal inspectors may be used at non-contiguous, UVA-owned facilities.
- 2.4 Certifications shall be in accordance with Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations.

### 3.0 **ANNUAL STANDARDS AND SPECIFICATIONS IMPLEMENTATION**

SWM/E&SC plans shall comply with UVA Annual Standards and Specifications for SWM/E&SC and the requirements listed in Section 1.1.

#### 3.1 **Submittals**

SWM/E&SC drawings and narratives (e.g., SWM/E&SC plans) shall be submitted to UVA's Administrator for review and approval prior to initiating land-disturbing activities. The submittal should meet the requirements outlined in Section 4.0. The Administrator will transmit the SWM/E&SC plans to the appropriate plan reviewer. For the Wise campus, E&SC Plans may be transmitted directly from the project staff to the plan reviewer. The plan reviewer shall have 30 days to review the plan and provide written comments to UVA's Administrator. Prior to commencement of a land-disturbing project, the project must have received written approval for the plan(s) from UVA's Administrator.

#### 3.2 **Plan Reviews**

Plan reviews shall be conducted by a DEQ Certified Plan Reviewer or other qualified personnel. Plan reviews shall ensure compliance with the UVA Annual Standards and Specifications and applicable SWM/E&SC laws and regulations.

#### 3.3 **Construction General Permit**

3.3.1 **Registration** - UVA or its general contractors shall register for coverage under a CGP. A complete submittal should be sent directly to DEQ and includes:

- A completed registration statement (original, signed copy);
- A completed Annual Standards & Specification Entity Information form (see Appendix B); and
- A completed fee form and fee.

Links to the registration statement, fee form and related guidance are available on the DEQ website at

<http://deq.state.va.us/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx>. Note that the fee form and fee are sent to a different address than the other documents. When completing the registration statement, note the following:

- Projects on UVA property are typically classified as State projects, institutional in nature (items 4 and 5);
- Stormwater at UVA typically drains to Meadow Creek, HUC = JR14, or Moores Creek, HUC = JR15, (item 6); and
- Most stormwater discharges will go to UVA's MS4, not the City's or County's (item 7).

3.3.2 Changes – Notify DEQ of any changes that affect information on the registration statement, permit fee form and/or permit coverage. Examples include the size of the land disturbance or contact information for the permit holder. In addition, if the CGP is transferred to another entity, submit the Transfer of Ownership Agreement form available on the DEQ website. Changes can be mailed or sent to [constructionGP@deq.virginia.gov](mailto:constructionGP@deq.virginia.gov). DEQ does not need notification of specific changes to a SWM/E&SC plan; those changes should be sent to UVA’s Administrator.

3.3.3 Termination – The CGP holder should submit a Notice of Termination (NOT) when:

- 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;
- Once another operator has assumed control over all areas of the site that have not been finally stabilized and they have obtained coverage for the ongoing discharge; or
- Coverage under an alternative VPDES or state permit has been obtained.

The NOT should be submitted to DEQ no later than 30 days after one of these conditions have been met. The NOT form is available on the DEQ website. If stormwater BMPs are constructed as part of the project, a complete NOT submittal will also require:

- Two copies of the As-Built drawings (or construction record drawings) for all permanent control measures.
- One copy of the Final Approved Drawings in digital format required according to your plan approval letter.
- A certification statement, signed by the engineer, certifying that the stormwater management facilities have been constructed in accordance with the Virginia SWM Program Regulations (per §9VAC25-870-55).

The UVA Administrator can help answer any questions on preparing this submittal.

### **3.4 Pre-Construction Meetings**

The UVA Administrator must be notified one week prior to holding a pre-construction meeting. Such meetings are required before the start of land disturbing activities and also approximately two weeks before initiating installation of stormwater BMPs.

### **3.5 Inspections and Enforcement**

The Inspector(s) is responsible for determining if the implementation of the project is in accordance with the project specific SWM/E&SC plan and associated SWM/E&SC laws and regulations. Enforcement shall be administered by DEQ. Refer to Section 5.0 for more information on inspections and enforcement procedures.

Licensed professional(s) shall perform inspections and surveys as necessary to support their certification that each permanent stormwater management facility is constructed in accordance with the approved SWM plan.

### **3.6 Changes and Amendments**

An approved plan may be changed by the UVA Facilities Management Department in the following cases:

- (i) Where inspection has revealed the plan is inadequate to satisfy applicable regulations; or
- (ii) Where the person responsible for carrying out the approved plan finds that because of changed circumstances or for other reasons the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this article, are agreed to by the plan-approving authority and the person responsible for carrying out the plan.

Subject to the discretion of the inspector and/or project manager, revisions to an approved SWM/E&SC plan must be submitted in writing to the Administrator for review. Formal plan revisions are only necessary when the changes involve engineered controls (e.g., a sediment trap or basin) or a reduction in the level or quantity of SWM/E&SC. Revisions shall not be considered approved until written notice is provided. Revisions must comply with the UVA Annual Standards and Specifications for SWM/E&SC.

Regulated land disturbing activity operators shall document on-site changes as they occur to ensure compliance with the requirements of the Virginia Stormwater Management Act and VSMP Regulations.

## **4.0 CONSTRUCTION PLAN REQUIREMENTS**

Complete SWM/E&SC plans shall be provided as part of the overall construction plan. A copy of the completed plan checklists (see Appendix A) shall be provided with the submittal. A notation shall be provided for each checklist item, such as a specific plan sheet or narrative section, indicating the location where the requirement is addressed.

These plans will follow the latest regulations and design standards and must be approved prior to initiating land disturbance. All SWM/E&SC plans shall be appropriately sealed and signed by a professional. A copy of the approved SWM/E&SC plans shall be maintained on-site unless otherwise approved by UVA's Administrator.

### **4.1 E&SC Plans Shall Include:**

- 4.1.1 The amount of disturbed area listed per phase and proposed net increase in impervious area.
- 4.1.2 Minimum standards (MS) 1 through 19.

- 4.1.3 A description of the proposed E&SC measures, their location on a site map and details of how they should be installed.
- 4.1.4 Information on the maintenance of all E&SC measures.
- 4.1.5 Construction sequence of operations, with staged implementation of E&SC measures for each phase. The area which may be disturbed in each phase shall be indicated on the construction plans.
- 4.1.6 Land disturbing activity occurring at a separate location, unless covered in a separate approved plan.
- 4.1.7 Stockpile/lay-down areas and trailer locations.
- 4.1.8 Areas of equipment maintenance, fuel storage, chemical storage, etc.
- 4.1.9 Narrative and supporting calculations clearly documenting compliance with MS-19 including:
- Concentrated stormwater runoff leaving the development site shall be discharged directly into an adequate natural or man-made receiving channel, pipe or storm sewer system. For those sites where runoff is discharged into a pipe or pipe system, downstream stability analyses at the outfall of the pipe or pipe system shall be performed.
  - Adequacy of all pipes and channels, including those on-site, shall be verified. If existing channels or pipes are not adequate, the plan shall identify which channel improvement, stormwater detention or other measures will be used to prevent downstream erosion.
  - If stormwater detention is proposed, the plan shall specify the maintenance requirements of the facility and the person responsible for performing the maintenance. The outfall from the detention facility shall provide a stabilized transition from the facility to the receiving channel.
  - Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property shall be diverted to a stable outlet, adequate channel, pipe or pipe system or to a detention facility.
  - Compliance with the water quantity minimum standards set out in 9VAC25-870-66 of the VSMP Regulation shall be deemed to satisfy the requirements of MS-19.
  - Supporting calculations include but are not limited to ditch computations, stormwater routing, storm inlet computations, pipe capacity computations, etc.

## 4.2 SWM Plans shall include:

- 4.2.1 Contact information including the name, address, telephone number, and email address of the owner;
- 4.2.2 A narrative description of the current and final site conditions, including the function of the project (e.g., low density residential, shopping mall, highway, etc.) and;
- 4.2.3 Information on the proposed stormwater management facilities, including (i) the type of facilities; (ii) location, including geographic coordinates; (iii) acres treated; and (iv) the surface waters into which the facility will discharge;
- 4.2.4 Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters, if present;
- 4.2.5 Hydrologic and hydraulic computations, including runoff characteristics;
- 4.2.6 Documentation and calculations verifying compliance with the water quality and quantity requirements of these regulations. SWM calculations include but are not limited to: ditch computations, stormwater routing, storm inlet computations, pipe capacity computations, BMP computations, pond routings and computations, etc.;
- 4.2.7 A description of the requirements for maintenance and maintenance inspection of the stormwater management facilities and a recommended schedule of maintenance inspection and maintenance. The maintenance inspection schedule and maintenance requirements should be in accordance with the Virginia BMP Clearinghouse, the Virginia SWM Handbook, the MS4 permit (if applicable) and/or the manufacturer's specifications. Identify the person or persons who will be responsible for maintenance inspection and maintenance.
- 4.2.8 Letter of availability from the off-site provider if using off-site compliance options.
- 4.2.9 A map or maps of the site that depicts the topography of the site and includes:
  - a. All contributing drainage areas and direction of stormwater flow;
  - b. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;
  - c. Soil types, forest cover, and other vegetative areas;
  - d. Pre- and post-development land use including structures, roads, and locations of utilities and easements. Drawings should clearly depict the types of land

cover on the site (i.e. different type of hatching for each land cover), including the acreage for each cover type. The acreage should be labeled in all of the subareas. Also provide a table that adds the land cover up by type on the sheet;

e. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;

f. Limits of land disturbance including steep slopes and natural buffers around surface waters that will not be disturbed. The proposed drainage patterns on the site and approximate slopes anticipated after major grading activities;

g. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities;

h. Profiles shall be included for all closed and open storm systems. The profile shall include the existing surface, final surface, proposed water elevations, pipes, pipe crossings, and hydraulic grade line. Surcharges shall be clearly indicated on the profile;

i. Detailed landscape plan with planting schedule for vegetated BMPs; and

j. Label any conserved open space as "Runoff Reduction Compliance Forest / Open Space," drawing metes and bounds all the way around it. Include the following note: "The Runoff Reduction Compliance Forest/Open Space area shown here 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."

#### 4.2.10 Seal and signature by an appropriate Virginia registered professional.

At the completion of the project, a construction record drawing ("as-built") for permanent stormwater management facilities must be provided to the Administrator bearing the seal and signature of a Virginia registered professional, certifying that the stormwater management facilities have been constructed in accordance with the approved plan. The licensed professional shall also provide surveys, photographs, construction logs, inspection reports, geotechnical testing reports, soil reports certification of materials, and all other applicable information documenting that the stormwater management facilities were constructed in accordance with the approved SWM plan.

## **5.0 VARIANCES**

Variations to regulations must ensure off-site properties and resources are protected from damage. Economic hardship is not sufficient reason to request a variance.

- 5.1 All requests for project-specific variances to UVA Annual Standards and Specifications for SWM/E&SC shall be sent by the design professional to UVA's Administrator and shall be accompanied by complete details and documentation, including justification for the requested variance and impacts associated with the variance request. The design professional shall complete the form included in Appendix C. Variance requests will be considered freestanding of the Annual Standard and Specification submission and on an individual project-specific basis.
- 5.2 If determined to be appropriate by UVA's Administrator and the Plan Reviewer, then the Administrator will send the variance request to the DEQ Central Office for review and approval.
- 5.3 DEQ shall respond in writing either approving or disapproving the variance request. If DEQ does not approve a variance within 10 days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.
- 5.4 All approved variances shall be listed in the General Notes section of the SWM/ E&SC plans for land disturbing activities and included in the Narrative.

## **6.0 CONSTRUCTION INSPECTIONS AND ENFORCEMENT**

### **6.1 E&SC Inspections**

In lieu of an approved alternative inspection program, periodic inspections shall be conducted, at a minimum, every two weeks and within 48 hours of a rainfall event producing runoff. In addition, inspections shall be made during or immediately following initial installation of erosion and sediment controls and at the completion of the project.

The E&SC inspection report provided in Appendix D shall be used on each site inspection. All E&SC measures shown on the plan shall be inspected. All problems and violations shall be documented on the inspection report. Inspection reports shall specify a corrective action for each problem or violation noted and a date the corrective action must be completed. A copy of the inspection report will be provided to the project staff.

### **6.2 VSMP Inspections**

Periodic inspections shall be conducted during a project's construction period to verify compliance with the construction general permit and that BMPs are constructed in accordance with the design specifications. For construction general permit compliance, the Inspector will assess compliance with the SWM/E&SC plans, implementation of a

stormwater pollution prevention plan (SWPPP), and implementation of any additional control measures to address TMDLs. The inspection schedule will consider project duration and phasing, BMP construction, weather/seasonal conditions, and contractor compliance history.

The VSMP inspection report provided in Appendix D shall be used on each site inspection. All SWM/E&SC measures shown on the plan shall be inspected. All problems and violations shall be documented on the inspection report. Inspection reports shall specify a corrective action for each problem or violation noted and a date the corrective action must be completed. A copy of the inspection report will be provided to the project staff.

### **6.3 DEQ Inspections**

DEQ shall perform random site inspections or inspections in response to a complaint to assure compliance with the Stormwater Management Act, the Erosion and Sediment Control Law, and associated regulations.

### **6.4 Other Investigations**

E&SC Inspectors will also be responsible for responding in a timely manner to reports of alleged violations reported by University staff, students, adjacent property owners, or others. Corrective measures, if warranted, will follow standard procedures as outlined for SWM/E&SC inspections.

### **6.5 Enforcement**

When violations noted on written E&SC/VSMP inspection reports remain during subsequent inspections, and the Inspector and Contractor cannot reach an appropriate compliance and resolution schedule, UVA shall notify the DEQ Central Office and DEQ Valley or Southwest Regional Office (as applicable) that enforcement actions are recommended. Enforcement shall be administered by DEQ and the Board where applicable in accordance with the provisions of the Stormwater Management Act and Erosion & Sediment Control Law.

If deemed appropriate, DEQ will issue a Notice to Comply. The Notice to Comply will contain specific measures or corrections that need to be made and specify deadlines for completion.

Stop Work Orders can be issued when:

- i. The project has failed to meet the prescribed deadlines in a Notice to Comply;
- ii. Land disturbing activities commenced without an approved plan; or
- iii. Violations are causing or are in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth.

The Stop Work Order will be lifted once the required SWM/E&SC measures or corrections are in place and verified by DEQ.

If deemed necessary, UVA's Administrator will work with the UVA project manager or senior management at Facilities Management to issue a stop work order since UVA is the property owner and contract issuer.

## **7.0 LONG-TERM BMP MAINTENANCE**

SWM plans shall contain information on long-term inspection and maintenance of BMPs. The maintenance inspection schedule and maintenance requirements shall be made in accordance with the Virginia BMP Clearinghouse, the Virginia SWM Handbook, the MS4 permit and/or manufacturer's specifications. BMPs must be inspected on an annual basis (at a minimum) and after any storm which causes the capacity of the facility's principal spillway to be exceeded.

UVA Facilities Management staff shall inspect and note items identified for cleaning or repair. The inspection results shall be provided to the UVA Administrator for recordkeeping and for assistance with the issuance of a work order to complete the activity, if needed.

## **8.0 REPORTS AND RECORDKEEPING**

### **8.1 Project Initiation Notification**

The Administrator shall notify at least two weeks in advance of a regulated land-disturbing activity. The notification will include the following information:

- Project name or project number;
- Project location (including nearest intersection, latitude & longitude, access pt)
- On-site project manager name and contact info
- Responsible Land Disturber (RLD) name and contact info
- Project description
- Acreage of disturbance for project
- Project start and finish date
- Any variances/waivers/exemptions associated with this project.

Notifications shall be sent by email to the DEQ Central Office and DEQ Valley or Southwest Regional Office (as applicable). The DEQ Central Office notice shall be sent to [hannah.zegler@deq.virginia.gov](mailto:hannah.zegler@deq.virginia.gov) until an AS&S-specific email account is set up.

### **8.2 Monthly Land Disturbance Report**

UVA shall use the VESCP Monthly Land Disturbance Report template provided by DEQ to track new plan approvals for regulated land-disturbing activities. The spreadsheet report will be updated and emailed to the DEQ Central, Valley and Southwest Regional Offices monthly.

### **8.3 Annual MS4 Reports**

As part of our annual report required for our MS4 permit, UVA will submit a list of regulated land-disturbing activities either under contract or terminated during the reporting period. The list includes project location, project start and completion date, and actual disturbed area.

In addition, UVA will submit Information on each permanent stormwater management facility completed during the reporting period to include type of stormwater management facility, geographic coordinates, acres treated, and the surface waters or karst features into which the stormwater management facility will discharge.

### **8.4 DEQ Discretionary Requirements**

Inspection reports conducted by UVA as well as complaint logs and complaint responses may be required to be submitted to DEQ.

UVA may be required to provide weekly e-reporting to the applicable DEQ regional office which includes:

- a. Inspection reports;
- b. Pictures;
- c. Complaint logs and complaint responses; and
- d. Other compliance documents.

### **8.5 Recordkeeping**

UVA must maintain the following records as required by the SWM and E&SC Laws and Regulations:

- a. Project records including approved SWM/E&SC plans, CGP registration statements and inspection reports shall be kept for three years after state permit termination or project completion.
- b. Stormwater management facility inspection records shall be retained for at least five years from the date of inspection.
- c. Construction record drawings shall be maintained in perpetuity or until a stormwater management facility is removed.

## **9.0 ANNUAL STANDARDS AND SPECIFICATIONS REVIEW AND EVALUATION**

### **9.1 DEQ'S RESPONSIBILITIES**

DEQ shall provide comprehensive program compliance review and evaluation. DEQ has 60 days after receipt in which to act on any standards and specifications submitted or resubmitted to it for approval. DEQ has the authority to enforce approved specifications and charge fees equal to the lower of (i) \$1,000 or (ii) an amount sufficient to cover the

costs associated with standard and specification review and approval, project inspections, and compliance.

**9.2 UVA'S RESPONSIBILITIES**

UVA shall ensure compliance with the approved annual standards and specifications.

UVA shall submit standards and specifications for DEQ review on an annual basis.

## **Appendix A**

### **SWM and E&SC Plan Checklists**

**CHECKLIST**  
FOR STORMWATER MANAGEMENT PLANS

**PLAN ELEMENTS (9VAC25-870-55 and 9VAC25-870-160)**

\_\_\_\_\_ Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and pre-development and post-development drainage areas.

\_\_\_\_\_ Contact information including the name, address, telephone number, and email address of the owner and the tax reference number and parcel number of the property or properties affected.

\_\_\_\_\_ A narrative that includes a description of current site conditions and final site conditions or if allowed by the VSMP authority, the information provided and documented during the review process that addresses the current and final site conditions.

\_\_\_\_\_ Information on the proposed stormwater management facilities, including (i) the type and design of facilities; (ii) location, including geographic coordinates; (iii) acres treated; and (iv) the surface waters or karst features into which the facility will discharge.

\_\_\_\_\_ A description of the requirements for maintenance of the stormwater management facilities and a recommended schedule of inspection and maintenance. The identification of a person or persons who will be responsible for maintenance.

\_\_\_\_\_ Comprehensive hydrologic and hydraulic computations of the pre-development and post-development runoff conditions for the required design storms, considered individually.

\_\_\_\_\_ Documentation and calculations verifying compliance with the water quality and quantity requirements of these regulations.

A map or maps of the site that depicts the topography of the site and includes:

- \_\_\_\_\_ Overall site plan with pre-developed and post-developed condition drainage areas;
- \_\_\_\_\_ Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;
- \_\_\_\_\_ Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;
- \_\_\_\_\_ Current land use including existing structures, roads, and locations of known utilities and easements;
- \_\_\_\_\_ Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;
- \_\_\_\_\_ The limits of clearing and grading, and the proposed drainage patterns on the site;
- \_\_\_\_\_ Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and
- \_\_\_\_\_ Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements.

Project Name \_\_\_\_\_ Project # \_\_\_\_\_

\_\_\_\_\_ If an operator intends to meet the SWM requirements through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included.

\_\_\_\_\_ All stormwater management and erosion and sediment control plans shall be appropriately sealed and signed by a professional in adherence to all minimum standards and requirements pertaining to the practice of that profession in accordance with Chapter 4 (§54.1-400 et seq.) of Title 54.1 of the Code of Virginia and attendant regulations.

**COMPLIANCE WITH CRITERIA?**

\_\_\_\_\_ Plan is in compliance with the **water quality design** criteria (9VAC25-870-63)?

\_\_\_\_\_ Plan is in compliance with the **water quality compliance** criteria (9VAC25-870-65)?

\_\_\_\_\_ Plan is in compliance with the **water quantity** criteria (9VAC25-870-66)?

\_\_\_\_\_ Plan is in compliance with the **offsite compliance options** criteria (9VAC25-870-69), if applicable?

Prepared/Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST**  
FOR EROSION AND SEDIMENT CONTROL PLANS

**NARRATIVE**

\_\_\_\_\_ Project description:

- Briefly describes the nature and purpose of the land-disturbing activity.
- How many acres will be disturbed?
- How much impervious area will the project have in the post-development conditions?
- What are the ultimate developed conditions of the site?

\_\_\_\_\_ Existing site conditions:

- Provide a description of the existing topography (list percentage of slopes on-site).
- Provide drainage area maps of the site in pre-development and post-development conditions.
- Discuss types of existing vegetation that can be used as erosion control, or areas that are to be left undisturbed and how they will be marked.
- Discuss any existing drainage or erosion problems and how they are to be corrected.

\_\_\_\_\_ Adjacent areas:

- Provide a description of neighboring areas such as streams, lakes, CBPA Resource Protection Area (RPA), residential areas, roads, etc., which might be affected by the land disturbance.
- Streams that will receive runoff from the site should be surveyed to determine their carrying capacity.

\_\_\_\_\_ Off-site areas:

- Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.).
- Will any other areas be disturbed?

\_\_\_\_\_ Soils:

- Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility (K factor), pH, permeability, depth, texture and soil structure.
- Indicate references for soil information.
- Provide copy of soil survey map.

\_\_\_\_\_ Critical areas:

- Provide a description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, RPA, wet weather/ underground springs, etc.).
- Discuss any area of the project which may become critical during the project.

\_\_\_\_\_ Erosion and sediment control measures:

- Describe the methods which will be used to control erosion and sedimentation on the site.
- List all controls used, list specification numbers in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- Discuss why control was selected and how it satisfies the applicable minimum standard(s).
- Discuss sequence of installation, maintenance requirements and removal for each control selected.
- Discuss Temporary Seeding as a means of erosion control, and list the types to be used.

\_\_\_\_\_ Permanent stabilization:

- Provide a brief description, including specifications, of how the site will be stabilized after construction is completed. Seed specifications are to include type, and rate and time of application.
- Include specifications for topsoil and seedbed preparation.
- List the soil testing requirements.
- Fertilizer and lime applications are to be in accordance with E&SC technical Bulletin #4. A copy of this bulletin is available at the link below:  
<http://www.deq.state.va.us/Portals/0/DEQ/Water/Publications/ESCTechnicalBulletin4.pdf>

\_\_\_\_\_ Stormwater runoff considerations:

- Will the development site cause an increase in peak runoff rates?
- Will the increase in runoff cause flooding or channel degradation downstream? Discuss how downstream properties and waterways will be protected (basins, channel improvements, easements, etc.).
- Describe the strategy to control stormwater runoff.
- List or discuss all references for the design of permanent stormwater management facilities.
- Have the possibilities of incorporating low impact development strategies for addressing stormwater management water quality and quantity requirements been investigated?

\_\_\_\_\_ Calculations:

- Provide detailed calculations for the design of temporary sediment traps and basins, diversions, on-site and off-site channels, permanent stormwater facilities, etc.
- Provide all calculations showing pre- and post-development runoff. Worksheets, assumptions and engineering decisions should be clearly presented.
- Calculations must show that downstream properties and waterways are adequately protected.

**SITE PLAN**

\_\_\_\_\_ Vicinity map:

- A small map locating the site in relation to the surrounding area. Include any landmarks which might assist in locating the site.

\_\_\_\_\_ Indicate north:

- Provide an arrow showing the direction of north in relation to the site.

\_\_\_\_\_ Limits of clearing and grading:

- Show all areas that will be cleared and graded.
- Provide notes on how these areas will be marked.
- Provide notes and illustrations that clearly indicate areas NOT to be disturbed.

\_\_\_\_\_ Existing contours:

- Provide a small-scale topographic map of the site showing the existing contours elevations at intervals of 1 to 5 feet depending on the slope of the terrain.
- Should be shown as dashed light lines.

\_\_\_\_\_ Final contours:

- Show changes to the existing contours, including final drainage patterns.
- Should be shown as heavy solid lines.

\_\_\_\_\_ Existing vegetation:

- Show the existing tree lines, grassed areas, or other unique vegetation.

\_\_\_\_\_ Soils:

- Show the boundaries of different soil types.

\_\_\_\_\_ Existing drainage patterns:

- Show the dividing lines for each drainage area and use arrows to show the direction of flow for the different drainage areas.
- Include the size (acreage) of each drainage area.
- All existing drainage swales and patterns on the site should be located and clearly marked on the topographic map.
- Live or intermittent streams should be shown on the map.

\_\_\_\_\_ Critical erosion areas:

- All critical, environmentally sensitive, or prohibited areas are to be clearly shown on the plan with notes provided to state the critical nature.

\_\_\_\_\_ Site Development:

- Show all improvements such as buildings, parking lots, access roads, easements, utility construction, etc.

\_\_\_\_\_ Location of practices:

- Show the locations of erosion and sediment control and stormwater management practices used on the site.
- Symbols showing vegetation are also to be shown.
- Use the standard symbols and abbreviations in Chapter 3 of the E&SC Handbook.
- A legend denoting symbols, line uses, and other special characters is to be provided.

\_\_\_\_\_ Off-site areas:

- Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.). Show location of erosion controls.

\_\_\_\_\_ Detail drawings:

- All structural practices used should be explained and illustrated with detail drawings.
- All details should list the specification number from the VESCH.
- Alternative E&SC measures must have proper drawings to indicate how and where they will be constructed.
- All plan drawings, elevations, and cross-section drawings are to show the scales used to prepare the drawings.
- A schedule of regular inspections and repair of each erosion and sediment control structure should be set forth including the maintenance items to check and perform as well as precautions for large storm events.
- Outlet protection schedules are to be provided.

\_\_\_\_\_ Maintenance:

- A schedule of regular inspections and repair of erosion and sediment control structures should be set forth including the maintenance items to check and perform as well as precautions for large storm events.
- List the person who is responsible during construction and who will be responsible once the project is complete.

**MINIMUM STANDARDS**

\_\_\_\_\_ MS-1 – Temporary and permanent stabilization of denuded areas within 7 days

\_\_\_\_\_ MS-2 – Protection or stabilization of on-site and off-site soil stockpiles and borrow areas

\_\_\_\_\_ MS-3 – Permanent vegetative stabilization of denuded areas not otherwise stabilized

\_\_\_\_\_ MS-4 – Install erosion and sediment controls as the first step in land-disturbing activity

Project Name \_\_\_\_\_ Project # \_\_\_\_\_

\_\_\_\_\_ MS-5 – Earthen controls and structures stabilized immediately upon installation

\_\_\_\_\_ MS-6 – Trap and Basin design

Trap: < 3 acres total drainage area, 134 cubic yards per acre storage

Basin: 3 acres or more total drainage area, 134 cubic yards per acre storage, safely handle a 25-year, 24-hour storm event

\_\_\_\_\_ MS-7 – Design and construction of cut and fill slopes

\_\_\_\_\_ MS-8 – Concentrated flow down cut and fill slopes

\_\_\_\_\_ MS-9 – Slopes protected from seeps

\_\_\_\_\_ MS-10 – Operational stormwater inlets must be protected

\_\_\_\_\_ MS-11 – Outlets must be protected and stormwater conveyance channels stabilized before being made operational

\_\_\_\_\_ MS-12 – Minimize impacts when working in and around live watercourses

\_\_\_\_\_ MS-13 – Temporary vehicular stream crossings for more than 2 trips in 6 months

\_\_\_\_\_ MS-14 – Other federal, state, and local regulations pertaining to work in live watercourses (Required permits COE, DEQ, VPDES, etc.)

\_\_\_\_\_ MS-15 – Stabilize disturbed bed and banks of watercourses

\_\_\_\_\_ MS-16 – Utility installations (< 500 feet open trench, stockpile upgradient, filter dewatering effluent, backfill and compact, other safety requirements)

\_\_\_\_\_ MS-17 – Keep paved or public areas clean

\_\_\_\_\_ MS-18 – Remove temporary controls within 30 days when no longer needed

\_\_\_\_\_ MS-19 – Address increases in stormwater volume, velocity, and peak runoff

Prepared/Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL EROSION AND SEDIMENT CONTROL NOTES

ES-1: Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook, 1992 and the *Virginia Erosion and Sediment Control Regulations*.

ES-2: The Administrator must be notified one week prior to the pre-construction conference, two weeks prior to the commencement of land disturbing activity, and one week prior to the final inspection. The name of the Responsible Land Disturber must be provided to the Administrator two weeks prior to actual engagement in the land-disturbing activity shown on the approved plan. If the name is not provided prior to engaging in the land-disturbing activity, the plan's approval will be revoked.

ES-3: All erosion and sediment control measures are to be placed prior to or as the first step in clearing.

ES-4: A copy of the approved E&SC plan shall be maintained on the site at all times.

ES-5: Prior to commencing land disturbing activities in areas other than indicated on these plans (including, but not limited to, off-site borrow or waste areas), the contractor shall submit a supplementary E&SC plan to the Administrator for review and approval.

ES-6: The contractor is responsible for installation of any additional erosion control measures necessary to prevent erosion and sedimentation as determined by the Inspector.

ES-7: All disturbed areas are to drain to approved sediment control measures at all times during land disturbing activities and during site development until final stabilization is achieved, after which, upon approval by the Inspector, the controls shall be removed. Trapped sediment and the disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.

ES-8: During dewatering operations, water shall be pumped into an approved filtering device.

ES-9: The contractor shall inspect all erosion control measures at least every 2 weeks and immediately after each runoff-producing rainfall event. Any necessary repairs or cleanup to maintain the effectiveness of the erosion control devices shall be made immediately.

ES-10: The contractor is responsible for the daily removal of sediment that has been transported onto a paved or public road surface.

ES-11: Seeding operations shall be initiated within 7 days after reaching final grade or upon suspension of grading operations for anticipated duration of greater than 14 days or upon completion of grading operations for a specific area.

ES-12: The contractor shall be responsible for preventing surface and air movement of dust from exposed soils which may present health hazards, traffic safety problems, or harm animal or plant life.

ES-13: A Virginia Stormwater Management Program (VSMP) Permit for the discharge of stormwater from construction activities is required for projects disturbing 1 acre or greater. Visit DEQ's Construction General Permit web page at the following link for more information:

<http://www.deq.state.va.us/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx>

## **Appendix B**

### **Annual Standards & Specification Entity Information**

**Annual Standards & Specification (AS&S) Entity Information  
General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10)**

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

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

<b>Printed Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

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

**Instructions for completion:**

<b>2.a. Operator = Owner, operator, developer, person or general contractor that the AS&amp;S holder is allowing to operate under their DEQ approved AS&amp;S.</b>
<b>2.b. Project Name =</b> Name of the construction activity as it appears on the Registration Statement.
<b>2.c. Stormwater Management Technical Criteria =</b> The technical criteria used for this project will be either IIB or IIC per the SWM Regulations; 9VAC25-870.
<b>2.d. Estimated Area to Be Disturbed =</b> Provide the estimated area (to the nearest one-hundredth acre) to be disturbed by the construction activity. Include the estimated area of land disturbance that will occur at any off-site support activity to be covered under this general permit.

**(Further questions can be directed to the Stormwater Construction General Permitting personnel;**

[constructiongp@deq.virginia.gov](mailto:constructiongp@deq.virginia.gov))

## **Appendix C**

### **Variance Request Form**



*Send to:*  
Kristin Carter, P.E.  
UVA Facilities Management  
University of Virginia  
P.O. Box 400726  
Charlottesville, VA 22901  
434-982-5034 (O) 434-982-5894 (fax)  
Email: kma4z@virginia.edu

## VARIANCE REQUEST

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

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

City/Town/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Introduction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Variance requested for (state appropriate minimum standard & requirement): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons and Justification for Variance Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Existing Conditions & Adjacent Areas:** \_\_\_\_\_

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**Soil Characterization:** \_\_\_\_\_

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**Critical & Sensitive Areas (Karst, wetland, etc.):** \_\_\_\_\_

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**MITIGATION:**

**E&SC Measures:** \_\_\_\_\_

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**Permanent Stabilization:** \_\_\_\_\_

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**Vegetative Restoration:** \_\_\_\_\_

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**Maintenance:** \_\_\_\_\_

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**Critical & Sensitive Areas:** \_\_\_\_\_

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**Self-Inspection, Reporting & DEQ-Certified Personnel:** \_\_\_\_\_

---

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**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant name (print) :** \_\_\_\_\_

**Applicant title:** \_\_\_\_\_

## **Appendix D**

### **E&SC & VSMP Inspection Report Forms**



Reply To:  
**Facilities Management**  
**University of Virginia**  
**P.O. Box 400322**  
**Charlottesville, VA 22904-4322**

## E&SC INSPECTION REPORT

Project Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Last Rainfall/Storm Date and Amount: \_\_\_\_\_

### STAGE OF CONSTRUCTION

*Pre-Construction Conference*      *Building Construction*      *Construction of SWM Facilities*   
*Clearing & Grubbing*      *Finish Grading*      *Maintenance of SWM Facilities*   
*Rough Grading*      *Final Stabilization*      *Other* \_\_\_\_\_

Item#	State/Local Regulation <sup>(1)</sup>	Violation		Description and Location of Problem/Violation <sup>(2)</sup> , Required or Recommended Corrective Actions, and Other Comments/Notes
		Initial	Repeat	

- (1) Refers to applicable regulation found in the most recent publication of the *Virginia Erosion and Sediment Control Regulations* (9VAC25-840), *Virginia Stormwater Management Program Regulations* (9VAC25-870), or local E&SC/SWM ordinance.  
 (2) Note whether or not off-site damage resulting from the problem/violation was evident during the inspection.

**REQUIRED CORRECTIVE ACTION DEADLINE DATE:** \_\_\_\_\_ **Re-inspection Date:** \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a **NOTICE TO COMPLY** and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: \_\_\_\_\_  
Signature Date Phone

Acknowledgement of onsite report receipt: \_\_\_\_\_  
Print Name Signature Date

*This report will be provided to the project manager via e-mail within two business days of inspection.*



Reply To:  
 Facilities Management  
 UVA-Wise  
 1 College Ave  
 Wise, VA 24293



## E&SC INSPECTION REPORT

Project Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Last Rainfall/Storm Date and Amount: \_\_\_\_\_

### STAGE OF CONSTRUCTION

Pre-Construction Conference       Building Construction       Construction of SWM Facilities   
 Clearing & Grubbing               Finish Grading               Maintenance of SWM Facilities   
 Rough Grading                       Final Stabilization               Other \_\_\_\_\_

Item#	State/Local Regulation <sup>(1)</sup>	Violation		Description and Location of Problem/Violation <sup>(2)</sup> , Required or Recommended Corrective Actions, and Other Comments/Notes
		Initial	Repeat	

(1) Refers to applicable regulation found in the most recent publication of the *Virginia Erosion and Sediment Control Regulations* (9VAC25-840), *Virginia Stormwater Management Program Regulations* (9VAC25-870), or local E&SC/SWM ordinance.  
 (2) Note whether or not off-site damage resulting from the problem/violation was evident during the inspection.

**REQUIRED CORRECTIVE ACTION DEADLINE DATE:** \_\_\_\_\_ **Re-inspection Date:** \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a **NOTICE TO COMPLY** and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: \_\_\_\_\_  
Signature Date Phone

Acknowledgement of onsite report receipt: \_\_\_\_\_  
Print Name Signature Date

*This report will be provided to the project manager via e-mail within two business days of inspection.*





Reply To:  
**Facilities Management**  
**University of Virginia**  
**P.O. Box 400322**  
**Charlottesville, VA 22904-4322**

## VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Last Rainfall/Storm Date and Amount: \_\_\_\_\_

Item		Yes	No	N/A	<i>Recommended Corrective Action/Notes</i>
1	Permit registration statement available: § II A.1.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Permit notice of coverage available: § II A.1.b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Copy of construction general permit available: § II A.1.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	SWPPP available: II A.1.d, II A.4, II D.1 and D.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Detailed site plan available: § II A.1.e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Approved E&SC plan or agreement in lieu of a plan: § II A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	SWPPP includes a description and all necessary calculations describing post-construction stormwater management measures that will be installed: § II A.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Identify potential pollutant-generating activities, their location and nonstormwater discharges: § II A.4.a-c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe P2 practices, procedures and responsible parties: § II A.4.e.1 - 8				
9	Prevent and respond to leaks, spills, other releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Prevent discharge of spills/leaks from vehicle fueling, maintenance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Prevent discharge of soaps, solvents, detergents, wash water from construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Minimize discharge of pollutants from vehicle, equipment washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Direct concrete wash water into leak-proof container or settling basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Minimize discharge of pollutants from storage, handling, disposal or construction products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Prevent discharge of petroleum products, haz/toxic waste, sanitary waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Address any other potential pollutant-generating activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Procedures for providing P2 awareness training to personnel: § II A.4.f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	SWPPP addresses impaired waters and TMDLs, as applicable to construction activities: § I B.4, § II A.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	SWPPP Identifies qualified personnel and those with delegated authority: § II A.6 and A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	SWPPP signed in accordance with § III K: § II A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	SWPPP is being amended (maintained) and updated: § II B.1, B.2 and B.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	SWPPP identifies the contractor or subcontractor that will implement and maintain each control measure: § II B.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	SWPPP revisions are signed in accordance with § III K: § II B.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Notice of coverage letter posted near the site's entrance: § II C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Info for public access to the SWPPP posted near the site's entrance: § II D.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Control measures properly maintained in effective operation: § II.E and II.G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Inspections conducted by qualified personnel: § II F.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Inspections conducted at required frequency: § II F.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Inspection reports summarize the scope of the inspections: § II F.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Inspection reports are part of the SWPPP: § II F.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Reply To:  
**Facilities Management**  
**University of Virginia**  
**P.O. Box 400322**  
**Charlottesville, VA 22904-4322**

**VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT (cont.)**

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

**STAGE OF CONSTRUCTION**

- |   |   |  |
|---|---|--|
| <i>Pre-Construction Conference</i> <input type="checkbox"/> | <i>Building Construction</i> <input type="checkbox"/> | <i>Construction of SWM Facilities</i> <input type="checkbox"/> |
| <i>Clearing &amp; Grubbing</i> <input type="checkbox"/>     | <i>Finish Grading</i> <input type="checkbox"/>        | <i>Maintenance of SWM Facilities</i> <input type="checkbox"/>  |
| <i>Rough Grading</i> <input type="checkbox"/>               | <i>Final Stabilization</i> <input type="checkbox"/>   | <i>Other</i> _____ <input type="checkbox"/>                    |

(1)

Item#	State/Local Regulation <sup>(1)</sup>	Violation		Description and Location of Problem/Violation <sup>(2)</sup> , Required or Recommended Corrective Actions, and Other Comments/Notes
		Initial	Repeat	

(1) Refers to applicable regulation found in the most recent publication of the *Virginia Erosion and Sediment Control Regulations* (9VAC25-840), *Virginia Stormwater Management Program Regulations* (9VAC25-870), or local E&SC/SWM ordinance.

(2) Note whether or not off-site impacts resulting from the condition observed was evident during the inspection.

**REQUIRED CORRECTIVE ACTION DEADLINE DATE:** \_\_\_\_\_ **Re-inspection Date:** \_\_\_\_\_  
 (MM/DD/YY) (MM/DD/YY)

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a **NOTICE TO COMPLY** and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: \_\_\_\_\_  
 Signature Date Phone

Acknowledgement of onsite report receipt: _____ Print Name Signature Date			
This report will be provided to the project manager via e-mail within two business days of inspection.			



## VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Last Rainfall/Storm Date and Amount: \_\_\_\_\_

Item		Yes	No	N/A	<i>Recommended Corrective Action/Notes</i>
1	Permit registration statement available: § II A.1.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Permit notice of coverage available: § II A.1.b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Copy of construction general permit available: § II A.1.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	SWPPP available: II A.1.d, II A.4, II D.1 and D.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Detailed site plan available: § II A.1.e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Approved E&SC plan or agreement in lieu of a plan: § II A.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	SWPPP includes a description and all necessary calculations describing post-construction stormwater management measures that will be installed: § II A.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Identify potential pollutant-generating activities, their location and nonstormwater discharges: § II A.4.a-c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Describe P2 practices, procedures and responsible parties: § II A.4.e.1 - 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Prevent and respond to leaks, spills, other releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Prevent discharge of spills/leaks from vehicle fueling, maintenance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Prevent discharge of soaps, solvents, detergents, wash water from construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Minimize discharge of pollutants from vehicle, equipment washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Direct concrete wash water into leak-proof container or settling basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Minimize discharge of pollutants from storage, handling, disposal or construction products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Prevent discharge of petroleum products, haz/toxic waste, sanitary waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Address any other potential pollutant-generating activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Procedures for providing P2 awareness training to personnel: § II A.4.f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	SWPPP addresses impaired waters and TMDLs, as applicable to construction activities: § I B.4, § II A.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	SWPPP identifies qualified personnel and those with delegated authority: § II A.6 and A.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	SWPPP signed in accordance with § III K: § II A.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	SWPPP is being amended (maintained) and updated: § II B.1, B.2 and B.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	SWPPP identifies the contractor or subcontractor that will implement and maintain each control measure: § II B.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	SWPPP revisions are signed in accordance with § III K: § II B.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Notice of coverage letter posted near the site's entrance: § II C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Info for public access to the SWPPP posted near the site's entrance: § II D.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Control measures properly maintained in effective operation: § II.E and II.G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Inspections conducted by qualified personnel: § II F.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Inspections conducted at required frequency: § II F.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Inspection reports summarize the scope of the inspections: § II F.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Inspection reports are part of the SWPPP: § II F.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reply To:  
 Facilities Management  
 UVA-Wise  
 1 College Ave.  
 Wise, VA 24293



**VSMC CONSTRUCTION PERMIT SITE INSPECTION REPORT (cont.)**

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

DEQ-Certified Inspector Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

**STAGE OF CONSTRUCTION**

- |  |  |   |
|--|--|---|
| Pre-Construction Conference <input type="checkbox"/> | Building Construction <input type="checkbox"/> | Construction of SWM Facilities <input type="checkbox"/> |
| Clearing & Grubbing <input type="checkbox"/>         | Finish Grading <input type="checkbox"/>        | Maintenance of SWM Facilities <input type="checkbox"/>  |
| Rough Grading <input type="checkbox"/>               | Final Stabilization <input type="checkbox"/>   | Other _____ <input type="checkbox"/>                    |

(2)

Item#	State/Local Regulation <sup>(1)</sup>	Violation		Description and Location of Problem/Violation <sup>(2)</sup> , Required or Recommended Corrective Actions, and Other Comments/Notes
		Initial	Repeat	

(3) Refers to applicable regulation found in the most recent publication of the *Virginia Erosion and Sediment Control Regulations* (9VAC25-840), *Virginia Stormwater Management Program Regulations* (9VAC25-870), or local E&SC/SWM ordinance.  
 (4) Note whether or not off-site impacts resulting from the condition observed was evident during the inspection.

**REQUIRED CORRECTIVE ACTION DEADLINE DATE:** \_\_\_\_\_ **Re-inspection Date:** \_\_\_\_\_  
 (MM/DD/YY) (MM/DD/YY)

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a **NOTICE TO COMPLY** and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: \_\_\_\_\_  
 Signature Date Phone

Acknowledgement of onsite report receipt: _____		
Print Name	Signature	Date
This report will be provided to the project manager via e-mail within two business days of inspection.		