Technical and Procedural Newsletter

September 18, 2014

To: Members of the Land Development and Home Building Community

From: Mike Seigfried, Director

The purpose of this correspondence is to inform the Land Development and Home Building Community of technical and procedural updates that have recently transpired. Please distribute this information to applicable personnel within your organization.

IN THIS EDITION:

Information on the new County process and procedures for Land Development Application (LDA) Projects and non-LDA projects in response to the new Virginia Stormwater Management Program (VSMP) mandates. The County took over the bulk of the duties involved in the VSMP process from the State on July 1, 2014.

APPLICABLE STANDARDS:

Loudoun County SWM Ordinance (Chapter 1096) and Loudoun County Facilities Standards Manual (FSM) Chapters 1 and 5.

DISCUSSION:

The new County VSMP was adopted by the Board of Supervisors on May 21, 2014, with an effective date of July 1, 2014. While County staff is still receiving guidance from the State (the Department of Environmental Quality, or “DEQ”) on new policies and procedures, the following information will hopefully ensure that the plan review, plan approval, and permitting processes continue to run as smoothly as possible. The table beginning on page 3 provides step by step VSMP administrative procedures that will unfold as a qualifying development application moves from submission to grading permit issuance. The steps that call for a specific action by the “applicant” are shaded in gray.

County VSMP Website: Please go to www.loudoun.gov/loudounvsmp to find templates for the majority of documents referenced in this newsletter. Also, the website begins with an abbreviated schematic of the local VSMP process and includes some helpful hints and legal references.
Recent Developments / Determinations: For all development projects that receive initial or renewed State Construction General Permits for Stormwater Discharges (a.k.a. State “General Permit”) for the permit period July 1, 2014 – June 30, 2019, an Erosion and Sediment Control (E&S) Plan must be submitted to the County within 60 days of permit coverage to validate permit coverage. Since there has been a delay in the issuance of notification of coverage to applicants, the County is considering the date of the General Permit coverage letter from DEQ to the applicant as the starting point for the 60-day period – not July 1, 2014.

Also, the County will consider the day that ESI received the E&S plan (as part of the CPAP, STPL, etc.) as the official date that the E&S Plan is received – not the later date when the plans are transmitted to County staff. Notably, the Department’s approach on these two items has recently been deemed acceptable by DEQ.

Finally, guidance on how to prepare an “An Agreement in Lieu of a Stormwater Plan” for single family homes was just recently issued by DEQ is now available on our VSMP webpage, www.loudoun.gov/loudounvsmp, and a copy is included as Attachment #1. This template can be used to address stormwater management for single family detached homes that disturb up to 5 acres in lieu of an engineered SWM Plan.

Note: This newsletter does not cover all new VSMP elements that will impact the development community and County staff. If you have additional questions regarding other program elements, such as specific project vesting or grandfathering, or the new Technical Criteria for water quality and quantity control, please call Jimmy Edmonds, B&D VSMP Administrator, at (703) 737-8052.
<table>
<thead>
<tr>
<th>VSMP Steps / Actions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant submits VSMP Package to B&amp;D County Customer Service Team (2nd floor counter), including 50% of County VSMP Fee.</td>
<td>VSMP package consists of the completed Registration Statement (see Attachment #2), the CPAP, STPL, CPAR, STPR, etc. (which includes E&amp;S &amp; SWM Plans), the Pollution Prevention Plan, a Deed of Easement (at a minimum the template deed for the project’s SWM facilities), and the VSMP Fee (see Attachment #3).</td>
</tr>
<tr>
<td></td>
<td>An acceptable “boilerplate” for the Pollution Prevention Plan can be found at the EPA webpage: <a href="http://water.epa.gov/polwaste/npdes/stormwater/Stormwater-Pollution-Prevention-Plans-for-Construction-Activities.cfm#template">http://water.epa.gov/polwaste/npdes/stormwater/Stormwater-Pollution-Prevention-Plans-for-Construction-Activities.cfm#template</a></td>
</tr>
<tr>
<td></td>
<td>Note: Applicants, including builders, who purchase lots for the construction of single family homes separately built and builders who purchase residential lots within a common plan of development (CPoD)* must submit a separate VSMP Package to B&amp;D prior to issuance of the related building permits for those lots. See Attachment #4 for the Application Form (vs. a Registration Statement) that must be submitted by these applicants.</td>
</tr>
<tr>
<td></td>
<td>*CPoD is defined as “a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.” Lots recorded prior to July 1, 2004 are not considered to be part of a CoPD.</td>
</tr>
<tr>
<td>Customer Service Team forwards plans and VSMP Package to B&amp;D Project Manager (PM); PM then sends plan referrals to review agents, including the VSMP Team.</td>
<td>The VSMP Registration Statement and the Pollution Prevention Plan are referred only to the VSMP Team. VSMP Team begins to enter data in the “VSMP Application” in LMIS.</td>
</tr>
<tr>
<td>VSMP Team performs a Completeness Review of Package.</td>
<td>Applicants will be alerted by e-mail within 15 days if package is not complete. Note: ESI will perform the Completeness Review if plans are subject to the ESI Minimum Submission Review.</td>
</tr>
<tr>
<td>VSMP Steps / Actions</td>
<td>Details</td>
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<tr>
<td><strong>The VSMP Team reviews and approves the SWM Plan</strong> when all SWM &amp; related drainage issues have been adequately addressed and enters “approved” in LMIS under the original project entry. <strong>The E&amp;S Team will be following a similar process</strong> (the E&amp;S Plan must also be approved prior to State permit issuance). <strong>The applicant will be alerted of these approvals by e-mail (VSMP Administrator will be copied).</strong></td>
<td>These approvals may occur earlier than the overall project approval. <strong>E&amp;S &amp; SWM Plan approvals plus fee remittance must occur prior to issuance of the State’s General Permit for Discharges of Stormwater from Construction Sites (GP).</strong></td>
</tr>
<tr>
<td><strong>Applicant pays remainder of County VSMP fee.</strong></td>
<td><strong>Remainder of County fee will be submitted to the 2nd floor counter.</strong></td>
</tr>
<tr>
<td><strong>VSMP Administrator alerts DEQ via the State electronic permitting system that all requirements of the VSMP have been met.</strong></td>
<td><strong>This will be done upon receipt of the County VSMP fee.</strong></td>
</tr>
<tr>
<td><strong>DEQ issues notice of intent to provide coverage, along with instructions for payment of the State fee.</strong></td>
<td><strong>The entire State fee must be paid at this time.</strong></td>
</tr>
<tr>
<td><strong>DEQ issues the GP to the applicant upon receipt of State fee.</strong></td>
<td><strong>The GP consists of a letter of coverage from DEQ which includes the General Permit Number and some template permit language.</strong></td>
</tr>
<tr>
<td><strong>The applicant provides a copy of the GP coverage letter to the B&amp;D E&amp;S Team (typically in the Grading Permit Application Package).</strong></td>
<td></td>
</tr>
<tr>
<td><strong>B&amp;D E&amp;S Team issues the Grading Permit.</strong></td>
<td><strong>Land disturbance may begin.</strong></td>
</tr>
<tr>
<td><strong>Applicant must submit annual GP maintenance fees, and renew the permit prior to July 1, 2019 if construction will extend past that date.</strong></td>
<td><strong>GP maintenance is handled solely through the County and must be completed by April 1st of each year. Please see the basic fee schedule for maintenance fees (Attachment #3). Permit renewal must be completed by the end of the permit cycle. However, please note that fees for the subsequent (2019) permit cycle have not yet been established.</strong></td>
</tr>
</tbody>
</table>
COMMONWEALTH of VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN
SINGLE-FAMILY DETACHED RESIDENTIAL STRUCTURE

Construction Activity Operator:
Name:__________________________________________
Contact:_______________________________________
Mailing Address:________________________________
City:_____________ State:____ Zip:____ Phone:______
Email address (if available):_______________________

Location of Single-Family Detached Residential Structure:
Address (if no address description of location):__________________________
City:_________________ State:_____________ Zip:__________________
County (if not located within a City):______________________________

In place of a Stormwater Management Plan for the construction of this single-family
detached residential structure, I agree to comply with the requirements of this
“Agreement in Lieu of a Stormwater Management Plan” (or other requirements as
established by the Department when necessary) to ensure compliance with the
applicable post-construction stormwater management provisions of the Virginia
Stormwater Management Program (VSMP) Regulations.

REQUIREMENTS

- As required by the Construction General Permit (VAR10), a copy of this signed and
dated “Agreement in Lieu of a Stormwater Management Plan” shall be maintained in
my Stormwater Pollution Prevention Plan (SWPPP) for the construction activity.
• Post-construction runoff from the property shall be minimized to the maximum extent practicable and shall be controlled to prevent flooding or erosion damage from occurring on adjacent or downstream properties. In meeting this requirement, I agree to direct:

  o runoff from rooftops as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable,

  o runoff from on-lot impervious surfaces (e.g., driveways, parking areas, sidewalks) as non-erosive sheet flow to well-vegetated areas on the property to the maximum extent practicable, and

  o runoff from lawns as non-erosive sheet flow to undisturbed naturally-vegetated areas on the property to the maximum extent practicable.

I fully understand that not complying may result in the revocation of this “Agreement in Lieu of a Stormwater Management Plan” and that the submission of a project-specific Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations may be required.

This “Agreement in Lieu of a Stormwater Management Plan” does not authorize land disturbance. Land-disturbing activities cannot begin until the applicable local Virginia Erosion and Sediment Control Program (VESCP) Authority provides authorization.

Printed Name: ____________________________ Title: ____________________

Signature: ____________________________ Date: ____________________

(Please sign in INK. This certification must be signed by the operator of the construction activity identified above)
Registration Statement
General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10)

(Please Type or Print All Information)

1. Construction Activity Operator: (General permit coverage will be issued to this operator. The Certification in Item #12 must be signed by the appropriate person associated with this operator.)
   Name:__________________________________________________________
   Contact:_______________________________________________________
   Mailing Address:_________________________________________________
   City:________________________ State:________ Zip:________ Phone:______
   Email address (if available):______________________________________
   Indicate if DEQ may transmit general permit correspondence electronically: Yes [ ] No [ ]

2. Existing General Permit Registration Number (for renewals only):__________

3. Name and Location of the Construction Activity:
   Name:__________________________________________________________
   Address (if available):____________________________________________
   City:________________________ State:________ Zip:________
   County (if not located within a City):_______________________________
   Latitude (decimal degrees):_________________ Longitude (decimal degrees):_____________
   Name and Location of all Off-site Support Activities to be covered under the general permit:
   Name:__________________________________________________________
   Address (if available):____________________________________________
   City:________________________ State:________ Zip:________
   County (if not located within a City):_______________________________
   Latitude (decimal degrees):_________________ Longitude (decimal degrees):_____________

4. Status of the Construction Activity (check only one): Federal [ ] State [ ] Public [ ] Private [ ]

5. Nature of the Construction Activity (e.g., commercial, industrial, residential, agricultural, oil and gas, etc.):

6. Name of the Receiving Water(s) and Hydrologic Unit Code (HUC):
   Name:__________________________________________________________
   HUC:__________________________________________________________

7. If the discharge is through a Municipal Separate Storm Sewer System (MS4), the name of the MS4 operator:

8. Estimated Project Start and Completion Date:
   Start Date (mm/dd/yyyy):__________________ Completion Date (mm/dd/yyyy):____________

9. Total Land Area of Development (to the nearest one-hundredth acre):____________________
   Estimated Area to be Disturbed (to the nearest one-hundredth acre):____________________

10. Is the area to be disturbed part of a larger common plan of development or sale? Yes [ ] No [ ]

11. A stormwater pollution prevention plan (SWPPP) must be prepared in accordance with the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.

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

   Printed Name:________________________________________ Title:__________________________
   Signature:____________________________________________ Date:_____________________

(please sign in INK. This Certification must be signed by the appropriate person associated with the operator identified in Item #1.)
Instructions for Completing the Registration Statement
General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10)

GENERAL

A. Coverage under this General Permit.

Any operator applying for coverage under this general permit who is required to submit a Registration Statement (see Section B below) must submit a complete Registration Statement to the Department. The Registration Statement serves as a Notice of Intent for coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10).

B. Single-family Residences.

Operators with an existing stormwater discharge or proposing a new stormwater discharge associated with the construction of a single-family residence separately built, disturbing less than one acre and part of a larger common plan of development or sale is not required to submit a Registration Statement, provided that the stormwater management plan for the larger common plan of development provides permanent control measures (i.e., stormwater management facilities) encompassing the single family residence.

Operators of these types of discharges are authorized to discharge under this general permit immediately upon the general permit’s effective date of July 1, 2014.

C. To Apply for Permit Coverage.

1. New Construction Activities. Any operator proposing a new stormwater discharge from construction activities shall submit a complete Registration Statement to the Department prior to the commencement of land disturbance, unless exempted by Section B above. Any operator proposing a new stormwater discharge from construction activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment is immediately authorized to discharge under this general permit and must submit a complete Registration Statement to the Department no later than 30 days after commencing land disturbance; documentation to substantiate the occurrence of the public emergency must accompany the Registration Statement.

2. Existing Construction Activities. Any operator that was authorized to discharge under the general permit issued in 2009, and who intends to continue coverage under this general permit, shall submit a complete Registration Statement to the Department on or before June 1, 2014, unless exempted by Section B above.

D. Where to Submit Registration Statements.

All Registration Statements should be submitted to:

Loudoun County Department of Building and Development
ATTN: VSMP Administrator
MSC #60
1 Harrison Street, SE, 2nd Floor
Leesburg, VA 20177

LINE-BY-LINE INSTRUCTIONS

Item 1: Construction Activity Operator Information.

"Operator" means the owner or operator of any facility or activity subject to the Stormwater Management Act and regulations. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other state permit or VSMP authority permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions).

The entities that are considered operators will commonly consist of the owner or developer of a project (the party with control of project plans and specifications) or the general contractor (the party with day to day operational control of the activities at the project site which are necessary to ensure compliance with the general permit).

Provide the legal name (do not use a colloquial name), contact, mailing address, telephone number, and email address (if available) of the construction activity operator; general permit coverage will be issued to this operator. Indicate if the Department may transmit general permit correspondence electronically.

Item 2: Existing General Permit Registration Number.

For reapplications only, provide the existing general permit registration number for the construction activity. This item does not need to be completed for new construction activities applying for general permit coverage.

Item 3: Name and Location of the Construction Activity Information.

Provide the official name, street address (if available), city or county (if not located within a City) of the construction activity. Also, provide the latitude and longitude in decimal degrees of the approximate center of the construction activity (e.g., N 37.5000, W 77.5000).

Name and Location of Off-site Support Activity Information.

This general permit also authorizes stormwater discharges from support activities (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas) located on-site or off-site provided that (i) the support activity is directly related to a construction activity that is required to have general permit coverage; (ii) the support activity is not a commercial operation, nor does it serve multiple unrelated construction activities by different operators; (iii) the support activity does not operate beyond the completion of the construction activity it supports; (iv) the support activity is identified in the registration statement at the time of general permit coverage; (v) appropriate control measures are identified in a SWPPP and implemented to address the discharges from the support activity areas; and (vi) all applicable state, federal, and local approvals are obtained for the support activity.

Provide the official name, street address (if available), City and County (if not located within a City) of all off-site support activities to be covered under this general permit. Also, provide the latitude and longitude in decimal degrees of the approximate center of the off-site support activities (e.g., N 37.5000, W 77.5000). Also, if an off-site support activity is going to be covered under this general permit the total land area of the off-site support activity and the estimated area to be disturbed by the off-site support activity need to be included in Item #9.

Item 4: Status of the Construction Activity.

Indicate the appropriate status (Federal, State, Public, or Private) of the construction activity.

Item 5: Nature of the Construction Activity.

Provide a brief description of the construction activity, such as commercial, residential, agricultural, oil and gas, etc. This list is not all inclusive.

Item 6: Receiving Waters(s) and HUC Information.

Provide the name of the receiving water(s) and corresponding HUC for all stormwater discharges including any stormwater discharges from off-site support activities to be covered under this general permit.
Hydrologic Unit Code or HUC is a watershed unit established in the most recent version of Virginia's 6th order national watershed boundary dataset.

Item 7: MS4 Information.

If stormwater is discharged through a municipal separate storm sewer system (MS4), provide the name of the MS4 operator. The name of the MS4 operator is generally the Town, City, County, Institute or Federal facility where the construction activity is located.

Item 8: Construction Activity Start and Completion Date Information.

Provide the estimated start date (month/day/year) of the construction activity. Provide the estimated completion date (month/day/year) of the construction activity.

Item 9: Construction Activity Area Information.

Provide the total area (to the nearest one-hundredth acre) of the development (i.e., the total acreage of the larger common plan of development or sale). Include the total acreage of any off-site support activity to be covered under this general permit.

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.

Item 10: Common Plan of Development or Sale Information.

Indicate if the area to be disturbed by the construction activity is part of a larger common plan of development or sale. Larger common plan of development or sale is defined as a contiguous area where separate and distinct construction may be taking place at different times on different schedules. Plan is broadly defined as any announcement or documentation, including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, etc., or physical demarcation such as boundary signs, lot stakes, or surveyor markings indicating that construction activities may occur.

Item 11: Stormwater Pollution Prevention Plan (SWPPP).

A Stormwater Pollution Prevention Plan (SWPPP) must be prepared in accordance with the requirements of the General VPDES Permit for Discharges of Stormwater from Construction Activities (VAR10) prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.

Item 12: Certification.

A properly authorized individual associated with the operator identified in Item 1 of the Registration Statement is responsible for certifying and signing the Registration Statement. Please sign the Registration Statement in INK.

State statutes provide for severe penalties for submitting false information on the Registration Statement. State regulations require that the Registration Statement be signed as follows:

a. For a corporation: by a responsible corporate officer. For the purpose of this part, a responsible corporate officer means:

(i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or

(ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to
<table>
<thead>
<tr>
<th>Acres</th>
<th>County Fee (% of SWPPP Fee)</th>
<th>State Fee (portion of SWPPP Fee)</th>
<th>Total SWPPP Fee ($)</th>
<th>Use Agreement in lieu of a SWPPP Plan?</th>
<th>Use DCO</th>
<th>SWPPP Template?</th>
<th>Local US MW Permit Coverage Required?</th>
<th>State General Permit Coverage Required?</th>
<th>Registration Stmt. Required?</th>
<th>Approved SWPPP?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>0.5%</td>
<td>3.5%</td>
<td>4.5%</td>
<td>X</td>
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<td>4.5%</td>
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</table>

Note: The table above represents the Loudoun County WSPFP Permitting Requirements and Fees for different acres ranges. Each column indicates the fee percentage and the required elements for SWPPP permits and DCOs.
<table>
<thead>
<tr>
<th>Fee Type, per disturbed area:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Fee</td>
<td></td>
</tr>
<tr>
<td>Loudoun County VSMP Permitting Requirements and Fees</td>
<td></td>
</tr>
</tbody>
</table>

County Fee only, DEQ does not collect annual maintenance fees. Not applicable if a VSMP Authority Permit is not required.

Due April 1 of each year, County Fee only. DEQ does not collect annual maintenance fees.

- Single-family detached residential, >5 acres disturbed: 50
- Single-family detached residential, 5-10 acres disturbed: 75
- Single-family detached residential, <5 acres disturbed: 100
- Other: 225

VSMP Permit Annual Permit Maintenance Fee

<table>
<thead>
<tr>
<th>Area as per Table 1 above, including DEQ's portion</th>
<th>Fee Type, per disturbed area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial permit fees paid and the permit fees that would have applied for the total disturbed area</td>
<td>Notes</td>
</tr>
<tr>
<td>Additional fee (if any) to reflect additional area</td>
<td>County Fee only, DEQ does not collect permit modifications fees.</td>
</tr>
<tr>
<td>Permit modifications that do not necessitate additional VSMP Plan Review</td>
<td>Not applicable if a VSMP Authority Permit is not required.</td>
</tr>
<tr>
<td>County Fee only, DEQ does not collect permit modifications fees.</td>
<td></td>
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<tr>
<td>Less than 1 acre (within a common plan of development)</td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>Loudoun County VSMP Permitting Requirements and Fees</td>
<td></td>
</tr>
</tbody>
</table>
Prior to construction, a “Single-family Detached Residential Structure Coverage Letter” must be printed from DEQ’s website at http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPermits/ConstructionGeneralPermit.aspx and kept onsite, along with the required Stormwater Pollution Prevention Plan (SWPPP) noted in #6 below.

The subject project is:

☐ Part of a Common Plan of Development (CPoD), defined as “a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.” (Lots recorded prior to July 1, 2004 are not considered to be part of a common lot of development.)

☐ Separately built with land disturbance between 1 and 5 acres. Note that if land disturbance is less than 1 acre, and the lot is not within a CPoD, VSMPP Permit coverage is not required. If land disturbance is 5 acres or more, a permit Registration Statement must be completed in place of this form.

1. Construction Activity Operator (The permit will be issued to this operator, and the Certification in item #7 must be signed by the appropriate person associated with this operator [see note below]):

   Name: _______________________________________________________
   Contact: _______________________________________________________
   Mailing Address: ________________________________________________
   City: __________________ State: ________ Zip: _______ Phone: ______
   Email Address (if available): ______________________________________

2. Location of Construction Activity:

   Owner Name (if Different from Operator): ____________________________
   PIN: __________________ Address: _________________________________
   City: __________________ State: ________ Zip: _______
   Latitude (decimal degrees): __________________ Longitude (decimal degrees): __________________

   If part of a Common Plan of Development, please also complete the following as applicable:
   CPoD Grading Permit Number: ____________________________________
   Related to CPAP number: _________________________________________
   Subdivision Name: ______________________________________________
   Landbay and/or Section: _________________________________________
   Total # of Lots: _______ Lot Number(s): __________________________
   PIN(s): _______________________________________________________

3. Name of the Receiving Water(s) and Hydrologic Unit Code (HUC):

   Name: _______________________________________________________
   HUC: _____________________________ Name: _______________________

4. Estimated Project Start Date (mm/dd/yyyy): ________________________

   Estimated Project Completion Date (mm/dd/yyyy): ___________________

5. Estimated Total Area to be Disturbed (to the nearest one-100th acre):

   Total Project Area (to the nearest one-100th acre): __________________

6. A stormwater pollution prevention plan (SWPPP) must be prepared in accordance with the requirements of the General Permit for Discharges of Stormwater from Construction Activities prior to submitting this VSMP Application. By Signing this VSMP Application the operator is certifying that the SWPPP has been prepared. (Please refer to the SWPPP template posted at www.loudoun.gov/loudounvsmp).

7. Certification: “I certify under penalty of law that I have read and understand this VSMP Application and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons 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.”

   Print Name: __________________________________________ Title: ______
   Signature: __________________ Date: _____
   (Please sign in INK. The person signing this form must be associated with the operator identified in Item #1 above.)

Note: “Operator” means the owner or operator of any facility or activity subject to the Stormwater Management Act and regulations. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (1) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (2) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other state permit or VSMP authority permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions). The entities that are considered operators will commonly consist of the owner or developer of a project (the party with control of project plans and specifications) or the general contractor (the party with day to day operational control of the activities at the project site which are necessary to ensure compliance with the general permit).