The University of Virginia’s
College at Wise

Annual Standards and Specifications

for

Stormwater Management

and

Erosion and Sediment Control

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UVA Facilities Management
P.O. Box 400726
Charlottesville, VA 22901
Program Administrator: Kristin Carter, P.E.
434-982-5034
Email: kma4z@virginia.edu
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. 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.

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.
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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.

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://vwwrc.vt.edu/SWC/index.html)
1.1.6 Virginia Erosion and Sediment Control Law (§62.1-44.15:51-66)
1.1.7 Virginia Erosion and Sediment Control Regulations (9VAC25-840)
1.1.8 Virginia Erosion and Sediment Control Certification Regulations (9VAC25-850)
1.1.9 Virginia Erosion and Sediment Control Handbook, 1992;
1.1.10 E&SC Technical Bulletins, as amended (http://www.deq.state.va.us/Programs/Water/StormwaterManagement/Publications.aspx)

1.2 Any land-disturbing activity carried out in a locality with a local SWM and/or E&SC program with more stringent regulations than those of the state program shall be consistent with the requirements of the local program.

1.3 Site-Specific SWM/E&SC Plans shall be prepared for all projects involving a regulated land-disturbing activity. Site-specific SWM/E&SC plans shall be submitted to the UVA Annual Standards and Specifications Administrator for review. Checklists that summarize the required components of the SWM/E&SC Plans are included in Appendix A. Prior to starting a land-disturbing project, the project must have written approval issued by the UVA Annual Standards and Specifications Administrator.

1.4 Site-Specific SWM plans shall be prepared for all projects involving a regulated land-disturbing activity that requires:

1.4.1 A VSMP General Permit for Discharges from Construction Activities
1.4.2 Land-disturbing activity contained within a watershed of a regional water quality stormwater management facility
1.4.3 Incorporates the use of LID practices and/or a BMP

1.5 A Responsible Land Disturber (RLD) shall be designated prior to initiating the land-disturbing activity. UVA shall notify the 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.

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 7.0 for more information on variances.

2.0 ANNUAL STANDARDS AND SPECIFICATIONS PERSONNEL

The UVA Facilities Management Department shall be the authority for administering UVA Projects under the UVA 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 1.1.8. 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 be hold a certificate of competence from DEQ in the area of plan review or is enrolled in DEQ’s training program for plan review and successfully completes such program within one year after enrollment. 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.

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 permits, and SWPPP. This position shall be a DEQ certified inspector from the UVA Facilities Management at either campus. The Wise campus may also utilize the County of Wise for this function.
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 any land-disturbing activities. 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. Plan reviewers shall use the SWM/E&SC Plan Checklists provided in Appendix A.

3.3 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. Refer to Section 6.0 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.

3.4 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.

4.0 CONSTRUCTION PLAN REQUIREMENTS

Complete SWM/E&SC plans shall be provided in the construction plans. A copy of the completed plan checklist (see Appendix A) shall be provided with the construction plans. 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 must be approved prior to land disturbance. All SWM/E&SC plans shall be appropriately sealed and signed by a professional.

4.1 E&SC Plans Shall Include:

4.1.1 Minimum standards 1 through 19.

4.1.2 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.

4.1.3 Information on the maintenance of all E&SC measures.

4.1.4 The amount of disturbed area listed per phase and proposed net increase in impervious area.

4.1.5 Proof of adequate outfall and adequacy of the receiving channel.

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 UVA will keep a copy of the approved plans for three years after VSMP permit termination or project completion.

4.2 SWM Plans Include:

4.2.1 Narrative providing a description of current and final site conditions, the proposed SWM facilities, and their operation and maintenance procedures.
4.2.2 Documentation and calculations verifying compliance with the water quality and quantity requirements of the Stormwater 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.

4.2.3 Drawings of the site that depict its topography and all contributing drainage areas, existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains, soil types, karst features if present, forest cover, and other vegetative areas; Current and proposed land use; Limits of clearing and grading, and the proposed drainage patterns and stormwater management facilities.

4.2.4 Detailed landscape plan with planting schedule for vegetated BMPs.

4.2.5 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.

4.2.6 Letter of availability from the off-site provider if using off-site compliance options.

4.2.7 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. Construction record drawings shall be maintained by UVA in perpetuity or until a stormwater management facility is removed.

5.0 LAND-DISTURBING ACTIVITIES

All regulated land-disturbing activities shall:

- Maintain a copy of the approved ESC and SWM Plan on site unless otherwise approved by UVA’s administrator.

- Be performed in accordance with the approved UVA Annual Standards and Specifications for SWM/ESC.

- Be carried out under the supervision of a Responsible Land Disturber (RLD) holding a valid certificate issued by DEQ.

- Document on-site changes as they occur to ensure compliance with the requirements of the Virginia Stormwater Management Act and VSMP Regulations.
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 B 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 B 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.

UVA will retain VSMP inspection reports for three years after permit termination or project completion.

6.3 Project Close-Out Inspection

Project close-out is defined as the achievement of final stabilization and verification of BMP installation according to approved plans. The Inspector will determine that final stabilization has been achieved. Once project-close out is confirmed by the Inspector, the contractor may issue a Notice of Termination for their Construction General Permit.

6.4 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 Valley or Southwest Regional Office (as applicable) that enforcement actions are recommended. 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 will 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 or causing harmful erosion.

The Contractor (the officer of the company and senior project officers) shall schedule and meet with UVA’s Administrator and DEQ to discuss the violations. UVA reserves the right to contract with a 3rd party to install and maintain the SWM/E&SC measures in accordance with the approved plan, complete any necessary corrective actions, and abate any related damages. All associated costs will be back-charged to the Contractor.

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

6.5 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.

7.0 VARIANCES

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

7.1 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.

7.2 If determined to be appropriate by UVA’s Administrator and the Plan Reviewer, then the Administrator will send the variance request to the DEQ Valley or Southwest Regional Office (as applicable) for review and approval.

7.3 All requested variances will be considered unapproved until written approval from DEQ is received. (A period of sixty days shall be scheduled for this request.)
7.4 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.

8.0 PROJECT TRACKING AND NOTIFICATION

8.1 Proposed Land-Disturbing Activities
A list of regulated land-disturbing activities expected to be under contract during the referenced time period are included in Appendix D. The list includes project location, estimated disturbed acreage by watershed, and approximate start and completion dates for each project. Information on specific land-disturbing activities not included on the list will be provided to DEQ no less than two weeks prior to the start of the activity.

8.2 Past and Current Land-Disturbing Activities
As part of our annual report required for our MS4 permit, we 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.

8.3 Project Maps
- UVA shall use GIS maps to track regulated land-disturbing activities.
- The UVA land-disturbing map will be updated as necessary to keep current with existing projects as related to E&SC.
- The map will be accessible through an internet web browser or emailed to DEQ monthly if changes are made to the previous map.

8.4 Responsible Land Disturber
The Administrator shall notify the 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.

9.0 LONG-TERM BMP MAINTENANCE
Project plans shall contain information on long-term inspection and maintenance of BMPs. Post-construction BMP inspections shall be made in accordance with the manufacturer’s and/or engineer’s recommendation, the provisions of these standards and specifications, and the general specifications provided herein. 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 from the stormwater management devices that were identified for cleaning or repair. The inspection results shall be provided to the Administrator for recordkeeping and for assistance with the issuance of a work order to
complete the activity, if needed. BMP inspection records shall be retained for at least five years from the date of inspection.

10.0 ANNUAL STANDARDS AND SPECIFICATIONS REVIEW AND EVALUATION

10.1 DEQ’S RESPONSIBILITIES
DEQ shall have sixty days in which to comment on any SWM/E&SC specifications submitted to it for review, and its comments shall be binding on UVA and any private business hired by UVA.

10.2 UVA’S RESPONSIBILITIES
UVA shall ensure compliance with the approved plan and annual standards and specifications. Upon request by the DEQ, UVA shall provide a copy of the approved plan sheets and narrative for each regulated land-disturbing activity as outlined in Section 1.0. UVA shall provide DEQ with the appropriate information, in a timely manner, when requested.
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.
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?
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
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
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

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

**Project Name:** ___________________________  **Project Manager:** ___________________________

**On-Site Contact Name:** ___________________________

**Project Location:** ___________________________

**Inspector Name:** ___________________________  **Inspection Date:** __________  **Time:** ______

### STAGE OF CONSTRUCTION

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

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(2) Note whether or not off-site damage resulting from the problem/violation was evident during the inspection.

### REQUIRED CORRECTIVE ACTION DEADLINE DATE: __________ (MM/DD/YY)  Re-inspection Date: __________ (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.*
E&SC INSPECTION REPORT (continued)

Project Name: ___________________________  Inspection Date: ____________

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# E&SC INSPECTION REPORT

Project Name: ________________________________ Project Manager: ________________________________

On-Site Contact Name: ________________________________

Project Location: ________________________________

Inspector Name: ________________________________ Inspection Date: ________ Time: ________

## STAGE OF CONSTRUCTION

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

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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.*
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Project Name: ________________________________  Inspection Date: ____________

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(2) Note whether or not off-site damage resulting from the problem/violation was evident during the inspection.

Page ____ of ____
VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT

Project Name: ___________________________ Permit Number: ___________________________
On-Site Contact Name: ___________________________ Project Location: ___________________________
Inspector Name: ___________________________ Inspection Date: ___________ Time: _______

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<td>Describe P2 practices, procedures and responsible parties: § II A.4.e.1 - 8</td>
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VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT (cont.)

Project Name:_________________________  Permit Number:_________________________

Inspector Name:_________________________  Inspection Date:______________________  Time:__________________

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_____________________

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(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:_________________________________________  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.

Page 1 of ___
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VSMP CONSTRUCTION PERMIT SITE INSPECTION REPORT (cont.)

Project Name: ___________________________  Permit Number: ___________________________
Inspector Name: ___________________________  Inspection Date: ___________________________

STAGE OF CONSTRUCTION

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

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

(2) 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: ___________________________

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.
Appendix C
Variance Request Form
VARIANCE REQUEST

Requested by: ___________________________ Date: __________________

Street Address: ______________________________________________________

City/Town/Zip: _______________________________________________________

Telephone #: ___________________________ Fax #: _________________________

E-mail address: _______________________________________________________

Project Name/Location: ________________________________________________

_____________________________________________________________________

Project Description: __________________________________________________

_____________________________________________________________________

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

_____________________________________________________________________

_____________________________________________________________________

Reasons and Justification for Variance Request: ________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Signature of applicant: ___________________________ Date: _________________
Appendix D
Proposed and Current Land-Disturbing Activities
## Proposed Land Disturbing Projects

<table>
<thead>
<tr>
<th>Campus</th>
<th>Project Name</th>
<th>Watershed</th>
<th>Acres of Disturbance</th>
<th>Approximate Project Start</th>
<th>Approximate Project End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>Cemetery Expansion</td>
<td>ME</td>
<td>0.46</td>
<td>01/2015</td>
<td>01/2016</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>Chiller Plant Interconnection</td>
<td>ME</td>
<td>0.58</td>
<td>08/2014</td>
<td>12/2014</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>Newcomb Chiller Plant Upgrade</td>
<td>ME</td>
<td>0.57</td>
<td>09/2014</td>
<td>09/2015</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>FM Shop Support and Office Building</td>
<td>ME</td>
<td>1.23</td>
<td>09/2014</td>
<td>08/2015</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>Education Resource Building</td>
<td>MO</td>
<td>0.73</td>
<td>09/2014</td>
<td>09/2016</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>New Cabell Hall &amp; Dawson’s Row Pedestrian &amp; Bicycle Improvements</td>
<td>MO</td>
<td>0.68</td>
<td>12/2014</td>
<td>05/2014</td>
</tr>
</tbody>
</table>

*ME = Meadow Creek, MO = Moores Creek, YC=Yellow Creek*

## Current Land Disturbing Projects

<table>
<thead>
<tr>
<th>Campus</th>
<th>Project Name</th>
<th>Watershed</th>
<th>Acres of Disturbance</th>
<th>Approximate Project Start</th>
<th>Approximate Project End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlottesville</td>
<td>New Cabell Hall Renovation</td>
<td>MO</td>
<td>1.29</td>
<td>09/2011</td>
<td>08/2014</td>
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<tr>
<td>Charlottesville</td>
<td>Alderman Road Dorm Replacement Bldg 6</td>
<td>MO</td>
<td>2.57</td>
<td>05/2013</td>
<td>08/2015</td>
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<tr>
<td>Charlottesville</td>
<td>North Grounds Mechanical Plant Expansion</td>
<td>ME</td>
<td>0.71</td>
<td>09/2013</td>
<td>09/2014</td>
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<tr>
<td>Charlottesville</td>
<td>Rotunda Renovation</td>
<td>MO, ME</td>
<td>1.89</td>
<td>06/2014</td>
<td>05/2016</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>Rugby Rd. Administration Building Renovation</td>
<td>ME</td>
<td>1.17</td>
<td>07/2014</td>
<td>12/2014</td>
</tr>
<tr>
<td>Charlottesville</td>
<td>Recycle Center</td>
<td>MO</td>
<td>0.87</td>
<td>07/2014</td>
<td>12/2014</td>
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<tr>
<td>Wise</td>
<td>Health &amp; Wellness Center Addition</td>
<td>YC</td>
<td>1.15</td>
<td>09/2012</td>
<td>08/2014</td>
</tr>
<tr>
<td>Wise</td>
<td>New Library</td>
<td>YC</td>
<td>3.46</td>
<td>06/2013</td>
<td>08/2015</td>
</tr>
</tbody>
</table>

*ME = Meadow Creek, MO = Moores Creek, YC= Yellow Creek*