



Claire Collins
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 Plan Submittal

First Submittal / Second Submittal

1. Complete the “**Design Submittal**” checklist and deliver the proper info to the addresses listed. (pg2,3) ****Do not leave blanks**
2. Complete the **Narrative** checklist to verify that the proposed narrative is complete. (pg4) ****Do not leave blanks**
3. Complete the **Site Plan** checklist to verify that the proposed plan is complete. (pg5) ****Do not leave blanks**
4. Complete and sign the “**Application for Land Disturbance Permit**”. (pg6) ****Do not leave blanks**
5. Have the grading contractor complete and sign the “**Affidavit**”. (pg7) ****Do not leave blanks**
6. Complete/Sign/Notarize the “**Stormwater Maintenance Agreement**”
(Must be completed by the Owner/Homeowners Association). (pg I,II,III) ****Do not leave blanks**

**** Blanks or N/A will not be accepted for review. If you do not believe a checklist item applies to your project you must give an explanation.**

Once a completed submittal package is received a review will be completed within 45 days. Upon the completion of the review process a written letter will be issued to the designer.

The response letter will either be a “plan review comment letter” or a “plan approval letter”.

A comment letter is issued addressing the plans inadequacies at which the designer will need to, correct and resubmit a complete new package.

An approval letter will include the instructions for the bond requirements (See Surety Estimate that is to be completed by the Engineer of record) and the permit fees. It is the responsibility of the owner / agent to deliver these to the attention of the County Erosion and Sediment Control Administrator before scheduling a preconstruction meeting. All permits will be issued to the owner / agent at the site preconstruction meeting.

NOTE: Before issuing any county Land Disturbing permit you must provide proof of application for the state Virginia Stormwater Management Program Permit as required by state law for the following Sites:

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. Owners / operators of construction activities larger than 2,500 square feet and less than one acre located in Chesapeake Bay Preservation localities are also required to apply for registration for coverage.

In addition, construction activity (i) of less than one acre yet part of a common plan of development or sale disturbing one or more acres, and (ii) having the potential to discharge stormwater, requires coverage under the *VSMP General Permit for Discharges of Stormwater for Construction Activities*. A VSMP permit fee of \$500 is required for construction activity that derives from a common plan of development defined as large construction activity pursuant to 4 VAC 50-60-10 (i.e., disturbing greater than five acres). The VSMP permit fee for construction activity that derives from a common plan of development defined as small construction activity pursuant to 4 VAC 50-60-10 (i.e., disturbing greater than one acre and less than five acres) is \$300.

For answers to general questions about the DCR stormwater permitting program, please call (804) 786-1712 or email SWMESquestions@dcr.virginia.gov.

*****No plans will be reviewed until all parts of this package have been completed and all required documents have been submitted to the proper locations listed below. All submittal packages are to be submitted to appropriate contact person listed.**



Claire Collins
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

SUBMITTAL CHECKLIST

Submit the following items to: **AECOM**
Attn: Ryan Fedak
1315 Franklin Road
Roanoke, VA 24016
ryan.fedak@aecom.com

_____ (1) Printed copies of the Narrative/Calculations. The Narrative is to be published as a booklet and must contain all the information listed on the Narrative checklist.

*** The stormwater 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 (nature / manmade)
- d. Pond design (permanent or temporary)
- e. You must provide proof that any offsite receiving channels are classified as "Adequate" regardless of your stormwater detention design.
- f. Over-dention is not permissible.

_____ (1) Half size copy of the completed plan (11X17). The Plan is to contain all the information listed on the Plan checklist.

_____ (1) Copy of all checklists in the Submittal Package.

_____ (1) Transmittal Letter to include the submittal date, Project Name, contents delivered to HSMM and contents delivered to Rockbridge County Virginia.



Claire Collins
 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

SUBMITTAL CHECKLIST (continued)

Submit the following items to: **Rockbridge County Virginia**
Attn: Joanne Moore
150 S. Main Street
Lexington, VA 24450
joanne_moore@co.rockbridge.va.us

_____ (2) Printed copies of the Narrative/Calculations. The Narrative is to be published as a booklet and must contain all the information listed on the Narrative checklist.

*** The stormwater 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 (nature / manmade)
- d. Pond design (permanent or temporary)
- e. You must provide proof that any offsite receiving channels are classified as "Adequate" regardless of your stormwater detention design.
- f. Over-dention is not permissible.

_____ (1) Half size copy of the completed plan (11X17). The Plan is to contain all the information listed on the Plan checklist.

_____ (1) Full size copy of the completed plan. The Plan is to contain all the information listed on the Plan checklist.

_____ (1) Copy of all checklists in the Submittal Package.

_____ (1) Transmittal Letter to include the submittal date, Project Name, contents delivered to HSMM and contents delivered to Rockbridge County Virginia.

_____ (1) Original of the Stormwater Maintenance Agreement that must be sign by the owner and notarized. This Document is to be recorded with the deed but can be transferred at any time.

_____ (1) Copy of the VDOT entrance permit if applicable.

_____ (1) Copy of a completed Stormwater Management Program permit Application if the total disturbance exceeds 1 acre
 For answers to general questions about the DCR stormwater permitting program, please call (804) 786-1712 or email SWMESquestions@dcr.virginia.gov.

_____ (1) Check/Money Order for the complete amount of the total fees based on the fee chart found on both the application for Land Disturbing Permit Form and in Chapter 12 of the County Code. Make all check payable to The Rockbridge County Treasurer.



Claire Collins
 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

CHECKLIST

Erosion and Sediment Control Plans

_____ Minimum Standards – All applicable Minimum Standard must be addressed.

NARRATIVE

_____ 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 identify 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, or surplus areas, etc.). Will any other areas be disturbed? May require 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 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 have potentially serious erosion problems (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.)

_____ Permanent stabilization – A brief description, including specifications, of how the site will be stabilized after construction is completed.

_____ 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 control stormwater runoff. **You must provide a complete and detailed answer addressing each of the items above!**

_____ Calculations – Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, 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.



Claire Collins
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

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 – The direction of north in relation to the site.
- _____ Limits of clearing and grading – Areas which are to be cleared and grade. Must be labeled and 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 – The existing tree lines, grassed areas, or unique vegetation.
- _____ Soils – The boundaries of different soil types. Identify any 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 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 practices 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 – A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.



County of Rockbridge

County Administration Offices

150 South Main Street

Lexington, Virginia 24450

LAND DISTURBING PERMIT PACKAGE

APPLICATION FOR LAND DISTURBING PERMIT

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

Claire Collins
County Administrator
Office: (540) 463-4361
Fax (540) 463-5981

- **COMMERCIAL/INDUSTRIAL:** Erosion & Sediment Control Plan Review ----\$1,065+\$175/Acres Disturbed (portion thereof)
RESUBMITTAL FEES: \$80/Hour for review
 - **RESIDENTIAL DEVELOPMENTS:** Erosion & Sediment Control Plan Review ---\$1,100+\$175/Acres Disturbed (portion thereof)
RESUBMITTAL FEES: \$80/Hour for review
 - **COMMERCIAL/INDUSTRIAL/RESIDENTIAL:** Letter of Credit (See Engineer estimate Form)-----\$_____
- TOTAL FEE:** -----\$_____

*** The Resubmittal Fee will only apply after the second submittal. Resubmittal of the plans that have significant changes are not subject to the Resubmittal Fee and will be charged the initial fee again.

DATE: _____ DISTRICT: KERRS CRK – SOUTH RIVER TYPE OF ZONING: _____
WALKERS CRK – BUFFALO
NATURAL BRIDGE

PROJECT NAME: _____

LAND FULL OWNER'S NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____ MOBILE #: _____

APPLICANTS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____ MOBILE #: _____

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

LOCATION OF PROPERTY (Directions from 150 S. Main):

DESCRIPTION OF LAND USE:

- A COPY OF VDOT ENTRANCE PERMIT REQUIRED, IF APPLICABLE

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 FURTHER GRANT RIGHT-OF-ENTRY ONTO THIS PROPERTY FOR THE PURPOSE OF INSPECTING AND MONITORING FOR COMPLIANCE WITH THE AFORSAID ORDINANCE.

SIGNATURE OF APPLICANT

SIGNATURE OF LOCAL ADMINISTRATOR

DATE OF FINAL APPROVAL/DISAPPROVAL



Claire Collins
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

RLD AFFIDAVIT

The undersigned hereby affirms that they are the holder of a valid Virginia Department of Conservation Certification and will be responsible for all erosion and sediment control measure and maintenance for this project.

CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CERTIFICATION TYPE: _____

CERTIFICATION NUMBER: _____

DATE CERTIFICATION EXPIRES: _____

SIGNED THIS _____ DAY OF _____, 200 _____

CONTRACTOR SIGNATURE: _____

WITNESS: _____ DATE: _____