



Spencer Suter  
County Administrator  
Office: (540) 463-4361  
Fax (540) 463-5981

# County of Rockbridge

## County Administration Offices

150 South Main Street  
Lexington, Virginia 24450

### LAND DISTURBING PERMIT PACKAGE

BUILDING DEPARTMENT  
(540) 463-9361

COUNTY ENGINEER  
(540) 464-1152

DATA PROCESSING  
(540) 464-1241

FISCAL SERVICES  
(540) 463-4361

GRAPHIC INFORMATION SYSTEMS  
(540) 464-9656

PLANNING & ZONING  
(540) 464-9662

RECYCLING COORDINATOR  
(540) 463-2437

## Instructions for Erosion & Sediment Control (ESC) and Stormwater Management (SWM) Plan Submittal

1. Complete and sign the **Application for Land Disturbance Permit** (Pg. 2)
2. Complete the **Submittal Checklist** (Pg. 3) to verify the correct information is delivered
3. Complete the **ESC/SWM Plan Checklist** (Pg. 4 & 5) to verify that the proposed plan is complete
4. If applicable, download the **Stormwater Maintenance Facility Agreement** from the County website. Complete the draft agreement prior to submittal. Once construction is complete, the agreement shall be signed and notarized prior to bond release
5. Submit **payment** for the land disturbance permit to the Rockbridge County ESC & SWM Administrator in accordance with the County's Fee Schedule (Pg. 6). Checks are to be made out to Rockbridge County Treasurer
6. Submit the plan, narrative and completed checklists/agreements to AMT Engineering (Info on Pg. 2) for Plan Review.
7. Have the grading contractor complete and sign the **RLD Affidavit** (Pg. 7)
8. If applicable, download the **Uniform SWPPP Table of Contents** from the County website. Use that document to organize your site's SWPPP notebook information

**Incomplete applications cannot be accepted. If you do not believe a checklist item applies to you, an explanation must be given.**

A determination of SWM Plan completeness will be completed within 15 days of submission. Upon being deemed complete, a SWM Plan technical review will be completed within 60 days. ESC plans that are deemed inadequate for approval will be notified within 45 days.

- Return for additional work - A comment letter is issued addressing the plans inadequacies in which the designer will need to correct and resubmit to the plan reviewer.
- Recommendation for Approval – Once a plan is deemed adequate for approval, a letter will be sent from the reviewer to the plan engineer and Rockbridge County VSMP Administrator recommending the plan for approval.
- **No land disturbance associated with the project is to begin until the County has approved the plan and issued all applicable permits.**
- **Owners/operators of construction activities equal to or larger than one acre are required to apply for registration coverage under the General Permit for Discharges of Stormwater from Construction Activities (Construction General Permit).**
- **In addition, construction activity of less than one acre yet part of a common plan of development or sale, having the potential to discharge stormwater, also requires coverage under the General Permit for Discharges of Stormwater for Construction Activities (Construction General Permit).**
- **As-built plans showing the final stormwater management facilities, man-made ditches and channels, and storm sewer systems must be provided to the Program Administrator upon completion of the project.**
- **Plans will not be reviewed until all parts of this package have been completed, all required documents have been submitted to the proper locations listed below and all fees have been paid to Rockbridge County.**



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### LAND DISTURBING PERMIT PACKAGE

### APPLICATION FOR LAND DISTURBING PERMIT

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 (540) 464-9662

RECYCLING COORDINATOR  
 (540) 463-2437

PROJECT NAME: \_\_\_\_\_

LAND OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTORS NAME: \_\_\_\_\_

STATE LICENSE: \_\_\_\_\_ TYPE: \_\_\_\_\_ EXP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX MAP #: \_\_\_\_\_ DISTURBED ACREAGE: \_\_\_\_\_ ESTIMATED COST OF EXCAVATION: \$ \_\_\_\_\_

LOCATION OF PROPERTY (Directions from 150 S. Main, Lexington, Va. 24450):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DESCRIPTION OF LAND DISTURBANCE:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

■ A COPY OF VDOT ENTRANCE PERMIT IS REQUIRED IF THE PROJECT'S EGRESS IS ON A VDOT RIGHT-OF-WAY

I CERTIFY THAT I UNDERSTAND THE REQUIREMENTS OF THE COUNTY'S EROSION AND SEDIMENT CONTROL ORDINANCE AND ACCEPT RESPONSIBILITY FOR CARRYING OUT THE EROSION AND SEDIMENT CONTROL PLAN.  
 I AGREE TO "RIGHT OF ENTRY" ONTO SAID PROJECT SITE FOR THE PURPOSE OF CARRYING OUT INSPECTIONS AND COMPLIANCE MONITORING BY COUNTY OFFICIALS .

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 SIGNATURE OF ESC & SWM ADMINISTRATOR

\_\_\_\_\_  
 DATE OF FINAL APPROVAL



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#### SUBMITTAL CHECKLIST

BUILDING DEPARTMENT  
 (540) 463-9361

COUNTY ENGINEER  
 (540) 464-1152

DATA PROCESSING  
 (540) 464-1241

FISCAL SERVICES  
 (540) 463-4361

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PLANNING & ZONING  
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RECYCLING COORDINATOR  
 (540) 463-2437

Submit the following items to: **AMT Engineering**  
**Attn: Joe Howard**  
**113 Mill Place Parkway**  
**Verona, VA. 24482**  
[jhoward@amtengineering.com](mailto:jhoward@amtengineering.com)  
**Phone: 540-248-1273**

\_\_\_\_\_ (1) Printed copy of the ESC/SWM/Site Plan narrative & supporting calculations. The narrative is to be published as a booklet and must contain all the information listed on the Narrative checklist

The ESC/SWM calculations must account for the following:

- a. Pre and Post construction totals for the ten-year storm.
- b. Potential build-out of the project (including residential subdivisions)
- c. All onsite channels (natural or manmade)
- d. Pond design permanent or temporary (over-detention is not permissible)
- e. Proof that any offsite receiving channels are classified as "Adequate" regardless of your stormwater detention design

- \_\_\_\_\_ (1) Full size copy of the completed ESC/SWM plan. The plan must contain all the information listed on the plan checklist
- \_\_\_\_\_ (1) Draft Stormwater Maintenance Facility Agreement (Downloaded from County website)
- \_\_\_\_\_ (1) Copy of all checklists in the submittal package
- \_\_\_\_\_ (1) Transmittal Letter to include the submittal date, project name, contents delivered to AMT Engineering

**Once plans are recommended for approval by AMT, submit the following information to Rockbridge County:**

**Attn: Jonathan Griffin**  
**150 S. Main Street**  
**Lexington, VA 24450**  
[jgriffin@rockbridgecountyva.gov](mailto:jgriffin@rockbridgecountyva.gov)  
**Phone: 540-463-9361**

- \_\_\_\_\_ (2) Printed copies of the approved narrative/calculations. One set to be stamped approved for the site. One set to be stamped approved for the Administrators office. The narrative is to be published as a booklet and must contain all the information listed on the narrative checklist
- \_\_\_\_\_ (2) Full size copies of the approved completed plan. One set to be stamped approved for the site. One set to be stamped approved for the Administrators office
- \_\_\_\_\_ (1) Half size copy of the completed plan for the Administrators office (11x17)
- \_\_\_\_\_ (1) Copy of all checklists in the submittal package
- \_\_\_\_\_ (1) Transmittal Letter to include the submittal date, project name and contents delivered to Rockbridge County
- \_\_\_\_\_ (1) Completed Stormwater Maintenance Agreement, signed and notarized. Once the project is complete, this document will be recorded at the courthouse with the land deed. (A \$22 check will be required at that point for courthouse fees)
- \_\_\_\_\_ (1) Copy of the VDOT entrance permit, if applicable
- \_\_\_\_\_ (1) Surety estimate to be completed by the Engineer of record



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### LAND DISTURBING PERMIT PACKAGE

### ESC/SWM Plan Checklist

### NARRATIVE

BUILDING DEPARTMENT  
 (540) 463-9361

COUNTY ENGINEER  
 (540) 464-1152

DATA PROCESSING  
 (540) 464-1241

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- \_\_\_\_\_ Minimum Standards – All applicable ESC minimum standards must be addressed
- \_\_\_\_\_ Project Description – Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.
- \_\_\_\_\_ Existing Site Conditions – A description of the existing topography, vegetation and drainage, include the approximate site slopes (%), cover types of vegetation (%), and receiving channels
- \_\_\_\_\_ Adjacent Areas – A description of neighboring areas such as streams, lakes, residential areas, roads, farm ponds, etc., which might be affected by the land disturbance.
- \_\_\_\_\_ Off-site areas – Describe any off-site land-disturbing activities that will occur (including borrow sites, waste, surplus areas, etc.). Disturbance of other areas may require a separate permit.
- \_\_\_\_\_ Soils – A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, soil structure, and hydrologic soil group. (The county is aware that the proper soil mapping data is not always available but you must respond based on the known soil types of the site being reviewed)
- \_\_\_\_\_ Critical areas – A description of areas on the site which could have potentially serious erosion problems as a result of disturbance. (e.g. steep slopes, channels, wet weather/underground springs, etc.) Also, note any existing erosion problems.
- \_\_\_\_\_ Erosion and sediment control measures – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should satisfy minimum standards in Chapter 3 of Virginia Erosion and Sediment Control Handbook 3<sup>rd</sup> Edition.)
- \_\_\_\_\_ Permanent stabilization – A brief description, including specifications, of how the site will be stabilized after construction is completed.
- \_\_\_\_\_ Calculations – Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, proposed ditches and pipes, etc. Include calculations for pre- and post-development runoff, time of concentration calculations, coefficient calculations, and drainage area map showing points of study/time of concentration flow paths.
- \_\_\_\_\_ Stormwater runoff considerations – Will the development site cause an increase in peak runoff Rates/Volume/Velocity/Duration? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to manage stormwater runoff, including the following components:
  - Address stormwater quality and quantity utilizing the appropriate technical criteria. Must provide information demonstrating the appropriate technical criteria. The Virginia Runoff Reduction Method (VRRM) Spreadsheets and Energy Balance Equations must be shown
  - For Common Plan Developments, must address stormwater quality and quantity (where applicable) for the entire subdivision as part of the first phase submittal. BMP calculations, location(s), and design option(s) must be identified on the initial plan
  - Pre- and post-development site conditions and hydrology must be verified by site inspections, topographic surveys, available soil mapping or studies, and calculations consistent with good engineering practices. The Virginia SWM Handbook and the Virginia Stormwater BMP Clearinghouse provide appropriate guidance practices
  - Identify the type and location of all points of discharge from the site and the type of features to which stormwater is being discharged
  - Show the pre-development and post-development drainage areas to each point of discharge



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- Identify the pre-development and post-development site conditions
- Identify the type, location (including geographic coordinates), acres treated, and the point of discharge for each proposed stormwater management facility
- Provide hydrologic and hydraulic computations, including runoff characteristics
- Show the locations of existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains
- Provide tabulations of the areas devoted to impervious, forest/open and other vegetative cover based on both the existing and proposed site conditions
- Increased sheet flow volumes resulting from the land-disturbing activity must be identified and evaluated for potential impacts to downstream properties or resources
- Increased sheet flow volumes that will cause or contribute to erosion, sedimentation, and/or flooding of downstream properties or resources must be diverted to a SWM facility or stormwater conveyance system that conveys the runoff without causing erosion, sedimentation, or flooding
- The prescribed design storms are the 1-year, 2-year, and 10-year 24-hour storms using the site-specific rainfall precipitation frequency data recommended by the U.S. National Oceanic and Atmospheric Administration (NOAA) Atlas 14. Partial duration time series shall be used for the precipitation data
- Individual maintenance plans and draft agreements are required for each SWM facility type prior to plan approval

### SITE PLAN

- \_\_\_\_\_ Vicinity map – Include a small map locating the site relative to the surrounding area. Include any landmarks which might assist in locating the site.
- \_\_\_\_\_ Indicate north – The direction of north in relation to the site.
- \_\_\_\_\_ Limits of clearing and grading – Areas which are to be cleared and graded must be labeled in bold.
- \_\_\_\_\_ Existing contours – The existing contours of the site must be surveyed (not USGS overlay). **No exceptions.**
- \_\_\_\_\_ Final contours – Changes to the existing contours, including final drainage patterns.
- \_\_\_\_\_ Existing vegetation – Identify existing tree lines, grassed areas, or unique vegetation.
- \_\_\_\_\_ Soils – The boundaries of different soil types. Identify any known rock.
- \_\_\_\_\_ Existing drainage patterns – The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
- \_\_\_\_\_ Critical erosion areas – Areas with potentially serious erosion problems. (See Chapter 6 of the Virginia Erosion and Sediment Control Handbook 3<sup>rd</sup> Edition for criteria).
- \_\_\_\_\_ Site Development – Show all improvements such as buildings, parking lots, access roads, utility construction, stormwater management, etc. (must include future residential build out and stormwater management facilities).
- \_\_\_\_\_ Location of practices – The locations of erosion and sediment control and stormwater management BMPs to be used on the site. Use the standard symbols and abbreviations in Chapter 3 of the E&S Handbook.
- \_\_\_\_\_ Off-site areas – Identify any off-site land-disturbing activities (e.g. borrow sites, waste areas, etc.) Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- \_\_\_\_\_ Detail drawings – Any structural practices used that are not referenced to the E&S Handbook or local handbooks should be explained and illustrated with detail drawings.
- \_\_\_\_\_ Maintenance – Include a schedule of regular inspections and repair of erosion and sediment control structures.

### ESC Fee Schedule



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Development Types	Base Fee	Resubmittals
Commercial/Industrial	\$760	\$95/hour
Residential (3 or more lots)	\$760	\$95/hour
<1 (Common Plan of Development)	\$760	\$95/hour

### SWM Fee Schedule

Development Types	Total Permit Fee*	DEQ Portion of Total Permit Fee*
General / Stormwater Management - Small Construction Activity/*Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>less than 5 acres</b> ) [ <i>single family home construction only</i> ]	\$760	\$0
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage <b>less than 1 acre, except single-family detached residence structures</b> )	\$841	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 1 acre and less than 5 acres</b> )	\$2,088	\$756
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 5 acres and less than 10 acres</b> ) [ <i>single family home construction-Rockbridge County specific</i> ]	\$760	\$952
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 5 acres and less than 10 acres</b> )	\$2,891	\$952
General / Stormwater Management – Large Construction Activity/Land Clearing [Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 10 acres and less than 50 acres</b> ]	\$4,342	\$1,260
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 50 acres and less than 100 acres</b> )	\$6,448	\$1,708
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage <b>equal to or greater than 100 acres</b> )	\$8,755	\$2,688

\* Total Permit Fee = paid by Applicant (includes both VSMP authority and DEQ portions, where applicable)  
 DEQ Portion of Total Permit Fee = paid by applicant (included in Total Permit Fee)



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## RLD AFFIDAVIT

BUILDING DEPARTMENT  
 (540) 463-9361

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DATA PROCESSING  
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FISCAL SERVICES  
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The undersigned hereby affirms that they are the holder of a valid Virginia Department of Environmental Quality RLD Certification and will be responsible for all erosion and sediment control and pollution prevention measures and maintenance for this project.

NAME: (print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

RLD NUMBER: \_\_\_\_\_

CERT. EXPIRATION DATE: \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

CERT. HOLDER SIGNATURE : \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_