

CHAPTER 6.000 ADMINISTRATIVE PROCEDURES

6.100 PURPOSE / OBJECTIVE

The purpose of this chapter is to convey minimum acceptable criteria to allow for a systematic approach to Stormwater Management and/or Erosion & Sediment Control Plan review and to ensure that complete plans are submitted to the Department of Environmental Quality (DEQ or Department) at the time of initial plan submission.

6.200 SUBMISSION OF COMPLETE PLANS

- A. Complete plans and computations ready for construction should be submitted to DEQ. Advance or preliminary copies of incomplete plans or incomplete computations will not be accepted by the Department.
- B. Normal State work hours are 8:15 am to 5:00 pm. Plans received on or after 5:00 pm will be marked as received the next business day (Monday through Friday, excluding State holidays).

6.300 SUBMISSION OF DIGITAL DATA

If produced electronically, an electronic copy in PDF format of the required submission materials (e.g., plans, computations, reports, studies, etc.) is preferred.

6.400 GENERAL STANDARDS

- A. Cover sheet. The design professional should use the digital Cover Sheet provided by the Department for all plan submissions. The Cover Sheet in DWG format can be found at the following location:

<https://www.deq.virginia.gov/home/showpublisheddocument/15588/>
- B. Revision block. A revision block should be provided on the Cover Sheet of the plans. The Cover Sheet revision block should contain a summary of all revisions made to the plans. All other plan sheets should contain a revision block detailing the revisions applicable to each plan sheet.

- C. Approval block. An approval block per the following should be provided on the Cover Sheet of the plans.

<p>APPROVAL BLOCK</p> <p>DEQ PLAN # _____</p> <p>_____</p> <p>Dept. of Environmental Quality</p> <p>_____</p> <p>Date</p>
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- D. Seal and signature. Unless otherwise exempt under Va. Code § 54.1-401, the seal, signature, and date of the design professional should be provided on each sheet of the plans. The seal, signature, and date of the design professional should also be provided on the cover page of all other required submission materials (e.g., computations, reports, studies, etc.).

6.500 PLAN SUBMISSION CHECKLIST

The following Plan Submission Checklist should be completed in its entirety and included on the Cover Sheet of all plans submitted to the Department. DEQ will consider your submission incomplete if you do not provide an answer (or indicate “NA” or “not applicable”) for all fields on the checklist.

PLAN SUBMISSION CHECKLIST

A. APPLICATION TYPE

- Initial Submission
- Resubmission DEQ Plan #: _____
- Modification with Acreage Increase DEQ Plan #: _____
- Modification without Acreage Increase DEQ Plan #: _____

B. DESIGN PROFESSIONAL

Design Firm: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____

Email Address: _____

C. PROJECT DEVELOPER

Project Developer: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____

Email Address: _____

D. PROPERTY OWNER [repeat as necessary for all property owners]

Property Owner: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____

Email Address: _____

E. PROJECT INFORMATION

Project Name (as it appears on the plans): _____

Address (911 address if available): _____

City: _____ State: _____ Zip: _____

County (if not located within a City): _____

Tax Map No. (or GPIN): _____

[repeat as necessary for all Tax Map Nos. or GPINs]

Latitude (6 digits, decimal degrees format): _____

Longitude (6 digits, decimal degrees format): _____

Total Land Area of Development (1/100th of an acre): _____

Estimated Area to be Disturbed (1/100th of an acre): _____

Project Status: Federal State Public Private

Part of a Larger Common Plan of Development? Yes No

Offsite Improvements Proposed? Yes No

F. OFFSITE SUPPORT ACTIVITY INFORMATION

Offsite Support Activity Name: _____

Address (911 address if available): _____

City: _____ State: _____ Zip: _____

County (if not located within a City): _____

Tax Map No. (or GPIN): _____

[repeat as necessary for all Tax Map Nos. or GPINs]

Latitude (6 digits, decimal degrees format): _____

Longitude (6 digits, decimal degrees format): _____

Estimated Offsite Area to be Disturbed (1/100th of an acre): _____

G. PLAN INFORMATION [provide the plan sheet number where information is located]

General Plan Information	Plan Sheet No.
1. Vicinity map	
2. North arrow	
3. Plan legend	
4. Plan scale	
5. Plan sheet index	

Pre-development Site Information	Plan Sheet No.
6. Narrative of pre-development site conditions	
7. Existing property boundaries (inc. lease boundaries)	
8. Existing topography (existing contours)	
9. Existing streams, ponds, ditches, wetlands & other water bodies	
10. Existing karst features	
11. Existing 100-year FEMA floodplain	
12. Resource Protection Areas	
13. Existing Improvements (inc. buildings, roads, parking & utilities)	
14. Existing vegetative areas (inc. forest cover, open space & turf)	
15. Existing land cover / use tabulation	Sec. H, checklist
16. Existing easements (inc. Deed Book/Page ref. or Instrument #)	
17. Pre-development drainage areas (inc. acreage, divides and flow paths)	

Post-development Site Information	Plan Sheet No.
18. Narrative of post-development site conditions	
19. Proposed property boundaries (inc. lease boundaries)	
20. Proposed limits of land disturbance (limits of clearing & grading)	
21. Proposed grading (proposed contours inc. stormwater practices)	
22. Proposed 100-year FEMA floodplain	
23. Proposed improvements (inc. buildings, roads, parking & utilities)	
24. Proposed vegetative areas (inc. forest cover, open space & turf)	
25. Proposed land cover /use tabulation	Sec. H, checklist
26. Proposed easements	
27. Post-development drainage areas (inc. acreage, divides and flow paths)	

Erosion & Sediment Control Information	Plan Sheet No.
28. Narrative of proposed erosion & sediment controls	
29. Minimum standards (9VAC25-840-40)	
30. Critical erosion areas (see VESCH, Chapter 6)	
31. Proposed erosion & sediment controls (see VESCH, Chapter 3)	
32. Erosion & sediment control detail drawings	
33. Hydrologic & hydraulic computations (inc. runoff characteristics)	
34. Inspection, operation & maintenance requirements	

Post-development Water Quantity & Water Quality Control Information	Plan Sheet No.
35. Narrative of proposed stormwater management facilities / practices	
36. Proposed stormwater management facilities / practices	Sec. L, checklist
37. Hydrologic & hydraulic computations (inc. runoff characteristics)*	
38. Long-term inspection, operation & maintenance requirements	
39. Outfall summary table with pre, post, and allowable discharge rates used for quantity assessment; identify the type of conveyance system at each point of discharge	

*Storm drain design computations and hydraulic grade line computations should be provided and should include each pipe segment. In addition, storm sewer longitudinal profiles with hydraulic grade line elevations should be included for visual representation. Design calculations and cross-sections should be provided for all open manmade channels. Cross-sections should show and label the 1-year, 2-year, and 10-year water surface elevations.

Soils & Geotechnical Information	Plan Sheet No.
40. Soils map (inc. NRCS soil types)	
41. Soils tabulation	Sec. I, checklist
42. Geotechnical investigation / report (inc. acid forming soils, karst, impoundments & site preparation)	

Other Supporting Information	Plan Sheet No.
43. Boundary survey (see 18VAC10-20-370)	
44. Physical improvement survey (see 18VAC10-20-380)	
45. Topographic survey (see 18VAC10-20-382)	

H. LAND COVER TABULATION [acreages reported to 1/100th of an acre]

Existing Land Cover / Use	Acres
1. Impervious Cover	
Impervious Cover (percentage of total land area of development)	%
2. Managed Turf	
3. Open Space	
4. Forest Cover	
5. Prime Farmland (per NRCS Farmland Classification)	

Proposed Land Cover / Use (per “Site” tab of VRRM spreadsheet)	Acres
1. Impervious Cover	
Impervious Cover (percentage of total land area of development)	%
2. Managed Turf	
3. Open Space	
4. Forest Cover	

I. SOILS TABULATION [acreages reported to 1/100th of an acre]

Map Unit Symbol	Map Unit Name	HSG	K factor	Erodibility	Acres in LOD	% of LOD

“HSG” means Hydrologic Soil Group. See Appendix 6C of 1992 Virginia Erosion & Sediment Control Handbook for groupings.

K factor indicates the susceptibility of soil to the forces of erosion. See Appendix 6C of 1992 Virginia Erosion & Sediment Control Handbook for reported values.

Erodibility (Low, Moderate or High). See Appendix 6A of 1992 Virginia Erosion & Sediment Control Handbook for groupings based on K factor.

“LOD” means Limits of Land Disturbance (limits of clearing & grading).

J. EROSION & SEDIMENT CONTROL

ESC Plan Variance Request? Yes No

If “yes”, please provide justification for the variance request: _____

K. STORMWATER MANAGEMENT

Applicable Design Criteria: Part II B Part II C (Grandfathering)
 Part II C (Time Limits on Applicability)
 “Safe Harbor” (Va. Code § 62.1-44.15:28.A.10)

Offsite Compliance Option(s)? Yes No

If “yes”, please describe the offsite compliance option(s) (see 9VAC25-870-69): _____

Discharge to a karst feature(s)? Yes No

If “yes”, please describe the karst feature(s): _____

If “yes”, please describe any known natural heritage resources in the karst feature(s): _____

SWM Plan Exception Request? Yes No

If “yes”, please provide justification for the exception request: _____

L. STORMWATER MANAGEMENT FACILITIES / PRACTICES [latitude and longitude reported to 6 digits, decimal degrees format; acreages reported to 1/100th of an acre]

Facility No.	Facility Type	Lat.	Long.	Rec. Water	Tot. Acres Treated	Imp. Acres Treated	Plan Sheet No.

M. OWNER / DEVELOPER CERTIFICATION

I hereby certify that coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities will be obtained, if required, prior to commencing land-disturbing activities.

I hereby certify that all wetlands permits required by law will be obtained, if required, prior to commencing land disturbing activities.

I hereby certify that permission to construct any offsite improvements, if proposed, will be obtained prior to commencing land disturbing activities.

I hereby certify that all offsite nonpoint source nutrient credits will be obtained, if proposed, prior to commencing land disturbing activities.

I hereby certify that construction record drawings (as-built drawings) for all permanent stormwater management facilities/practices will be prepared and submitted to DEQ prior to project closeout. The construction record drawings will be appropriately sealed and by a professional registered in the Commonwealth of Virginia, certifying that the stormwater management facilities/practices have been constructed in accordance with the approved plan(s).

I hereby certify that a long-term maintenance agreement(s) for all permanent stormwater management facilities/practices and other techniques specified to manage the quality and quantity of runoff will be submitted to DEQ, if required, prior to project closeout. The long-term maintenance agreement(s) will be recorded in the local land records prior to termination of coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities.

Owner / Developer Name: _____

Owner / Developer Title: _____

Signature: _____

Date: _____

N. DESIGN PROFESSIONAL CERTIFICATION

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

I hereby certify that the plans and hydrologic & hydraulic computations herein are in compliance with the Stormwater Management Act and attendant regulations, the Erosion and Sediment Control Law and attendant regulations, and applicable DEQ guidance.

Design Professional Name: _____

License No.: _____

Signature: _____

Date: _____

O. DUAL COMBINED ADMINISTRATOR (DCA) CERTIFICATION [include this section/certification if requesting a streamlined plan review in accordance with DEQ Guidance Memo No. 22-2011, otherwise delete]

I hereby certify that I have reviewed the plans and hydrologic & hydraulic computations herein for compliance with the Stormwater Management Act and attendant regulations, the Erosion and Sediment Control Law and attendant regulations, and applicable DEQ guidance, and recommend the plans and computations for DEQ approval.

DCA Name: _____

DCA Certification No.: _____

Signature: _____

Date: _____

END OF CHAPTER