

Annual Standards and Specifications

for

Erosion & Sediment Control

and

Stormwater Management

[The Longwood University Stormwater Pollution Prevention Plan (SWPPP) Template is incorporated by reference and available as a separate Word document for projects equal to or greater than an acre of disturbance.]

LONGWOOD
U N I V E R S I T Y



Longwood University

Effective:
FY 2019

This document is submitted in accordance with 9VAC25-870-170 that requires submission to DEQ, on an annual basis, standards and specifications consistent with the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq., as amended), the General Permit for Discharges of Stormwater for Construction Activity, and the Erosion and Sediment Control Regulations. This document describes how land-disturbance activity shall be conducted on lands owned by Longwood University.

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ACRONYMS

AS&S	Annual Standards and Specifications
BMP	Best Management Practice
CWA	Clean Water Act
DEQ	Virginia Department of Environmental Quality
EPA	Environmental Protection Agency
ESC	Erosion and Sediment Control
HUC	Hydraulic Unit Code
LDA	Land Disturbance Activity
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
SWM	Stormwater Management
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
VAR10	General Permit for Discharges of Stormwater from Construction Activity
VESCH	Virginia Erosion and Sediment Control Handbook
VPDES	Virginia Pollutant Discharge Elimination System
VSMP	Virginia Stormwater Management Program

DEFINITIONS

The words and terms used in these Standards & Specifications shall have the meanings defined in the regulations listed in Section 1.0 unless the context clearly indicates otherwise. The following definitions apply to these Standards & Specifications:

"Applicant" means person or persons providing submissions to Longwood University to engage in a regulated land-disturbing activity (e.g. Longwood University AS&S Project Manager or designee).

"Contractor" means operator as defined in these Standards & Specifications.

"Licensed professional" means a professional registered in the Commonwealth of Virginia pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia. For purposes of these Standards and Specifications a licensed professional is one who is certified by DPOR as an Architect, Professional Engineer, Land Surveyor, or Landscape Architects.

"Local technical criteria (for SWM)" means technical criteria in a DEQ approved local ordinance that is more stringent than the technical criteria described in Part II B of 9VAC25-870.

"Operator" means contractor of a regulated activity. In the context the Standards & Specifications, 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.

"Permittee" means the operator to whom the General Permit for Discharges of Stormwater from Construction Activity (VAR10) is issued.

"Primary Contractor for land disturbance" is the company or individual responsible for implementation of the approved ESC Plan, SWM Plan, and conditions of the General Permit for Discharges of Stormwater from Construction Activity, when applicable.

"Standards & Specifications" means the Longwood University's Annual Standards and Specifications for Erosion & Sediment Control and Stormwater Management.

"Stormwater Management Facility" means a control measure that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow. For purposes of water quality, a stormwater management facility means approved practices as described on the Virginia Stormwater BMP Clearinghouse Website.

"Longwood University AS&S Inspector" means the individual performing inspections in accordance with Section 4.2.1 of these standards and specifications.

"Longwood University AS&S for ESC" includes the information described in the standards and specifications regarding ESC.

"Longwood University AS&S for SWM" includes the information described in the standards and specifications regarding SWM.

"Longwood University AS&S Project Manager" means the individual managing the land disturbance activity for Longwood University.

1.0 OVERVIEW

Longwood University, is required per §62.1-44. 15:31 of the Virginia Stormwater Management Act to submit standards and specifications for approval by the Virginia Department of Environmental Quality (DEQ) to describe how land disturbance activities shall be conducted on Longwood University properties. In response, Longwood University has adopted the Longwood University Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management (Longwood University AS&S) that guide regulated land disturbance activity on Longwood University properties. The Longwood University AS&S incorporate, by reference, the following laws and attendant regulations:

- Virginia Stormwater Management (SWM) Act (§62.1-44. 15:24 et. seq.) as amended and Virginia Stormwater Management Program (VSMP) Regulations (9VAC25-870) as amended;
- VPDES General Permit for Discharges of Stormwater from Construction Activities (9VAC25-880) as amended;
- Virginia Erosion and Sediment Control (ESC) Law (§62.1-44.15:51 et. seq.) as amended and Virginia Erosion and Sediment Control Regulations (9VAC25-840) as amended;
- Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850) as amended, and where applicable,
- Chesapeake Bay Preservation Act (§62.1-44.15:67 et. seq.) as amended and Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830).

The Longwood University AS&S are submitted annually to DEQ for their review and approval based on consistency with the law and regulations listed above. The Longwood University AS&S shall apply to all applicable land disturbance activities, as described in Section 2.

Administration and enforcement of the Longwood University AS&S will be performed by Longwood University as described herein. Longwood University shall ensure responsible staff and its representatives obtain the necessary certifications through DEQ in accordance with the Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). Certifications will be dependent on the individual's role in implementing the Longwood University AS&S and may include Program Administrator, Plan Reviewer and/or Inspector.

The Longwood University AS&S have been framed to guide a land disturbance project through planning, plan approval and construction to ensure consistency with the regulatory requirements referenced in Section 1.0. The Longwood University AS&S includes five distinct sections:

- **Applicability** – Procedures to determine if a land disturbance project is subject to the Longwood University AS&S as described in Section 2;
- **Application Process** – Procedures for applicable land disturbance activities prior to commencement of land disturbance as discussed in Section 3;
- **Implementation through Construction** – Procedures necessary during construction through the completion of a project as discussed in Section 4; and
- **Post-Construction and Reporting** – Longwood University responsibilities and procedures to ensure long-term care and maintenance of stormwater management facilities as discussed in Section 5.
- **DEQ Oversight** – Longwood University discretionary reporting requirements and DEQ enforcement, complaints, inspections and fees as described in Section 6.

2.0 APPLICABILITY

A land disturbance activity may be subject to ESC Law and Regulations or SWM Law and Regulations, or both. Applicability may vary depending on the location and type of activity. Section 2 includes the following:

- Section 2.1 provides information for determining if a proposed project is subject to the Longwood University AS&S for ESC.
- Section 2.2 provides information for determining if a proposed project is subject to the Longwood University AS&S for SWM.
- Section 2.3 describes the requirements for all SWM practices on Longwood University properties to be approved by Longwood University.

2.1 Erosion & Sediment Control

The Longwood University AS&S for ESC are applicable on Longwood University properties where a land disturbance activity is equal to or greater than

- 5,000 square feet; or
- 2,500 square feet if the project is within the Chesapeake Bay Preservation Area (CBPA) regulations 9VAC25-830.

For the Purpose of applicability to the Longwood University AS&S for ESC, a land disturbance activity is defined as:

ESC Land Disturbance Activity – means any man-made change to the land surface that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

Exceptions to the applicability of the Longwood University AS&S for ESC that are potentially relevant to Longwood University include:

- Installation, maintenance, or repair of underground public utility lines when such activity occurs on, and is confined within, an existing hard surfaced road, street or sidewalk;
- Installation of fence, sign posts, telephone and electric poles, and other posts or poles; and
- Emergency work to protect life, limb or property, and emergency repairs; however, the land area disturbed shall be shaped and stabilized in accordance with the requirements of the Longwood University AS&S.

2.2 Stormwater Management

The Longwood University AS&S for SWM are applicable where a land disturbance activity is equal to or greater than:

- 1-acre; or
- 2,500 square feet if the project is within a CBPA.

For the purposes of applicability to the Longwood University AS&S for SWM, a land disturbance activity is

defined as:

SWM Land Disturbance Activity – *means a man-made change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation.*

Exceptions to the applicability of Longwood University AS&S for SWM that are potentially relevant to Longwood University include:

- Projects that discharge to a sanitary sewer or a combined sewer system;
- Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance; and
- Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, Longwood University and the DEQ shall be advised of the disturbance within seven days of commencing the land-disturbing activity, and compliance with the administrative requirements described in Section 3.2 are required to be submitted to Longwood University within 30 days of commencing the land-disturbing activity.

2.3 Stormwater Management for Non-Applicable Projects

From time to time, development projects on Longwood University properties may incorporate the construction of a SWM practice although the practice is not required by the SWM laws and regulations. The incorporation of these practices may instead occur as part of a building project to assist in achieving credit towards environmental rating system certifications. Any stormwater management practice that does not otherwise qualify as subject to the Longwood University AS&S for SWM shall not be constructed prior to approval of a SWM Plan from Longwood University as described in Section 3.2. The practice shall be designed per the Virginia Stormwater Management Handbook and the standards and specifications in the Virginia BMP Clearinghouse.

3.0 APPLICATION PROCESS

Section 3 describes the development process once a land disturbance activity has been identified to be subject to the Longwood University AS&S. The Section discusses the responsibilities of the Longwood University, the Longwood University AS&S Project Manager, and the primary contractor of the land disturbance prior to commencement of land disturbance.

Depending on the applicability determination made using the guidance in Section 2, a land disturbance activity may be subject to:

- Only the ESC submission requirements and technical criteria described in Section 3.1; or
- The ESC and SWM submission requirements and technical criteria described in Sections 3.1 and 3.2; or
- A SWM submission and ESC submission (if land disturbance threshold is met or exceeded) if a project

includes a SWM facility as described in Section 2.3.

All submissions are to be provided by the applicant to Longwood University and require Longwood University approval on the plans (in the form of a signed approval stamp signed by the Longwood University Plan Reviewer). For land disturbance activity equal to or greater than an acre, a General Permit for Discharges of Stormwater from Construction Activities, issued by DEQ, is also required prior to the commencement of land disturbance.

3.1 Erosion & Sediment Control Plan Review & Approval

Land disturbance activity subject to the Longwood University AS&S for ESC requires a Longwood University approved ESC Plan. The required submittals, as listed in Section 3.1.2, will be reviewed for consistency with the technical criteria described in Section 3.1.1 by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850).

The review will result in an approval or a letter providing the reasons the ESC Plan could not be approved within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that Longwood University acknowledges in writing that all of the submission materials described in Section 3.1.2 have been provided for review. Acknowledgement from Longwood University of a complete submittal will be provided with form LD-01, provided in Appendix A.

3.1.1 ESC Technical Criteria

The ESC Plan shall be consistent with the requirements of the Virginia ESC Regulations (9VAC25- 840), the latest edition of the Virginia Erosion and Sediment Control Handbook (VESCH), ESC Technical Bulletin #4 Nutrient Management for Development Sites and specifically address each applicable minimum standard described in 9VAC25-840-40.

When applicable, the ESC Plan shall also address more stringent local requirements for erosion and sediment controls. It is the responsibility of the ESC Plan preparer to review the locality's ESC ordinance for more stringent requirements and incorporate them into the ESC Plan.

3.1.2 ESC Submittal

The following shall be submitted by the Applicant for review to Longwood University when land disturbance activity is subject to the Longwood University AS&S for ESC. Each item shall be provided to Longwood University as hardcopy (# of copies as shown) and also electronically in pdf format.

- **Longwood University Land Disturbance Application Form** (2 copies) – This form shall be completed and provided with all submittals. A copy of the form is provided in Appendix A.
- **Completed LONGWOOD UNIVERSITY ESC Plan Checklist** (2 copies) – The Longwood University ESC Plan Checklist in Appendix B is provided to assist the ESC Plan preparer and reviewer with ensuring compliance to the technical criteria and the Longwood University AS&S for ESC. Each applicable item on the checklist shall be addressed in the ESC Plan or ESC Narrative. Written reference on the checklist to the location (plans or narrative) as to where an item has been addressed is recommended to assist with plan development and review.
- **ESC Plan** (3 copies) – The ESC plan shall be signed and sealed by a licensed professional and demonstrate compliance to the technical criteria described in Section 3.1.1.
- **ESC Plan Narrative** (3 copies) – The ESC Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the ESC Plan. The narrative shall incorporate supporting

information necessary to demonstrate compliance to the technical criteria described in Section 3.1.1.

Re-submissions to address comments provided by Longwood University as the result of a review shall include a cover letter from the licensed professional that explicitly responds to each comment from the review. Each response shall describe how the comment was addressed with reference to the locations of the changes in the Plan and/or Narrative. Any other changes not specifically addressed in the response to comments from the previous review shall also be described in the cover letter.

3.1.3 ESC Plan Variances

An Applicant may request a variance from the ESC technical criteria through Longwood University. A variance request shall be provided in writing and may be considered prior to plan approval or during construction under the following conditions:

- The applicant requests, in writing, a variance with explanation of the reasons for requesting the variance. Reasons must be specific to restrictive site conditions and the variance shall be the minimum necessary to mitigate for the site restriction.
- The request shall include alternative measures to address potential downstream transport of sediment that could result from the granting of the variance.
- The request shall describe how the alternative measure(s) meets the intent of the minimum standard (9VAC25-840-40) for which the variance is sought.
- A variance will not be granted in any case where the granting of the variance could cause damage to downstream property. It is the responsibility of the applicant to demonstrate in the request that downstream properties will be protected from erosion, sedimentation and flooding.
- Request for a variance to the VESCH standards and specifications of an ESC measure (e.g. proprietary inlet protection device) will consider consistency with the intent of the standard and specification for the specific type of measure described in Chapter 3 of the VESCH.
 - The use of the VESCH control measures, along with accompanying technical documents and guidance, is strongly preferred. Non-VESCH control measures, best management practices (BMP), and specification may be included in the Annual Standards and Specifications submission, but their use may be further reviewed and approved by the applicable DEQ Regional Office on a project-specific basis.
 - Non-VESCH and Proprietary control measures shall be installed per the manufacturer's instructions and with the intent of the VESCH specifications.
 - Should non-VESCH control measures fail to effectively control soil erosion, sediment deposition, and non-agricultural runoff, then VESCH control measures shall be utilized.
- Specific variances which are allowed by Longwood University shall be documented on the ESC Plan.

Requests for variances will be considered by Longwood University, and if deemed appropriate, Longwood University will submit the request to DEQ for consideration of approval. All variances must be approved by DEQ Central Office.

- DEQ will consider variance and exemption requests freestanding of this Annual Standards and Specification and on a site-specific basis.
- Longwood University may (at DEQ's discretion) be required to produce documentation to demonstrate the applicability of variance requests. The following information will be required for

the review of variance request:

- Introduction
- Project Description
- Minimum Standards Variance Requests
- Existing Conditions and Adjacent Areas
- Soil Characterization
- Critical and Sensitive Areas (Karst, wetlands, etc...)
- Mitigation
 - ESC Measures
 - Permanent Stabilization
 - Vegetative Restoration
 - Maintenance
 - Critical and Sensitive Areas
- Self-Inspection, Reporting and DEQ-Certified Personnel

Longwood University reserves the right to disallow the use of proprietary ESC measures based on findings that demonstrate poor performance related to sedimentation control or maintenance. Sufficient detail shall be provided on the ESC Plan for allowed proprietary measures, including any necessary computations, installation instruction, and inspection and maintenance instruction. Installation and maintenance shall be per the manufacturer's recommendations.

3.2 Stormwater Management Plan Review & Approval

Land disturbance activity subject to the Longwood University AS&S for SWM requires an approved SWM Plan. The required submittals, as listed in Section 3.2.4, will be reviewed for consistency with the technical criteria described in Section 3.2.1 by an individual certified in accordance with the ESC and SWM Certification Regulations (9VAC25-850).

The review will result in an approval or a letter providing the reasons the SWM Plan could not be approved within 45 days of the acceptance of the submittal. The date of acceptance of a submittal is the date that Longwood University acknowledges in writing that all of the submission materials described in Section 3.2.4 have been provided for review. Acknowledgement from Longwood University of a complete submittal will be provided with form LD-01 provided in Appendix A.

3.2.1 SWM Technical Criteria

The SWM Plan shall be consistent with Part II A and Part II B of the VSMP Regulations, unless grandfathered per conditions described in 9VAC25-870-48 and therefore subject to Part II C of the VSMP Regulations. A project is not considered grandfathered unless explicitly approved in writing from DEQ in response to a request for "grandfathered status" consistent with 9VAC25-870-48. The designer should contact DEQ for program assistance in interpreting section 9VAC25-870-48 for grandfathering (and -47 for time limits). The plan submission shall include documentation of grandfathering/time limits.

Design standards and specifications shall be consistent with the Virginia Stormwater BMP Clearinghouse Website, the latest edition of the Virginia Stormwater Management Handbook, and the supplemental criteria in Sections 3.2.2 and 3.2.3. Design standards and specifications shall be consistent with DEQ's Native vs Invasive FAQ publication which can be found at

<https://www.deq.virginia.gov/Portals/0/DEQ/Water/Publications/NativeInvasiveFAQ.pdf>

When applicable and to the maximum extent practicable, the SWM plan shall comply with any local VSMP authority's additional technical requirements for stormwater management adopted within a DEQ-approved local ordinance. It is the responsibility of the SWM Plan preparer to:

- Review the locality's SWM ordinance for specific requirements and incorporate them into the SWM Plan to the maximum extent practicable.
- Where applicable, demonstrate to Longwood University that the locality's additional technical requirements are not practicable and the SWM Plan Narrative shall include information demonstrating the impracticality.

3.2.2 Longwood University Supplemental Technical Criteria

For the purposes of the technical criteria for water quality described in Part II B of the VSMP Regulations, the planning area may not solely be defined as the limits of disturbance. The construction general permit registration statement distinguishes between total site area and disturbed areas. All land cover condition acreages on the Virginia Runoff Reduction Spreadsheet should be included in total site area, although some of these areas may not be disturbed. For example, forested/open space that the project is receiving credit for should be included on the total site area but by definition should not be disturbed.

3.2.3 Longwood University Supplemental BMP Selection Criteria

The successful performance of SWM practices is dependent on a successful long-term maintenance program. Designers must consider maintenance concerns such as accessibility, frequency of maintenance, and costs of maintenance when selecting BMPs to achieve technical criteria. The maintenance requirements for SWM practices shall be clearly specified on the SWM Plan and under no circumstance shall a SWM practice be proposed that requires a maintenance contract with the manufacturer outside of the term of an initial establishment of the practice. Longwood University reserves the right to grant exemptions to this requirement in accordance with Section 3.2.5.

3.2.4 SWM Submittals

The following shall be submitted by the Applicant for review to Longwood University when land disturbance activity is subject to the Longwood University AS&S for SWM. Each item shall be provided to Longwood University as hardcopy (# of copies as shown) and electronically in pdf format.

- **Longwood University Land Disturbance Application Form** (2 copies) – This form shall be provided with all submittals and include the Applicant's contact information and general information about the land disturbance activity. A copy of the form is provided in Appendix A.
- **Completed Longwood University SWM Plan Checklist** (2 copies) – The Longwood University SWM Plan Checklist in Appendix C is provided to assist the SWM Plan preparer and reviewer with ensuring compliance to the technical criteria and the Longwood University AS&S. Each applicable item on the checklist shall be addressed in the SWM Plan or SWM Narrative and the checklist shall be certified by the licensed professional.
- **SWM Plan** (3 copies) – The SWM plan shall be signed and sealed by a licensed professional and provide all of the information described in 9VAC25-870-55 (Stormwater Management Plans) of VSMP regulations. When applicable, the SWM Plan shall also address local technical requirements as described in Section 3.2.1.
- **SWM Plan Narrative** (3 copies) – The SWM Plan Narrative shall be signed and sealed by a licensed professional and is considered part of the SWM Plan, incorporating supporting information necessary

to demonstrate compliance to the technical criteria described in Section 3.2.1 and 3.2.2.

- Completed SWM Management Handbook BMP Checklist (3 copies) – As applicable, provide the applicable BMP Design Checklist from Appendix 8-A of the Virginia Stormwater Management Handbook, latest edition and the Virginia Stormwater BMP Clearing house. A BMP-type specific checklist shall be provided for each BMP proposed in the SWM Plan.
- Exception Request (2 copies) – Where applicable, the applicant shall provide written request that address the conditions described in Section 3.2.5.

Re-submissions to address comments provided by Longwood University as the result of a review shall include a cover letter from the licensed professional that explicitly responds to each comment from the previous review. Each response shall describe how the comment was addressed with reference to the locations of changes in the Plan and/or Narrative. Any other changes not specifically addressed in the response to comments from the previous review shall also be described in the cover letter.

3.2.5 SWM Plan Exceptions

An Applicant may request in writing for an exception to the SWM technical criteria and design standards and specifications through Longwood University. An exception may be granted provided that:

- The exception is the minimum necessary to afford relief;
- Reasonable and appropriate conditions are imposed as necessary upon any exception granted so that the intent of the Virginia Stormwater Management Act and the technical criteria are preserved;
- Granting the exception will not confer any special privileges that are denied in other similar circumstances; and the
- Request is not based upon conditions or circumstances that are self-imposed or self-created.

Economic hardship alone is not a sufficient reason to request an exception from the requirements of the technical criteria or design standards and specifications. The following exceptions will not be granted:

- The requirement that a land-disturbing activity obtain a state permit, when applicable.
- The use of a BMP not found on the BMP Clearinghouse.
- Requirements for phosphorus reductions.

Requests for exceptions will be considered by Longwood University, and if deemed appropriate, Longwood University will submit the request to DEQ for consideration of approval. All exceptions must be approved by DEQ Central Office.

- DEQ will consider variance and exemption requests freestanding of this Annual Standards and Specification and on a site-specific basis.
- Longwood University may (at DEQ's discretion) be required to produce documentation to demonstrate the applicability of variance requests. The following information will be required for the review of variance request:
 - Introduction
 - Project Description
 - Minimum Standards Variance Requests
 - Existing Conditions and Adjacent Areas
 - Soil Characterization

- Critical and Sensitive Areas (Karst, wetlands, etc...)
- Mitigation
 - ESC Measures
 - Permanent Stabilization
 - Vegetative Restoration
 - Maintenance
 - Critical and Sensitive Areas
- Self-Inspection, Reporting and DEQ-Certified Personnel

3.3 Construction General Permit (VAR10)

Land disturbance activity that disturbs an acre or greater requires a General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880), also known as General Permit No. VAR 10 (VAR 10). The VAR 10 General Permit is issued by the Virginia DEQ and coverage is required throughout the duration of the land disturbance activity. The contractor shall obtain permit coverage as the permit operator and provide a VAR10 General Permit coverage letter from DEQ at the preconstruction meeting described in Section 3.4. An “Application of Submission Worksheet” to assist with applying for coverage under the VAR10 General Permit is available from DEQ at the following web link:

<http://www.deq.virginia.gov/Portals/0/DEQ/Water/StormwaterManagement/CGPWorksheetStateFederalSns.pdf>.

The contractor shall submit the applicable documents to:

Department of Environmental Quality
 Office of Stormwater Management, 10th Floor
 P.O. Box 1105
 Richmond, VA 23218

- Cover letter indicating that the Stormwater Management (SWM) Plan has been prepared, reviewed and approved in accordance with the DEQ-approved Annual Standards and Specifications (1 copy) ;
- Cover letter indicating that the Erosion and Sediment Control (ESC) Plan has been prepared, reviewed and approved in accordance with the DEQ-approved Annual Standards and Specifications (1 copy) ;
- Completed Construction General Permit Registration Statement (original signed & dated); and the
- Completed Construction General Permit Fee Form and applicable Permitting Fee (1 copy, originals should be submitted to the DEQ address indicated on the permit fee form).

The coverage letter is required prior to the commencement of the land disturbance activity and shall be maintained in the project Stormwater Pollution Prevention Plan described in Section 3.3.1. The operator of the permit is responsible for compliance to the permit conditions. Upon commencement of land disturbance, the operator shall post conspicuously a copy of the notice of coverage letter near the main entrance of the construction activity. Longwood University will provide oversight of permit compliance through site inspections as described in Section 4.2.1.

3.3.1 Stormwater Pollution Prevention Plans (SWPPP)

Prior to submission of a Registration Statement to DEQ for VAR10 General Permit coverage, the project is required to have a Longwood University approved ESC and/or SWM Plan, as applicable, included as part of a site-specific stormwater pollution prevention plan (SWPPP). The SWPPP shall be prepared and certified in

accordance with the permit by the permittee or duly authorized representative, and prepared using the Longwood University SWPPP template. The template is available from Longwood University as a separate fillable form Word document and is incorporated by reference into the Longwood University AS&S. The permittee is responsible for implementation of the SWPPP and may delegate authority for certifications (e.g. SWPPP and inspection form certifications) using the Delegation of Authority Form in provided in the SWPPP template.

3.3.2 Special Conditions for Total Maximum Daily Loads

Dependent on the location of a project, special conditions may be applicable if a waste load allocation has been assigned to a construction activity in a DEQ approved Total Maximum Daily Load (TMDL). DEQ will indicate in the VAR10 General Permit coverage letter if the TMDL Special Conditions apply to the project. In the case that special conditions do apply, the permittee is responsible for incorporating the increased inspection frequency described in Section 5.1 of the SWPPP template, and for adhering to the additional criteria in Section 5.4 of the SWPPP.

3.3.3 Offsite Land-Disturbance Activity

Offsite support facilities are defined as those facilities such as staging areas, equipment and material storage areas, unsuitable and surplus material disposal areas, borrow areas, etc., which are located outside of the project limits shown on an approved ESC and/or SWM Plan. Offsite support facilities may be located within or outside of Longwood University property. In either case, it is the responsibility of the contractor to ensure applicable plans are approved and permits are obtained for support facilities prior to the commencement of land disturbance activity.

3.4 Pre-construction Meeting

A preconstruction meeting is required for all applicable land disturbance activity subject to the Longwood University AS&S prior to the commencement of the activity. The Longwood University AS&S Project Manager is responsible for coordination of the meeting and shall notify the DEQ at least 14 business days prior to the proposed meeting time. The certified Responsible Land Disturber (RLD), as defined in 9VAC25-850- 10, shall be identified on the plans at, or prior to, the preconstruction meeting. The meeting coordinator shall ensure the individuals identified in Section 1 of the Longwood University AS&S Preconstruction Meeting Form (see Appendix D) attend the meeting and the checklist items in Section 2 of the form will be available at the meeting.

4.0 IMPLEMENTATION THROUGH CONSTRUCTION

Section 4 describes the required actions of the Contractor and Longwood University during the implementation of a land disturbance activity subject to the Longwood University AS&S.

4.1 Contractor/Operator Responsibilities

For land disturbance activity subject to the Longwood University AS&S, the contractor's responsibilities prior to and during construction include, but may not be limited to:

- When applicable, obtaining the VAR10 General Permit for Discharges of Stormwater from Construction Activity (9VAC25-880) from DEQ;
 - Complying with the conditions of the VAR10 General Permit, when applicable;
 - Updating and maintaining the SWPPP per the VAR10 General Permit;

- Performing self-inspections per the VAR10 (It is strongly recommended that the contractor use the inspection form in Appendix E). The permittee shall have inspections performed by a DEQ certified ESC/SWM Inspector per 9VAC25-850.
- Complying with all reporting and recordkeeping requirements as laid out in 9VAC25-870-126.
- Adhering to the approved plans unless otherwise approved in writing by Longwood University.
- Maintaining the approved plans and an up-to-date SWPPP (e.g. plan modifications and inspection forms) on the project site at all times.
- Obtaining necessary permit coverage and plan approvals for applicable off-site activities
- Providing SWM BMP certified record drawing per Section 4.1.1.
- Responding to any corrective action(s) and specified timeframes identified as the result of a Longwood University or DEQ inspection.

4.1.1 SWM Facility Record Drawings

Certification of the construction of all stormwater management facilities shall be submitted to Longwood University for review and approval. The certification shall be signed and sealed by a licensed professional with the design firm that developed the SWM Plan and include:

- A completed and certified copy of the Longwood University Stormwater Management Facility Record Drawing and Certification Form in Appendix G;
- A signed and sealed copy of the certifying professional’s inspection log, including incremental surveys (drawings), photographs, construction logs, inspection reports, geotechnical testing reports, soil reports, certification of materials, and all other applicable information necessary to support and ensure the SWM facility has been built in accordance with the approved Plan; and
- A record drawing (as-built) signed and sealed by the licensed professional that includes:
 - The long-term inspection and maintenance schedule for the SWM facility (extracted from the SWM Plan or SWM Narrative); and the
 - Total drainage area being served by the stormwater practice with the total impervious and pervious area within the drainage area.

In the case that a SWM facility has not been constructed and installed in accordance with the approved SWM Plan, the licensed professional(s) responsible for certifying the as-built shall immediately notify the Longwood University AS&S Program Manager. Generally, there are two potential options when a facility is not constructed in accordance with the approved Plan:

- Option 1: Re-construct the facility in accordance with the approved Plan. It will be necessary to repeat the inspections, surveys, and documentation process such that the licensed professional shall certify the facility is constructed in accordance with the approved Plan.
- Option 2: Perform calculations and analysis, based on the licensed professional’s surveys, data, inspections, and other applicable documentation necessary to verify the as-built conditions meet the approved Longwood University AS&S. The licensed professional shall certify the as-built condition of the facility meets the quantitative and qualitative controls, as prescribed by the approved Longwood University AS&S, and submit the final report as required in this section. The plans shall be revised and the revised plans reviewed and approved by the certified plan reviewer.

4.2 Longwood University Responsibilities

Longwood University is responsible for ensuring implementation of the Longwood University AS&S throughout

the development process. In addition to plan review and approvals, Longwood University meets these responsibilities with oversight throughout the land disturbance activity that include inspections, enforcement actions, and acceptance of record drawings.

4.2.1 Inspections

Longwood University will perform inspections on all projects subject to the Longwood University AS&S. The individual performing inspections on behalf of the Longwood University shall be certified as an ESC and SWM Inspector, as applicable, in accordance with the ESC and SWM Certification Regulations (9VAC25-850). Where a VAR10 is required, Longwood University inspections are in addition to the VAR10 permittee's inspection requirements described in the SWPPP. The applicable inspection report provided in Appendix E and F shall be completed by the inspector on each inspection and a copy provided to the appropriate individual identified on the Preconstruction Form, provided in Appendix D, within 2 business days.

Longwood University will conduct the following inspections, at a minimum:

- After the installation of initial ESC/SWM measures per the ESC phasing in the approved ESC/SWM Plan,
- At least once in every two-week period,
- Within 48 hours following any runoff producing storm event,
- At the completion of the project, and
- Periodically as deemed necessary by Longwood University.

Inspection reports shall specify a required corrective action for each violation noted and a date by which the corrective action must be completed.

The Department of Capital Design and Construction shall maintain an AS&S file for each project requiring a plan. The official file shall include a copy of the approved plan and a record of inspection for each measure required by the plan.

4.2.2 Enforcement

Longwood University reserves the right to enforce the Longwood University AS&S upon discovery of noncompliance through inspection or through public reporting. Compliance status will be conveyed in writing using the Longwood University Construction Site Inspection Form (LD-04) in Appendix E and F. The LD-04 will be completed with each inspection and may also be used if an issue of noncompliance is identified outside of an inspection. The LD-04 will:

- Summarize the item(s) of noncompliance identified on the inspection form (LD-04),
- Provide an indication of severity of compliance status, and
- Provide a description of the necessary corrective action and a timeframe for completing the action.

4.2.3 Modifications to Approved Plans

An approved Plan may be changed by direction or approval by Longwood University in the following cases:

- Where inspection has revealed the Plan is inadequate to satisfy applicable regulations; or
- Where the person responsible for carrying out the approved Plan finds that because of changing circumstances, or for other reasons, the approved Plan cannot be effectively carried out. Proposed amendments to the Plan, consistent with the requirements of the Longwood University AS&S, must be agreed upon by Longwood University and the person responsible for carrying out the plan.

Amendments to an approved ESC and SWM Plan must be submitted in writing to Longwood University and shall not be considered approved until written notice is provided and must comply with the Longwood University AS&S for ESC and SWM. Modifications to approved plans and on-site changes shall be documented on the approved plans. The Operator shall notify DEQ of changes that affect information on the registration statement, permit fee form and/or permit coverage. Information shall be sent to StandardsandSpecs@deq.virginia.gov

4.2.4 Approval of SWM Facility Record Drawings

The Engineer of Record will review and approve record drawing submissions described in Section 4.1.1. The Engineer will return an approved copy of the Longwood University Stormwater Management Facility Record Drawing and Certification Form (LD-D06) to the Longwood University AS&S Project Manager or provide written comments in the case that a record drawing submission is not approved.

4.2.5 Longwood University and DEQ Termination of Land Disturbance

Longwood University will provide to the permittee a completed and approved Termination of Longwood University Land Disturbance Form (Appendix H) upon:

- The approval of the record drawing submittal described in Section 4.1.1 and 4.2.5 and
- Verification that the area of disturbance has been stabilized to the satisfaction of the Longwood University AS&S Project Manager.

Acceptance of the record drawing submission does not release the contractor from any post-construction warranty.

The Operator shall not terminate the VAR10 General Permit until receipt of a Longwood University-approved Termination of Longwood University Land Disturbance Form. Upon receipt of Longwood's approval for termination, the Operator shall submit a Notice of Termination to DEQ after one or more of the following conditions have been met.

- Necessary permanent control measure included in the SWPPP for the site are in place and functioning effectively and final stabilization has been achieved on all portions of the site for which the operator is responsible. When applicable, long-term responsibility and maintenance requirements for permanent control measures shall be recorded in the local land records prior to the submission of a notice of termination;
- Another Operator has assumed control over all the areas of the site that have not been finally stabilized and obtained coverage for the on-going discharge;
- Coverage under an alternative VPDES or state permit has been obtained; or
- For residential construction only, temporary soil stabilization has been completed and the residence has been transferred to the homeowner.

4.2.6 Project Tracking and Notification

Consistent with 9VAC25840-65, Longwood University will maintain a list of active construction projects and submit the list electronically to DEQ at a frequency of once per 6-month period. The list will include:

- Project name (or number);
- Project location (including nearest major intersection);
- On-site project manager name and contact information;
- Project description;

- Acreage of disturbed area for project;
- Project start and finish dates; and
- Responsible Land Disturber name, contact information and RLD certification number.

Two weeks prior to initiating a regulated LDA, Longwood University shall provide e-notification to DEQ the following information:

- Project name (or number);
- Project location (including nearest major intersection, latitude and longitude, access point);
- On-site project manager name and contact information;
- Project description;
- Acreage of disturbed area for project;
- Project start and finish dates; and
- Any variance, exemptions and/or waivers associated with this project.

5.0 POST-CONSTRUCTION

Section 5 describes provisions for the long-term responsibility for and maintenance of SWM facilities. A long-term inspection and maintenance plan is required to be identified on the SWM Plans which are utilized by the university the SWM facility serves.

The following State Maintenance Agreement information shall be included in the approved stormwater management plan for state projects. This information includes:

- A description of the requirements for maintenance and maintenance inspections of the stormwater management facilities, and a recommended schedule of maintenance inspection and maintenance;
- The identification of a person or persons who will be responsible for maintenance inspection and maintenance;
- The maintenance inspection schedule and maintenance requirement should be in accordance with the Virginia BMP Clearinghouse, the Virginia SWM Handbook, the MS4 permit (if applicable) and/or the manufacturer’s specifications;
- Clearly depict the types of land cover on the site (i.e. differing type of hatching for each land cover), including the acreage for each cover type. The acreage should be labeled in all of the subareas. Also provide a table that adds the land cover up by type on the sheet;
- Draw metes and bounds all the way around any conserved open space;
- Label any conserved open space as “Runoff Reduction Compliance Forest/Open Space”
- Include the following note on the sheet: “the Runoff Reduction Compliance Forest/Open Space area shown here shall be maintained in a forest/open space manner until such time that an amended storm water management plan is approved by the VSMP Authority.”

The university’s Vice President of Administration and Finance, is responsible for long-term maintenance of SWM facilities at their respective university. Inspections will be conducted per the prescribed inspection frequency on the approved SWM Plan, or at a minimum frequency of once per a year. Maintenance will be performed per the Plan or as otherwise necessary to ensure the intended function of the facility. Facility inspections shall:

- Be performed by a certified SWM Inspector and
- Inspection and maintenance documentation shall be retained with Longwood University with the approved inspection and maintenance schedule.

6.0 DEQ OVERSIGHT

Section 6 describes DEQ's oversight responsibilities in regards to their discretionary over-site of Longwood University and DEQ's over-site in regards to informant of laws, complaints, inspections and fees.

6.1 DEQ Discretionary Requirements

DEQ, at their discretion, may require Longwood University to submit the following:

- Inspection Reports conducted by Longwood University as well as complaint logs and complaint responses;
- Longwood University may be required to provide weekly e-reporting to DEQ's applicable regional office. These reports will include:
 - Inspection Reports;
 - Pictures;
 - Complaint logs and complaint responses; and
 - Other compliance documents.

6.2 DEQ Oversight Responsibilities

DEQ has responsibilities for the enforcement and compliance with standards and laws and may charge fees associated with these responsibilities.

6.2.1 Enforcement

In accordance with Virginia Stormwater Management (SWM) Act §62.1-44.15:27.f, the Department and the Board shall administer enforcement where applicable in accordance with the provisions of this article. Also in accordance with Virginia Stormwater Management (SWM) Act §62.1-44.15:54.E, §62.1-44.15:56.G, the Department and the Board, where applicable, shall provide project oversight and enforcement as necessary and comprehensive program compliance review and evaluation. The Department may take enforcement actions in accordance with this article and related regulations.

6.2.2 Complaints and Inspections

In accordance with Virginia Stormwater Management (SWM) Act §62.1-44.15:31.C, the Department shall perform random site inspections or inspections in response to a complaint to assure compliance with this article, Erosion and Sediment Control Law, and regulations adopted thereunder.

6.2.3 Fees

In accordance with Virginia Stormwater Management (SWM) Act §62.1-44.15:55.D, the Department shall assess an administrative charge to cover the cost of services rendered associated with its responsibilities pursuant to this sections. Also, in accordance with Virginia Stormwater Management (SWM) Act §62.1-44.15:55.D, the board shall have the authority to enforce approved specifications and charge fees equal to the lower of (i) \$1,000 or (ii) an amount sufficient to cover the costs associated with standard and specifications review, approval, project inspections, and compliance.

APPENDIX A
Land Disturbance Application Form (LD-01)

LONGWOOD UNIVERSITY LAND DISTURBANCE APPLICATION FORM

Instruction: This form shall be completed and included with all plan submissions for projects involving land disturbance activities on Longwood University owned properties and campuses. Refer to Section 2 the Longwood University Annual Standards and Specifications for ESC and SWM for assistance in completing the form.

Project Name: _____

Date of submittal _____ **Date on plans:** _____

Project Abbreviation (if applicable): _____

Project Location: _____

Estimated Area of Disturbance (sq. ft.): _____

Estimated Impervious Area (sq. ft.): Pre-Development: _____, **Post-Development:** _____

Estimated Dates of Disturbance: _____ to _____, **or Duration (months):** _____

Do the Longwood Annual Standards & Specifications require an approved ESC plan? Yes No Unknown

Do the Longwood Annual Standards & Specifications require an approved SWM plan? Yes No Unknown

Describe the land-disturbance(s) involved with the project, including any offsite activities: _____

<p>Applicant</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

Submission Item	Applicable? (yes/no)	Included in Submission? (yes/no)
Completed Land Disturbance Application Form		
Completed ESC Plan Checklist		
ESC Plan		
ESC Narrative		
Completed SWM Plan Checklist (when applicable)		
SWM Plan (when applicable)		
SWM Plan		
SWM Narrative		

Applicant (Print): _____

Applicant Signature: _____

Information below to be completed by LONGWOOD UNIVERSITY

LONGWOOD UNIVERSITY has verified receipt of all of the applicable submittal _____, initiating the 45 LONGWOOD UNIVERSITY review period. Comments or an approval letter resulting from the review will be provided to the applicant listed above.

APPENDIX B

Longwood University ESC Plan Preparer/ Plan Reviewer Checklist (LD-02A)

Instruction: The checklist shall be completed if an ESC Plan and Narrative is required per the Longwood University Annual Standards and Specifications for ESC and SWM. The completed checklist shall be provided with the ESC Plan submittal. The Plan and narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the ESC laws and regulations.

Project Information:

Project Name: _____ Project Location: _____
 Submittal Date: _____ Date on Plans: _____
 Design Engineer (Printed): _____ Email: _____

Yes	No	N/A	ESC Narrative Requirement
			Completed ESC Checklist provided in ESC Narrative.
			Project description including the nature and purpose of the land-disturbing activity.
			Description of the existing site conditions , including topography, ground cover, and drainage (include information for on-site and receiving channels).
			Description of adjacent areas such as residential developments, agricultural areas, streams, lakes, roads, etc., that might be affected by the land disturbance.
			Description of off-site land disturbing activities that may occur (borrow sites, disposal areas, easements, etc.). Identify the Owner of the off-site area and the locality responsible for plan review. Include a statement that any off-site land-disturbing activity associated with the project must have an approved ESC Plan. Submit documentation of the approved ESC Plan for each of these sites.
			Description of the site soils conditions , including hydrologic soils group, mapping unit, erodibility, permeability, surface runoff, and a brief description of depth, texture and soil structure. Mapping of soil variations should be provided in the narrative or on the plans.
			Description of critical areas that have potentially serious erosion problems or that are sensitive to sediment impacts (e.g., steep slopes, channels, etc.).
			Description of the structural and vegetative ESC measures that will be used to control erosion and sedimentation on the site. Controls should be consistent with the standards and specifications in Chapter 3 of the Virginia Erosion and Sediment Control Handbook (VESCH), latest edition. Variations and proprietary measures require a variance (see Section 3.5 of the latest edition of the LONGWOOD UNIVERSITY Annual Standards and Specification for ESC and SWM). Approval from DEQ of variances shall be maintained in the narrative.
			Detailed sequence of construction , that includes the phasing of installation of ESC measures.
			Description of permanent stabilization for the entirety of the site, including specifications, of how the site will be stabilized after construction is completed (permanent stabilization).
			Schedule of maintenance requirements for ESC measures including inspections frequency, maintenance concerns, and methods for repair or prevention of need for repair (i.e. removal of sediment build-up).
			Description of stormwater runoff considerations that includes describing any increase in peak runoff rates and the effects on downstream erosion and flooding. The description shall include the strategy to control stormwater runoff.
			Calculations for temporary sediment basins, diversions, channels, stormwater facilities to address MS-19, etc. Where applicable. including pre- and post-development runoff calculations, drainage area maps, time of concentration paths and computations, rainfall source and documentation, weighted runoff coefficients and computations, runoff and routed hydrographs or peak computations (as applicable), adequate onsite channel (MS-19) & culvert computations, etc.

Yes	No	N/A	ESC Plan Requirement
			Vicinity map locating the site in relation to the surrounding area. Include any landmarks and road information that might assist in locating the site.
			Location on the ESC Plan cover sheet for identification of the Responsible Land Disturber (RLD) .
			Existing conditions including existing contours, surface waters and other surface features, existing tree lines, grassed areas, or unique vegetation.
			Where applicable, a demolition plan with identification of features to be demolished and measures to address ESC for the demolition.
			Proposed conditions , including proposed contours and features.
			Delineation of the limits of disturbance .
			A description of any variance approved by DEQ described on the cover sheet of the ESC Plans.
			North arrow provided on all plan sheets.
			Legend with a complete listing of all ESC measures used, including the VESCH uniform code symbol and the standard and specification number. Include any other items necessary to identify pertinent features in the plan.
			Identification of any off-site land disturbing activities (e.g., borrow sites, disposal areas, etc.) and appropriate ESC controls.
			Identification of critical areas and appropriate protections.
			Inclusion of erosion and sediment control notes (ES-1 through ES-9) found in Table 6-1 on page VI-15 of the 1992 Virginia Erosion and Sediment Control Handbook.
			Identification of property and easement lines . For each adjacent property, list the deed book and page number and the property owner's name and address.
			Finished floor elevation of all buildings on site, including basements.
			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 VESCH.
			Existing drainage patterns including dividing lines and directions of flows with the total area for each drainage area.
			A schedule of regular inspections, maintenance, and repair of temporary erosion and sediment control structures and permanent stormwater management facilities.
			Storm sewer profiles of all storm drains except roof drains.
			Site-specific details for all ESC measures . Where applicable, details shall include site-specific dimensions. Proprietary measures with an approved variance shall include site-specific details with dimensions and other information for construction per manufacturer's specifications.
			Specifications for stormwater and stormwater management structures (i.e. pipe materials, pipe bedding, stormwater structures etc.).
			Minimum Standard (MS) 1 through 19 provided on the plan with a description for each that describes how the minimum standard is addressed with the plan.
			Permanent or temporary soil stabilization shown where required on plans using standard symbols and abbreviations in Chapter 3 of the VESCH. (MS-1, MS-3, and MS-5)
			Stabilization and/or protection measures for soil stock piles and borrow areas. (MS-2)
			Detailed sequence of construction , that includes the phasing of installation of ESC measures with sediment trapping measures as a first step prior to upslope land disturbance. (MS-4)
			Drainage areas to sediment traps and sediment basins shown on plans. (MS-6)
			Stabilization measures provided for slopes steeper than 3:1. (MS-7)

LD-02A: Longwood University ESC Plan Preparer/Plan Reviewer Checklist

Yes	No	N/A	ESC Plan Requirement (cont.)
			Stabilization measures provided for slopes steeper than 3:1. (MS-7)
			Measures to prevent concentrated flow from flowing down cut or fill slopes (i.e. slope drains). (MS-8)
			Measures to address water seeping from a slope face been addressed. (MS-9)
			Inlet protection provided for all operational storm drain and culvert inlets. (MS-10)
			Outlet protection and/or channel linings provided for all stormwater conveyance channels and receiving channels prior to being made operational (see sequence of construction). (MS-11)
			Measures to minimize encroachment and minimize sediment transport for work in a live watercourse. (MS-12)
			Temporary stream crossings of non-erodible material where a live watercourse must be crossed by construction vehicles more than twice in any six-month period. (MS-13)
			Applicable federal, state and local regulations pertaining to working in or crossing live watercourses are addressed and summarized on the plan. (MS-14)
			Stabilization measures for bed and banks of live watercourse subject to disturbance. (MS-15)
			Measures shown on plan (i.e. Construction entrance) to minimize sediment transport onto public and otherwise paved roads. (MS-17)
			MS-19 satisfied for each receiving channel per 9VAC25-840-40(19)
			Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property are diverted to a stable outlet, adequate channel, pipe or pipe system, or to a detention facility.
			If the project impacts any wetlands or surface waters, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.

APPENDIX C

Longwood University SWM Plan Preparer/Plan Reviewer Checklist (LD-02B)

LD-02B: Longwood University SWM Plan Preparer/Plan

Reviewer Checklist Project Code: 214-_____

Instruction: This checklist shall be completed if a SWM Plan and Narrative is required per the Longwood University Annual Standards and Specifications for ESC and SWM. The completed checklist shall be provided with the SWM Plan submittal. The Plan and Narrative submitted for review shall be signed and sealed by a licensed professional. This checklist is intended to only be used as a guide. The licensed professional is responsible for ensuring plans address the SWM laws and regulations.

Project Information:

Project Name: _____ Project Location: _____
 Submittal Date: _____ Date on Plans: _____

Design Engineer (Printed): _____ Email: _____

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>General Plan Information (Plan)</i>			
			North arrow.
			Legend.
			Location and vicinity map.
			Delineation of the site area and property lines in the vicinity of the project.
			Existing and proposed contours (2' interval minimum).
			Locations of test borings.
			Earthwork specifications.
			Compaction requirements specified.
			Sequence of construction.
			Limits of clearing and grading.
			Existing and proposed features including buildings, roads, parking areas, utilities, stormwater management facilities and any other physical attributes.
			SWM Facility Certification - Plans shall list all SWM facilities and critical construction inspection timeframes (i.e., liner, underdrain and outlet pipe installation) for which SWM BMP certification is required per Section 4.1.2 of the Longwood University Annual Standards and Specifications for ESC and
			The following note is on the plan: "A certified construction record drawing for permanent SWM facilities shall be submitted to Longwood University for approval per section 4.1.2 of the Longwood University Annual Standards and Specifications for ESC and SWM. Construction inspections and surveys, performed by a licensed professional, shall be required at each stage of installation (construction) as necessary to certify that the SWM facility has been built in accordance with the approved plan and design specifications. The Contractor shall provide a minimum of 2 business days' notice to the certifying professional to allow for critical inspections."
			BMP Inspection and maintenance plan for each permanent SWM facilities. For manufactured permanent BMPs, the construction drawings shall include manufacturer's recommendation on maintenance and inspection.
			Specifications for construction/installation of proprietary BMPs per the manufacturer's specifications
			Cross sections for stormwater conveyance channels with maximum water surface elevations for design storms (1-, 10-, and 100-year)
			Where applicable, outlet protection with dimensions at points of concentrated discharge

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>Site Information (Narrative)</i>			
			Description of existing and proposed site conditions.
			Summary table with pre- and post-development land cover conditions (i.e. forest, managed turf, and impervious areas).
			Discussion of the stormwater management strategy to address water quantity and quality criteria.
			Information on the type and location of stormwater discharges, including information on the features to which stormwater is being discharged including surface waters or karst features if present.
			If the project impacts any wetlands or surface waters, is all correspondence and permits concerning any proposed impacts to jurisdictional wetlands, stream and channels included (i.e. COE 404 permit). Note that the plan cannot be approved without proper documentation or necessary permits for jurisdictional impacts.
			A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete
			Information on the proposed stormwater management facilities, including (i) the type of facilities; (ii) location, (iii) impervious and pervious acres treated; and (iv) the surface waters or karst features into which the facility will discharge
			Discussion of possible stormwater impacts on downstream properties including mapping with sufficient information on adjoining parcels to assess the impacts.
			Geotechnical report when applicable (include infiltration rates when required for a BMP).
			Boring locations: borrow area, basin pool area and embankment area (centerline principal spillway, emergency spillway, abutments).
			Boring logs with Unified Soils Classifications, soil descriptions, depth to seasonal high groundwater table, etc.
			Additional geophysical investigation and recommendations in Karst environment.
			Description of inclusion of the locality's additional technical requirements into the plan, if any, and how they were addressed to the maximum extent practicable.
<i>Hydrologic Computations (Narrative)</i>			
			Mapping that supports computations and includes, at a minimum the following: <ul style="list-style-type: none"> • Pre- and post-development development contours; • Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains; • Current land use including existing structures, roads, and locations of known utilities and easements; • Limits of clearing and grading; • Proposed drainage patterns on the site; • Proposed buildings, roads, parking areas, utilities, and stormwater management facilities.
			Pre-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.
			Post-development drainage area mapping that includes all contributing drainage areas, CN labels, depiction of time of concentration flow paths, slopes and lengths used for runoff hydrographs.

Yes	No	N/A	SWM Plan/Narrative Requirement
<i>Hydrologic Computations cont. (Narrative)</i>			
			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.
			Summary table for determination of runoff curve numbers.
			Time of concentration calculations.
			Predevelopment runoff hydrographs.
			Post-development runoff hydrographs.
<i>Hydraulic Computations (Narrative & Plans, as indicated)</i>			
			Routing computations for each proposed stormwater management facility for each applicable design storm provided in narrative.
			Stage-storage data used in routing computations in the narrative.
			Control structure information used in routing computations in the narrative.
			Summary table of pre- and post-development peak runoff rates for each point of discharge from the site provided in narrative.
			Maximum water surface elevations for design storms shown in sections or profiles on the plans for each stormwater management facility.
			Impoundments designed to convey the 100-year storm as demonstrated in computations in the narrative.
			Adequate freeboard is provided for impoundments as shown on the plans based on computations in the narrative.
			Hydraulic grade line computations in the narrative with indication of locations of surcharge or inadequacy.
			Storm sewer design computations in the narrative.
			Culvert calculations in the narrative.
			Gutter spread calculations in the narrative.
			Provide profiles of all storm conveyances (except roof drains) on plans. Profiles should include existing and proposed grade, structure types, pipe materials and sizes, slopes, inverts, etc.
<i>Water Quality Computations (Narrative & Plans, as indicated)</i>			
			Per 9VAC25-870-63 and -65, provide Virginia Runoff Reduction Method spreadsheet output including: <ul style="list-style-type: none"> • Site loadings to include the drainage area and land cover conditions draining to each BMP. • Required reductions • Input for each BMP employed and reductions achieved by each BMP • Compliance worksheet • Adjusted CN worksheet, when applicable.
			Treatment volume calculations for sizing BMPs.
			Stage-storage information indicating the treatment volume required and volume provided.
			All proposed SWM design follows the Virginia BMP Clearinghouse design specifications.
			A BMP-type specific checklist from Appendix 8-A of the Virginia Stormwater Management Handbook, latest edition, is completed and provided in the narrative for each proposed BMP.

APPENDIX D

Longwood University AS&S Preconstruction Meeting Form (LD-03)

LONGWOOD UNIVERSITY PRECONSTRUCTION MEETING VERIFICATION FORM

Instruction: This form shall be completed prior to the commencement of a land disturbance. The purpose of this form is to acknowledge responsibilities in accordance with the Longwood University Annual Standards and Specifications for ESC and SWM. A copy of this completed form shall be maintained by the Longwood University Project Manager and the contractor and be readily available upon request. The following individuals are required to participate in the preconstruction meeting:

- Longwood University Representative;
- VAR10 General Permit Operator (or Duly Authorized Representative) or primary contractor for projects where the land disturbance activity is less than 1-acre;
- For land disturbance of an acre or greater, the Certified Inspector performing self-inspections for the Operator as required by the VAR10 General Permit ;
- The Responsible Land Disturber (RLD) identified on the ESC Plan;
- Representative of SWM facility design firm providing SWM facility certification, when applicable; and
- A list of additional attendees may be attached to this form, if desired.

Section 1 – Project Information

Project Name: _____

Date: _____

Project Location/Description: _____

Longwood University Representative: _____

Primary Contractor/ VAR10 General Permit Operator: _____

Responsible Land Disturber: _____

Section 2 – Checklist

Check those available:

- Coverage Letter for the General Permit for Discharges of Stormwater from Construction Activity Available, when applicable for land disturbance \geq 1-acre
- Prepared site-specific and completed SWPPP for land disturbance of an acre or greater, when applicable for land disturbance \geq 1-acre
- Approved ESC Plan
- Approved SWM Plan, when applicable
- Identification of Responsible Land Disturber (Recorded in SWPPP, when applicable)
- Any off-site areas associated with this project have been identified.
- Conditions of termination of land disturbance form discussed.
- Discussion of responsibilities for SWM facility certifications (e.g. coordination with the design professional certifying the facility and the critical components of the installation of the facility)

Section 3 – Acknowledgement of the Longwood University Annual Standards and Specifications for ESC and SWM

(To be completed by the Contractor/Operator)

I acknowledge my responsibilities to conduct the land disturbance activity in accordance with the approved Plans throughout the duration of the project, to seek approval from Longwood University for any significant changes to the plan, to adhere to the conditions of the VAR10 General Permit (when applicable), oversight of the maintenance of the Stormwater Pollution Prevention Plan (when applicable), and notifying the Longwood University Project Inspector upon:

- Installation of the initial ESC measures where applicable and as identified on the ESC Plan; and
- The occurrence of significant discharge of sediment or other pollutants from the site.

Name: _____

Signature: _____

Date: _____

APPENDIX E

Longwood University Construction Site Inspection Form for Land Disturbance < 1-acre (LD-04A)

LD-04A: Longwood University Construction Site Inspection Form

(For regulated Land Disturbance < 1-acre)

General Information			
Project Name:		LONGWOOD Project Code:	
Location:		Start Time:	
Date of Inspection:		End Time:	
Contact Information/Responsible Parties			
* Site Representative (see below)		Representative's Email:	
		Representative's Phone #:	
Inspector's Name(s):		Inspector Email:	
		Inspector Phone #:	
Inspectors DEQ Certification #(s):		Date of last inspection:	
* PM, Contractor, RLD or other individual with responsibility for implementation of the ESC Plan.			
Inspection Type (check all that apply)			
<input type="checkbox"/> After installation of initial ESC measures <input type="checkbox"/> 2-week inspection <input type="checkbox"/> Final Stabilization <input type="checkbox"/> Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)* <input type="checkbox"/> Other _____			
* If Inspection Type due to runoff event; provide the date of event: _____ and estimated rainfall amount (inches): _____			
Weather Conditions (check all that apply)			
<input type="checkbox"/> Clear <input type="checkbox"/> Sunny <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Cloudy <input type="checkbox"/> Cold <input type="checkbox"/> Cool <input type="checkbox"/> Mild <input type="checkbox"/> Hot <input type="checkbox"/> Raining <input type="checkbox"/> Post-rain event			
Are discharges occurring from the site at the time of inspection or evidence of off-site sediment transport? Yes No			
If yes, describe:			

Construction Inspection Checklist				Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
Items numbered are ESC Minimum Standards, 9VAC25-840-40 (See LONGWOOD UNIVERSITY approved ESC Plan and Narrative, where applicable)							
-	Are deficiencies identified during previous inspections corrected? Notify LONGWOOD UNIVERSITY PM if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports?						
-	Are all land-disturbing activities within the area of disturbance identified on the approved ESC Plan?						
-	Are all erosion and sediment controls maintained, properly repaired & functional? [9VAC25-840-60]						
-	Are site ESC operations consistent with the ESC phasing plan or have modifications to the plan been appropriately approved and documented?						
1	Are temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days)? [9VAC25-840-40]						
2	Are disposal/borrow areas & stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures? Are off-site areas on plan or have separate LONGWOOD UNIVERSITY or locality approved ESC Plan?						
3	Are all temporary ESC measures that are no longer needed removed & applicable site areas permanently stabilized?						
4	Are initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment installed and functional prior to upslope land disturbance?						

LD-04A: Longwood University Construction Site Inspection Form

(For regulated Land Disturbance < 1-acre)

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
5,7	Are earthen structures, such as dams, dikes, diversions, & cut/fill slopes, stabilized or protected with functioning sediment trapping measures?				
6	Are sediment basins/traps constructed according to the plans/specifications, functional and maintained?				
8	Are cut/fill slopes protected from concentrated runoff with channel flumes or slope drains?				
9	Are slopes with water seeps protected with adequate drainage and stabilization?				
10	Do operational storm sewer & culvert inlets have inlet protection according to the plans/specifications?				
11	Are constructed stormwater conveyance channels & ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications?				
12	Is non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse?				
13	Is a live watercourse crossed by construction vehicles more than twice in a 6-month period, and if so, is the temporary stream crossing used for crossing constructed of non-erodible materials?				
14	Where work is performed in a live watercourse, are applicable federal and state permits available?				
15	Where work is performed in a live watercourse, have the bed and banks been stabilized immediately and per the plan/specifications?				
16	Are underground utilities installed with less than 500' of trench open, sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill?				
17a	Are construction entrances properly located, installed & maintained?				
17b	Does sediment tracked onto adjacent roadways appear to be removed each day?				
18	If the site is stabilized, have ESC measures been removed and trapped sediment been stabilized or appropriately removed?				
19a	Is there evidence of downstream or other off-site sediment transport? (Provide locations & description of impacts if applicable.)				

LD-04A: Longwood University Construction Site Inspection Form

(For regulated Land Disturbance < 1-acre)

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern & Recommended Corrective Action/Notes (additional notes at end of form)
19b	Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, & sedimentation from the project site?				
19c	Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?				
-	Are any ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging installed?				
-	Is runoff and other discharges (dewatering) that contain sediment or other pollutants being properly treated prior to discharging from the site?				
-	Are permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional?				

NOTES (reference checklist item # and any additionally attached information such as photos):

CERTIFICATION INSTRUCTION

This Inspection Form is not complete without the completion of the certification below by the certified inspector identified on the first sheet of the inspection form.

Reports conducted by Longwood University or Longwood University representative will be provided to the Site Representative by (check all that apply):

Hardcopy Email Other _____

CERT-1: INSPECTION CERTIFICATION STATEMENT

"I certify under penalty of law that I performed the inspection described in this form as a Certified Project Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is 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 and falsifying inspections (reports)."

Inspector's Name: _____

Signature: _____ Date: _____

APPENDIX F

Longwood University Construction Site Inspection Form for Land Disturbances \geq 1-acre (LD-04B)

LD-04B: Longwood University Construction Site Inspection Certification Form

(For regulated Land Disturbance ≥ 1-acre)

General Information			
Project Name:		LONGWOOD UNIVERSITY Project Code:	
VAR10 Permit # (where applicable)		Location:	
Date of Inspection:		Start/End Time:	
Contact Information/Responsible Parties			
* Site Representative (see below)		Representative's email and phone number:	
Inspector's Name(s):		Inspector's email and phone number:	
Inspectors DEQ Certification #(s):		Other contact information (as applicable):	
* PM, Contractor, RLD or other individual with responsibility for implementation of the ESC Plan and the SWPPP, where applicable.			
Inspection Type (check all that apply)			
<input type="checkbox"/> After installation of initial ESC measures <input type="checkbox"/> Within 48-hours after a runoff event (≥ 0.25 inches of rain over 24-hours)* <input type="checkbox"/> Contractor's self-inspection as required in SWPPP (where applicable)		<input type="checkbox"/> Periodic SWM inspection _____ <input type="checkbox"/> Final Stabilization <input type="checkbox"/> 2-week inspection <input type="checkbox"/> Other _____	
* If within 48-hours of runoff event, provide: date of event: _____ and rainfall amount (inches): _____			
Weather Conditions (check all that apply)			
<input type="checkbox"/> Clear <input type="checkbox"/> Sunny <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Cloudy <input type="checkbox"/> Cold <input type="checkbox"/> Cool <input type="checkbox"/> Mild <input type="checkbox"/> Hot <input type="checkbox"/> Raining <input type="checkbox"/> Post-rain event			
Are discharges occurring from the site at the time of inspection or evidence of off-site sediment transport? Yes No			
If yes, describe:			

Construction Inspection Checklist				Location of Concern and Recommended Corrective Action/Notes			
(For projects under 1 acre of disturbance that do not require a Construction General Permit ONLY Section 1 of this form applies. Where disturbance is equal to or greater than an acre, all Sections apply)				Yes	No	N/A	(additional notes at end of form)
1	<u>Section 1 - ESC Plan Inspection: Part II(A)2</u>						See LONGWOOD UNIVERSITY approved ESC and SWM Plans, where applicable
1a	Are deficiencies identified during previous inspections corrected? Notify LONGWOOD UNIVERSITY PM if a specific deficiency has been identified and not corrected on each of the past 3 consecutive inspection reports?						
1b	Are all land-disturbing activities within the area of disturbance identified on the approved ESC Plan?						
1c	Are all erosion and sediment controls maintained, properly repaired and functional? [9VAC25-840-60]						
1d	Are site ESC operations consistent with the ESC phasing plan or have modifications to the plan been appropriately approved and documented?						
1e	Are temporary or permanent stabilization measures applied within allowable time frames (7 days after final grade or where dormant for more than 14 days)? [9VAC25-840-40]						
1f	Are disposal/borrow areas and stockpiles (on-site and off-site) stabilized or protected with sediment trapping measures? Are off-site areas on plan or have separate LONGWOOD UNIVERSITY or locality approved ESC Plan?						

LD-04B: Longwood University Construction Site Inspection Certification Form

(For regulated Land Disturbance ≥ 1-acre)

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1g	Are all temporary ESC measures that are no longer needed removed and applicable site areas permanently stabilized?				
1h	Are initial ESC measures, including perimeter controls, (i.e. silt fence, sediment basins and traps, perimeter dikes) intended to trap sediment installed and functional prior to upslope land disturbance?				
1i	Are earthen structures, such as dams, dikes, diversions, and cut/fill slopes, stabilized or protected with functioning sediment trapping measures?				
1j	Are sediment basins/traps constructed according to the plans/specifications, functional and maintained?				
1k	Are cut/fill slopes protected from concentrated runoff with channel flumes or slope drains?				
1l	Are slopes with water seeps protected with adequate drainage and stabilization?				
1m	Do operational storm sewer and culvert inlets have inlet protection according to the plans/specifications?				
1n	Are constructed stormwater conveyance channels and ditches stabilized with the appropriate channel lining and/or outlet protection according to the plans/specifications?				
1o	Is non-erodible material or cover provided for all causeways and cofferdams where work is performed in a live watercourse?				
1p	Is a live watercourse crossed by construction vehicles more than twice in a 6-month period, and if so, is the temporary stream crossing used for crossing constructed of non-erodible materials?				
1q	Where work is performed in a live watercourse, are applicable federal and state permits available?				
1r	Where work is performed in a live watercourse, have the bed and banks been stabilized immediately and per the plan/specifications?				
1s	Are underground utilities installed with less than 500' of trench open, sediment trapping controls for excavated material, filtering of effluent from dewatering, and compaction and restabilization of backfill?				
1t	Are construction entrances properly located, installed and maintained?				
1u	Does sediment tracked onto adjacent roadways appear to be removed each day?				

LD-04B: Longwood University Construction Site Inspection Certification Form

(For regulated Land Disturbance ≥ 1-acre)

	Construction Inspection Checklist	Yes	No	N/A	Location of Concern and Recommended Corrective Action/Notes (additional notes at end of form)
1v	If the site is stabilized, have ESC measures been removed and trapped sediment been stabilized or appropriately removed?				
1w	Is there evidence of downstream or other off-site sediment transport? (Provide locations and description of impacts if applicable.)				
1x	Are adjacent properties and waterways adequately protected from accidental land disturbance, potential pollutant discharge, erosion, flooding, and sedimentation from the project site?				
1y	Do all locations concentrated of concentrated runoff leaving the site discharge to a channel (i.e. stream, storm sewer, or ditch)?				
1z	Are any ESC measures to protect SWM practices (i.e. infiltration basin, bioretention) that are shown on the plans to prevent compaction or clogging installed?				
1aa	Is runoff and other discharges (dewatering) that contain sediment or other pollutants being properly treated prior to discharging from the site?				
1bb	Are permanent stormwater measures (basins, etc.) properly installed/converted, stabilized and functional?				
2.	<u>Section 2 - Pollution Prevention Plan Inspection: Part II(A)4</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See project-specific Stormwater Pollution Prevention Plan (SWPPP)
2a	Are functional measures in place to prevent and respond to leaks, spills and other pollutant releases including procedures for expeditiously stopping, containing, cleaning up spills and reporting?				
2b	Are functional measures in place to prevent the release of soaps, solvents, detergents, wash water from construction materials, paint clean-up and other pollutants and/or also from contact with stormwater?				
2c	Are wash waters from vehicles, equipment, construction materials and the like prevented from release and/or properly treated before leaving the site?				
2d	Is the concrete wash-out waste directed into a properly installed leak-proof container? Is the treatment mechanism properly maintained and utilized?				
2e	Are construction products, materials, and wastes being properly stored, handled, labeled? Are loose trash and debris properly contained?				
2f	Are other potential pollutant-generating activities not listed above being properly managed to prevent exposure to precipitation/runoff?				
2g	Have all pollutant generating activities present on the site been identified in the Pollution Prevention Plan?				

LD-04B: Longwood University Construction Site Inspection Certification Form

(For regulated Land Disturbance ≥ 1-acre)

3	<u>Section 3 - SWPPP Documentation Inspection: Part II(A)1</u> (Applicable to land disturbance 1 acre or greater)	Yes	No	N/A	See Section 1.0 and Various Appendices in the Stormwater Pollution Prevention Plan
3a	Copy of notice of coverage letter and information for public access to the SWPPP posted near main entrance of the site?				
3b	Copy of complete SWPPP available onsite for operators and inspectors?				
3c	SWPPP is being amended, modified, updated and appropriately signed?				
3d	Are dates when major grading activities occurred properly recorded?				
3e	Are SWPPP inspections conducted by contractor at required frequency, summarized including corrective actions, appropriately signed and retained with the SWPPP?				

CERTIFICATION INSTRUCTION

This Inspection Form is not complete without the completion of the appropriate certification(s) by the individual(s) listed below.

Reports conducted by Longwood University or Longwood University representative will be provided to the Operator or Duly Authorized Representative by (check

all that apply): Hardcopy Email Other _____ within 48 hours.

- **CERT-1 and CERT-2** certification is required with LONGWOOD UNIVERSITY inspections.
- **CERT-2** certification is required by the VAR10 operator for all inspections, including self-inspections required by the VAR10.

CERT-1: INSPECTION CERTIFICATION STATEMENT

"I certify under penalty of law that I performed the inspection described in this form as a Certified Project Inspector for ESC and SWM per the Virginia Erosion and Sediment Control and Stormwater Management Certification Regulations (9VAC25-850). I certify that the inspection described in the form reflects site conditions to the best of my knowledge and belief and is true, accurate and complete. On inspection forms where no corrective action is identified, the construction activity is in compliance with the project SWPPP. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations and falsifying inspections (reports)."

Inspector's Name: _____

Signature: _____ Date: _____

CERT-2: OPERATOR (OR DULY AUTHORIZED REPRESENTATIVE) CERTIFICATION STATEMENT

"I certify under penalty of law that I have read and understand this document 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 fine and imprisonment for knowing violations."

The inspection form shall be maintained in the project SWPPP. Corrections to incidents of noncompliance identified on this form will be corrected within 7 days or as otherwise identified per incident.

Operator (or Duly Authorized Representative) Name: _____

Signature: _____ Date: _____

APPENDIX G

Longwood University SWM Facility Record Drawing and SWM Certification Form (LD-05)

**Stormwater Management Facility
Record Drawing and SWM Facility Certification Form**

Instruction: The purpose of the record drawing and stormwater management (SWM) facility certification process is to verify that all stormwater management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. All required information shall be submitted to the Longwood University for approval in accordance with Section 4.1.2 of the Longwood University Annual Standards and Specifications for ESC and SWM. Longwood University approval is required prior to receiving a Longwood University Termination of Land Disturbance that is necessary prior to the permittee’s termination of a VAR10 General Permit. The following shall be submitted for each permanent post-construction stormwater management facility:

(1) A completed copy of this form

- ✓ A copy of this form shall be submitted for each permanent stormwater management facility that is recommended for acceptance. The applicant shall ensure that this form is completed in its entirety and all applicable documentation is included with the submittal.

(2) Certified Professional Inspection Log

- ✓ A copy of the applicant’s inspection log shall be submitted with this form. This log should document all critical aspects of SWM facility construction to demonstrate compliance with the approved plans. For example, a bioretention facility may require a liner. Without an inspection log, there would be no assurance that it was installed post-construction since it is underground and not visible from the surface.

(3) Certified Record Drawing (As-built)

- ✓ A record drawing of the plans is required to be submitted with this form. The plans should indicate any changes that differ from the approved plans, along with any applicable computations.
- ✓ A clear means, such as a checkmark, shall be used to demonstrate that the applicant agrees with the constructed values.
- ✓ For any changes to the plans, including numeric changes, a red line shall be used to cross out the original item and the actual revision shall be entered beside the crossed out value.
- ✓ Elevations shall be to the nearest 0.1 foot.
- ✓ The storage volume of the facility, including all dimensioned structures, shall be verified with the certification.
- ✓ All submitted plan sheets shall be labeled as “Record Drawing.”

SECTION 1 – SWM FACILITY GENERAL INFORMATION

Project Name:	Project Location:
BMP Location (Latitude/Longitude):	
BMP Type:	Total Drainage To BMP (Acres):
Impervious Acres draining to BMP:	Pervious Acres draining to BMP:
6 th Order HUC:	Date Facility Brought Online:
Name of any impaired waters the BMP discharges to (2012 305(b)/303(d)):	

SECTION 2 - CONTRACTOR INFORMATION:

Company:	Contact Person:
Title:	Phone Number:
Plan Name:	Plan Date:

Section 3 - Record Drawing Certifications Statement

A Licensed Professional shall provide certification (below) of the SWM Record Drawing(s) including inspections, monitoring and other efforts used for the certification of Stormwater Management facilities during construction.

Record Drawing Certification

I certify that I am a Licensed Professional in the Commonwealth of Virginia and that to best of my knowledge, having completed site specific inspection(s), the stormwater facility referenced on this form is constructed in accordance with the approved plans and all of the information provided with this certification is complete and accurate.

Design Firm Name: _____

Mailing Address: _____

Business Phone: _____

Name of certifying individual: _____

Signature: _____ Date: _____

PLACE SEAL HERE

Section 4 - Record Drawing Approval

(This section to be completed by Longwood University only)

Longwood University Stormwater Compliance Manager (print): _____

Signature: _____ Date: _____

APPENDIX H

Longwood University Land Disturbance Termination Form (LD-06)

Termination of Longwood University Land Disturbance

Instruction: This form is to be used as a request of termination of land disturbance between the Contractor/Operator and Longwood University. This form will **NOT** result in termination of VAR10 General Permit coverage from DEQ. However, the Contractor/Operator **SHALL NOT** terminate VAR10 General Permit coverage with DEQ, when applicable, until Termination of Land Disturbance Approval from Longwood University is provided on this form.

Project Name: _VAR10 Permit # (where applicable): _____

Section 1– Conditions for Termination of Land Disturbance

The conditions of this section shall be met and this form shall be signed by both the Operator and the Longwood University Project Manager prior to termination of land disturbance (check those that apply):

- No further land disturbance activities are planned.
- The project area has been stabilized in accordance with the approved plans, which includes seeding, mulching, sodding, paving, or other means.
- All temporary erosion and sediment control measures have been removed.
- All pollution prevention measures have been removed from the site and disposed of in a legal manner.
- All permanent post-construction stormwater management facilities have LONGWOOD UNIVERSITY-approved record drawings.
- All trash and debris has been removed from the site.

Section 2 – Operator Certification:

"I certify under penalty of law that I have read and understand this document 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 fine and imprisonment for knowing violations.

Upon approval of this form, I will request termination of the VAR10 General Permit from DEQ, when applicable."

Operator/Contractor: Company: _____

Signature: _____ Date: _____

Section 3 – Termination of Land Disturbance Approval

(This section to be completed by the Longwood University Project Manager)

Longwood University recognizes this request to be accurate based on the certification above and terminates the Operator/Contractor's land disturbance activity as it applies to the Longwood University Annual Standards and Specifications for ESC and SWM.

Longwood University Stormwater Compliance Manager (Print): _____

Signature: _____ Date: _____

APPENDIX I

Longwood University's Stormwater Master Plan

Longwood University's Master Plan may be found on the University's Capital Design and Construction website.

Click this link to go to the website:

<http://www.longwood.edu/campusplanning/capital-design--construction/>