



Land Disturbance Permit Application Package

(Site Plans and Subdivision Plans)

Revised May 2007

EROSION AND SEDIMENT CONTROL PLAN
SUBMISSION CHECKLIST

This application package is designed to ensure that regulated land disturbing activities occur only after approval of an erosion and sediment control plan. The erosion and sediment control application is not considered complete unless all the required information listed below is present. If any part of the required information is missing, the application will not be accepted by the Town of Stephens City, administration.

- _____ 1. Completed Land Disturbance Permit Application

- _____ 2. Completed Bond Estimate form (provided in the land disturbance permit application)

- _____ 3. Three (3) copies of the approved erosion and sediment control plan complete with narrative and engineering calculations.

- _____ 4. Completed checklist for commercial/industrial development or residential subdivision development.

- _____ 5. Each application shall be accompanied by a fee, according to the following Town Council adopted fee schedule:
 - Residential Erosion Control Permit: \$600.00 plus \$100.00 per building unit
 - Commercial/ Industrial Erosion Control Permit: \$500.00 plus \$100.00 per disturbed acre

Note: Applicable fee required for all land disturbance permit applications.

- _____ 6. Completed Acknowledgement that applicant has been informed of the need to obtain a “NPDES” Construction Activity Permit through the Virginia Department of Conservation and Recreation (DCR).

- _____ 7. Written approval from the Virginia Department of Transportation (VDOT) consisting of a letter and /or the VDOT temporary construction entrance permit.

- _____ 8. Copy of Application and supporting documentation for “NPDES” Construction Activity Permit through Virginia DCR

ACTIVITIES REQUIRING AND EROSION AND SEDIMENTATION PLAN

An Erosion and Sedimentation Plan must be submitted, reviewed and approved before a land disturbance permit will be issued by the Town of Stephens City. A permit is required for any land disturbing activity. A land disturbing activity is defined as: Any land change which may result in soil erosion from water or wind or 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.

Only those land disturbing activities specifically exempted by definitions of the Town of Stephens City Code, Chapter 5, Erosion and Sediment Control Ordinance, may be conducted without first obtaining a permit. These exempted activities are:

1. Minor land-disturbing activities such as home gardens and individual home landscaping, repairs and maintenance work;
2. Individual service connections;
3. Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard surfaced road street, or sidewalk provided such land-disturbing activity is confined to the area of the road, street or sidewalk which is hard surfaced;
4. Septic tank lines or drainage fields unless included in an overall plan for land disturbing activity relating to construction of the building to be served by the septic tank system;
5. Surface or deep mining;
6. Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas;
7. Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, or livestock feedlot operations; including engineering operations and agricultural engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the Dam Safety Act, Article 2, (Sec. 10.1-604 et. seq.). Chapter 6 of the Code of Virginia, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (Sec. 10.1-1100 et.seq.) of this title or is converted to bona fide agricultural or improved pasture use as described in Subsection B if Section 10.1-1163 of the Code of Virginia;
8. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company;
9. Disturbed land areas of less than 5,000 square feet in size with the exception of lots located within a subdivision (including rural subdivisions);
10. Installation of fence and sign posts or telephone and electric poles and other kinds of posts and poles;
11. Shore and erosion control projects on tidal waters when the projects are approved by local wetlands boards, the Marines Resources Commission or the United States Army Corps of Engineers; and
12. Emergency work to protect life, limb or property, and emergency repairs; provided that if the land disturbing activity would have required an approved erosion and sediment control plan. If the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirements of the plan-approving authority.

PROCEDURES FOR OBTAINING A LAND DISTURBANCE PERMIT

REQUIREMENTS FOR COMMERCIAL/ INDUSTRIAL DEVELOPMENT PLAN (SITE PLAN)

1. Submit information indicated on Page 2 of this application package.
2. Submit a copy of the Virginia Department of Transportation's (VDOT) temporary construction entrance permit.
3. Copies of all applicable local, state, and federal environmental permits.
4. **Submit the completed erosion and sediment control measures estimate form.**
5. Provide the "Responsible Land Disturber" (R.L.D.) information on the submitted plans for the project which shall include, name, certificate number and date of expiration.
6. Once all of the required information has been submitted, reviewed and approved by the program administrator, a land disturbance permit will be issued. The Town of Stephens City shall complete the Alternate Inspection worksheet.
7. Prior to initiating any land disturbing activity, it will be necessary to schedule an on-site pre-construction meeting with the Town Administrator or designee to discuss the approved erosion and sediment control plan. No pre-construction meetings will be scheduled prior to issuance of the land disturbance permit for the subject project.
8. Phase one of the erosion and sediment control measures will consist of performing only the land disturbing activity necessary to implement the erosion and sediment control measures in accordance with the approval plans.
9. Contact the Town Administrator or designee to schedule the required erosion and sediment control measures inspections as indicated by the program administrator.
10. If the erosion and sediment control measures have been installed in accordance with the approved plan, the Town Administrator or designee will grant approval to initiate land disturbing activity.
11. Periodic inspections will be performed by the Town Administrator or designee to ensure that the erosion and sediment control measures are maintained in accordance with the approved plan throughout the life of the project.
12. Once the project approaches completion, the area shall be final graded and stabilized in accordance with the approved plan. In addition, all temporary erosion and sediment control measures shall be removed and the affected areas graded and stabilized.
13. The Performance Bond/ Irrevocable Letter of Credit shall be refunded once the site complies with Town of Stephens City Code, Chapter 5, Erosion and Sediment Control Ordinance.

RESIDENTIAL SUBDIVISION DEVELOPMENT PLAN

1. Submit information indicated on Page 2 of this application package.
2. Submit copies of the subdivision approval letters from the VDOT and the Town of Stephens City.
3. Submit a Performance Bond/ Irrevocable Letter of Credit along with the completed bond estimate form.
4. Provide the “Responsible Land Disturber” (R.L.D.) information for the project which shall include, name, certificate number and date of expiration.
5. Once all of the required information has been submitted, reviewed and approved by the program administrator, a land disturbance permit will be issued. The Town of Stephens City shall complete the Alternate Inspection worksheet.
6. Prior to initiating any land disturbing activity, it will be necessary to schedule an on-site pre-construction meeting with public works staff to discuss the approved erosion and sediment control plan. No pre-construction meetings will be scheduled prior to issuance of the land disturbance permit for the subject project.
7. Phase one of erosion and sediment control measures will consist of performing only the land disturbing activity necessary to implement the erosion and sediment control measures in accordance with the approved plans.
8. Contact the Town Administrator or designee to schedule the required erosion and sediment control measures inspections as indicated by the program administrator.
9. If the erosion and sediment control measures have been installed in accordance with the approved plan, the Town Administrator or designee will grant approval to initiate land disturbing activity.
10. Periodic inspections will be performed by the Town Administrator or designee to ensure that the erosion and sediment control measures are maintained in accordance with approved plan throughout the life of the project.
11. Prior to release of building permits, the following infrastructure shall be completed and stabilized within the subdivision, subsection or phase as shown on the approved plan:
 - a.) Stormwater conveyance systems, including but not limited to culverts, road surface, curb and gutter, stormwater structures, drainage swales and ditches, channel linings and all cleared areas shall be stabilized, etc.
 - b.) Submittal of a certified as-built plan of the subdivision, subsection or phase, which includes but is not limited to stormwater conveyance systems, curb and gutter, draining swales and ditches, stormwater/sediment ponds, graded areas, etc. A letter from engineer-of-record shall be included with the as-built plan which states that the subdivision has been constructed in accordance with the approved plan.

- c.) A proposed overall lot grading plan is required the Town of Stephens City prior to the release of building permit(s) for subdivisions. This plan shall meet the intent of the original site plan submitted by the developer. It is required that the developer provide the builder/owner a copy of the original engineered site grading plan for the particular subdivision.
 - d.) It will be necessary to submit a certified as-built plan for all lots on which proposed lot grading plans were required. This certified as-built plan shall indicate the following: properly annotated boundary lines; setback lines; proposed house footprint; offsets to house; existing grading; spot shots as necessary to show positive drainage; proposed driveway; proposed floor elevation to include basement, first floor and garage; and erosion and sediment controls, if required. The as-built plan shall be accompanied by a document prepared by a professional engineer or a certified land surveyor certifying that the as-built conditions meet the intent of the approved site grading plan. The proposed lot grading plan and the as-built survey shall be submitted to the Town Administrator or designee prior to release of the final certificate of occupancy.
12. Submittal of certified as-built of the subdivision which contains the following items: stormwater conveyance systems, curb and gutter, drainage channels and ditches, stormwater pond. A letter from the engineer-of-record shall be included with the as-built which states that the subdivision has been constructed in accordance with the approved plan.
13. Individual subdivision lot grading plans shall be submitted by the builder at the time of the building permit application for each lot proposed for construction.
14. Vehicular Sediment Tracking:
- a.) Where construction vehicle access routes intersect paved or public roads, provisions shall be made to minimize the transport of sediment by vehicular tracking onto paved or public road surface; the road surface shall be cleaned thoroughly at the end of the day. Sediment shall be removed from the roads by shoveling or sweeping and transported to a sediment disposal area. Street washing shall be allowed only after sediment is removed in this manner. This provision shall apply to individual development lots as well as to larger land disturbing activities.
 - b.) In subdivisions, the owner/developer of the subdivision shall be responsible for compliance with this minimum standard until the streets are taken into the Virginia Department of Transportation's Secondary Road System for maintenance, and the plan submitted for approval shall include a detailed plan or narrative to ensure transport of sediment onto the subdivision streets does not occur during any phase of construction, including, but not limited to, construction of all infrastructure, utilities, and building construction. In addition, if individual lots or sections in subdivision are being developed by a different owner/developer of the subdivision for achieving compliance with this minimum standard, and the erosion and sediment control plan, or "Agreement in Lieu of a Plan", submitted for approval shall include a detailed plan or narrative to ensure transport of sediment onto the applicable roads does not occur during any phase of construction, including, but not limited to, construction of all infrastructure, utilities, and building construction.

PLAN CONTENT CHECKLIST

The Erosion and Sediment Control Plan must contain all of the following information:

NARRATIVE:

_____ **Project Description:** Briefly describe the nature and purpose of the land disturbing activity and the amount of grading involved.

_____ **Existing Site Conditions:** A description of the existing topography, vegetation and drainage.

_____ **Adjacent Areas:** A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

_____ **Soils:** A brief description of the soils on the site giving such information as soil names, mapping unit, erodibility, permeability, depth, texture and soil structure.

_____ **Critical Areas:** A description of areas on the site which have the potential for serious erosion problems.

_____ **Erosion and Sediment Control Measures Phase Outline:** A delineation of the phases in which the erosion and sediment control measures will be implemented.

_____ **Erosion and Sediment Control Measures:** A description of the methods which will be used to control erosion and sedimentation on the site.

_____ **Temporary Stabilization:** A brief description, which includes specifications as to how the site will be stabilized after the construction is completed.

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

_____ **Stormwater Management Consideration:** Will the development of the site result in increased peak rates of runoff? Will this result in flooding or channel degradation downstream? If so, considerations should be given to stormwater control structures on the site. Comply with minimum Standard 19 of the Erosion and Sediment Control Law and Regulations.

_____ **Maintenance:** A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

_____ **Calculations:** Any calculations made for the design of such items as sediment basins, diversions, waterways and calculations for runoff and stormwater detention basin design (if applicable).

SITE PLAN/ SUBDIVISION PLAN:

- _____ **Vicinity Map:** A small map locating the site in relocation to the surrounding area.
- _____ **Existing Contours:** The existing contours of the site should be shown on the map.
- _____ **Existing Vegetation:** The existing tree lines, grassy areas, or unique vegetation should be shown on the map.
- _____ **Soils:** The boundaries of the different soil types should be shown on a map.
- _____ **Indicate North:** The direction of north relative to the site should be shown.
- _____ **Critical Erosion Areas:** Areas with potentially serious erosion problems should be shown on the map.
- _____ **Existing Drainage Patterns:** The dividing lines and the direction of flow for the different drainage areas should be shown on a map.
- _____ **Final Contours:** Changes to the existing contours should be shown on a map.
- _____ **Limits of Clearing and Grading:** Areas which are to be cleared and graded should be outlined on a map.
- _____ **Location of Practices:** The locations of the erosion and sediment control and stormwater management practices used on the site should be shown on a map.
- _____ **Variance Request:** A list of exemptions to any of the Minimum Standards of the Virginia Erosion and Sediment Control Law and Regulations.
- _____ **Detail Drawing:** Any structural practices should be explained and illustrated with detail drawings.
- _____ **Overall Lot Grading Plan:** A grading (site) plan for all lots in a subdivision and the proposed finished floor elevations (if applicable).

Application for Land Disturbance Permit

Land Disturbance Permit #: _____

Date: _____

Land Owner:

Name

Business Phone Number

Address

City, State & Zip Code

RLD Name:

Cert. No.

Applicant: (if not owner)

Name

Telephone Number

Address

City, State, & Zip Code

Project Name: _____

Plan Prepared by: _____

Property Identification Number: _____

Total Area of Property: _____

Average of Area to be disturbed: _____

(Rounded up to nearest acre i.e., 1.2 round up to 2, fee shall be based on this acreage.)

Zoning of Property: _____

Type of Project:

_____ COMMERCIAL/INDUSTRIAL/ SITE PLAN

_____ SUBDIVISION PLAN
Residential/ Rural (Circle One)

_____ HYDROLOGIC UNIT (TO BE COMPLETED BY TOWN OF STEPHENS CITY)

The applicant does hereby certify that they fully understand the provisions of the Town of Stephens City, Virginia Erosion and Sediment Control Ordinance and Program, and that they accept responsibility for carrying out the E&S plan for the above referenced project as approved.

The right-of entry onto this property, as described above, is hereby granted to the designated personnel of the Town of Stephens City, Virginia for the purpose of inspecting and monitoring for compliance with aforesaid ordinance.

The following general statements shall apply to all permits:

1. All projects shall conform to the standards and specifications and other criteria adopted by the Town of Stephens City unless the Town has granted a variance in writing.
2. This Permit must be kept on the work site and shown on request.
3. The Town must be notified when the work commences and when the project is completed.
4. Other work (grading, excavating, and construction) on the project shall not commence until the appropriate erosion and sediment controls are in place as specified on the plan.
5. Applicant agrees to be responsible for any and all damages to any other conservation measures already in place as a result of work covered by this permit.
6. Applicant agrees to maintain the conservation measures in satisfactory operating condition until final permanent stabilization is achieved.
7. Applicant agrees to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste.
8. The Land Disturbance Permit may be revoked, should the Town determine that the project is not in compliance with the conditions of the approved plan.

Section 5-10 (a & b) Of the Ordinance requires that a Performance Guarantee be submitted to the Town in the amount determined by the Town. Such Performance Guarantee shall be conditioned to conform any work to approved standards and specifications as specified in the approved Erosion and Sediment Control Plan.

Final inspection of the project shall be made by the Town. The release of any Performance Guarantee is contingent upon the findings of such inspection. Release of the Performance Guarantee shall occur within 60 days after the project site is deemed adequately stabilized by the Town. The amount of such Performance Guarantee is hereby set at \$ _____. The fee for plan review and inspection of this project is hereby stated to be \$ _____.

SUBMITTED:

Applicant Signature

Date: _____

Town Administrator (or Designee)

Date: _____

FINAL INSPECTION & APPROVAL:

Inspector

Date: _____

Copy of the E & S plan shall be submitted with this permit request.

FREQUENTLY ASKED QUESTION (FAQ'S) ON THE REQUIREMENT TO NAME A RESPONSIBLE LAND DISTURBER ON THE LAND-DISTURBING PERMIT

Must erosion and sediment control plan, agreement in lieu of plan, and land-disturbing permit applicants name a Responsible Land Disturber?

Yes – The applicant must provide to the Plan-Approving Authority the name of an individual holding a valid Responsible Land Disturber Certificate who will be responsible for the land disturbing activity as a condition of approval for all erosion and sediment control plans, agreements in lieu of a plan, or land-disturbing permits.

Who is the Responsible Land Disturber and what does he/ she do?

The responsible land disturber can be anyone from the project team or development team holding a valid Responsible Land Disturber Certificate and who will be in charge of and responsible for carrying out the land disturbing activity for the project.

Who is ultimately responsible for the land disturbing activity?

The landowner is still ultimately responsible for all land disturbing activities on a project.

Who ensures that the plan, agreement in lieu of plan or land disturbing permit applicant provides the name of a Responsible Land Disturber?

The Plan-Approving Authority (local government) shall ensure that the name of a Responsible Land Disturber is provided before approving the plan, agreement in lieu of plan or land-disturbing permit.

How can the Plan-Approving Authority ensure that the certification information given by an applicant is correct?

The Virginia Department of Conservation and Recreation (DCR) will make available on its website at www.dcr.virginia.gov a list of individuals recognized as Responsible Land Disturbers, their certificate numbers, and their certificate expiration dates.

How can I obtain a Responsible Land Disturber Certificate?

DCR has developed a certification program that provides learning materials and an examination to obtain a Responsible Land Disturber Certificate. This is available via the website at www.dcr.virginia.gov .

Can I be considered a Responsible Land Disturber if I've already obtained a different certification from DCR?

Yes – Individuals holding valid Combined Administrator, Program Administrator, Plan Reviewer, Inspector, and Contractor Certificates will be considered Responsible Land Disturbers without further training, certification or fees. Their names, certificate numbers and certificate expiration dates can be verified on DCR's website. Please note that the Responsible Land Disturber shall be a member of the project team or development team not an employee of the Plan-Approving Authority or local government.

Can I be considered a Responsible Land Disturber if I have a Virginia Professional Engineer, Land Surveyor, landscape Architect, or Architect License?

Yes - An individual holding a valid Virginia Professional Engineer, Land Surveyor, Landscape Architect, or Architect's license will be considered a Responsible Land Disturber without further training, certification or fees. Their names, license numbers and license expiration dates can be verified at the Virginia Department of Professional and Occupational Regulation's site, www.dpor.state.va.us/regulantlookup/.

What happens to erosion and sediment control plans, agreements in lieu of plan, or land-disturbing permit applications that do not provide a Responsible Land Disturber's name?

They would be deemed incomplete and not approved until the proper information is provided.

**TOWN OF STEPHENS CITY, VIRGINIA
EROSION AND SEDIMENT CONTROL
BOND ESTIMATE FORM**

PROJECT NAME: _____

DATE: _____

DESIGN FIRM: _____

CONTACT PERSON: _____

TELEPHONE #: _____

<u>MINIMUM STANDARD #</u>	<u>SEDIMENT DEVICE</u>	<u>COST</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>COST</u>
3.01	Safety Fence	\$4.00	Linear Foot	_____	_____
3.02	Construction Entrance	\$1,500.00	Each	_____	_____
3.05	Reinforced Silt Fence	\$5.00	Linear Foot	_____	_____
3.07	Curb Inlet Protection	\$150.00	Each	_____	_____
3.08	Culvert inlet Protection	\$200.00	Each	_____	_____
3.09	Diversion Berm	\$5.00	Linear Foot	_____	_____
3.10	Fill Diversion	\$2.00	Linear Foot	_____	_____
3.11	Right-of-Way Diversion	\$2.00	Linear Foot	_____	_____
3.12	Diversion	\$12.00	Linear Foot	_____	_____
3.13	Sediment Trap – 1 acre	\$2,000.00	Each	_____	_____
	Sediment Trap – 2 acres	\$2,500.00	Each	_____	_____
	Sediment Trap – 3 acres	\$3,000.00	Each	_____	_____
3.14	Sediment/Stormwater Basin	(LumpSum)*	LS	_____	_____
3.16	Paved Flume	\$35.00	Square Yard	_____	_____
3.17	Stormwater Conveyance Channel				
	Seeded	\$10.00	Square Yard	_____	_____
	Sodded	\$20.00	Square Yard	_____	_____
	Temporary Matting	\$30.00	Square Yard	_____	_____
	Permanent Matting	\$40.00	Square Yard	_____	_____
	Riprap	\$60.00	Square Yard	_____	_____
3.18	Outlet Protection				
	Riprap	\$60.00	Square Yard	_____	_____
	Grouted Riprap	\$70.00	Square Yard	_____	_____
	Concrete	\$50.00	Square Yard	_____	_____
3.20	Rock Check Dam	\$30.00	Square Yard	_____	_____
3.21	Level Spreader	\$12.00	Square Yard	_____	_____
3.22	Temporary Seeding/ Mulch	\$2,500.00	Acre	_____	_____
3.23	Permanent Seeding/ Mulch	\$3,000.00	Acre	_____	_____
OTHER				_____	_____
			TOTAL	_____	_____

Note: Items not listed will be checked on a per site basis. * Design firms will provide cost estimate and the Town of Stephens City will verify if costs are appropriate.

EROSION AND SEDIMENT CONTROL PERFORMANCE BOND

Bond number _____

KNOW ALL MEN BY THESE PRESENTS, that we _____ as principal, and _____ a corporate duly authorized as a Surety company to transact business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the Town of Stephens City, Virginia, a political subdivision of the Commonwealth of Virginia, as Obligee, in the sum of _____ Dollars (\$ _____) in lawful money of the United States, for payment of which sum, well and truly to be made, we, the Principal and Surety, unconditionally bind ourselves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principals desires to engage in land disturbing activity on property owned by: _____ and described as: _____.

AND WHEREAS, the Principal had submitted to the Erosion and Sediment Control Administrator (Town Administrator or designee) of the Town of Stephens City for approval and Erosion and Sediment Control Plan prepared by _____, dated _____ and submitted to the Town of Stephens City for land disturbing activity on the above described property (the "Plan").

NOW, THEREFORE, the condition of this obligation is such that if the Town of Stephens City approves the Plan, and any revisions to the Plan, and if the Principal within the time specified and in accordance with the Plan and any revisions and in accordance with the Town of Stephens City Code, shall faithfully perform each and every conservation activity required by the Town Code and specified in the Plan, and any revision thereof, then the above obligations shall terminate in accordance with terms of this bond. Otherwise, they shall be and remain in full force and effect.

Whenever the Principal shall fail, and be declared by the Obligee to have failed to perform the required conservation activities, the Surety, within five (5) business days of a written demand by the Obligee, shall promptly pay to the Obligee the amount of this bond, which shall be used by action by the Obligee shall be necessary to receive such payment for the Surety. Any expended or unobligated portion of such bond shall be refunded to the Surety by the Obligee at the expiration of sixty (60) days from the successful stabilization and completion of the land disturbing activity. In no event shall the aggregate liability of Surety exceed the amount of the bond.

This bond shall terminate at the expiration of sixty (60) days from the date of written notice to the Surety from the Town of Stephens City of completion of the land disturbing activity; however, such termination shall not discharge the Surety from any liability previously accrued pursuant to this bond.

The Surety, for value received, hereby stipulates and agrees that no charge, extension of time, alteration or addition to the term of the Plan shall in any way affect its obligation on this bond and the Surety hereby waives notice of any such change, extension of time, alteration or addition to the terms of the plan.

ACKNOWLEDGEMENT FOR PRINCIPAL

State of _____
County/ City of _____, to wit:

I, _____, a Notary Public in and for the County/City and State aforesaid, do clarify that _____ whose name is signed to the foregoing bond, personally appeared before me in my County/ City and State aforesaid and acknowledged the same to be his act and deed.

My commission expires _____.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public

ACKNOWLEDGEMENT FOR SURVEY

State of _____
County/ City of _____, to wit:

I, _____, a Notary Public in and for the County/ City and State aforesaid, do certify that _____ whose name is signed to the foregoing bond, personally appeared before me in my County/City and State aforesaid and acknowledged the same to be his act and deed.

My commission expires _____.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public

IN WITNESS HEREOF, the Principal and Surety have hereunto affixed their names and seals this _____ day of _____, 20 ____.

PRINCIPAL

By: _____

Title: _____

SURETY

By: _____

**IRREVOCABLE LETTER OF CREDIT
BANK AGREEMENT**

BENEFICIARY:

Treasurer, Town of Stephens City
P.O. Box 250
1033 Locust Street
Stephens City, Virginia, 22655

PERMITTEE: _____

ADDRESS: _____

DATE OF ISSUE: _____

AMOUNT: \$ _____

EXPIRY DATE: _____

ISSUING BANK: _____

ADDRESS: _____

ISSUING BANK ABA NO.: _____

PROJECT/SUBDIVISION: _____

PHASE(S): _____

We hereby issue our Irrevocable Letter of Credit No. _____ in favor of the Treasurer, Town of Stephens City, Virginia, for the account of _____ its agents, successors or assigns for a sum not exceeding _____ U.S. Dollars (\$ _____) available by your sight draft on the above stated Issuing Bank and accompanied by documents stated below.

A certified statement signed by the Erosion and Sediment Control Program Administrator stating that (Permittee) _____ has not satisfactorily completed the construction of and/or satisfactorily maintained, all erosion and sediment control activity required by Town Code and specified in the Plan for _____, the approved site plan/subdivision.

A statement signed by the Erosion and Sediment Control Program Administrator that: "The drawing is for the explicit purpose of providing for the completion or maintenance of a required facility or function pursuant to the requirements of Chapter 5- Erosion and Sediment Control of the Town Code and pursuant to the agreement of the Subdivider, Developer, or his agent to comply with said ordinance as a condition of the approval of the site plan/subdivision erosion and sediment control plan to the satisfaction of the Erosion and Sediment Program Administrator."

We hereby engage with drawers, endorsers, and bona fide holders that all drafts drawn in compliance with terms of this credit shall be duly honored upon presentation and delivery of the above documents. The Irrevocable Letter of Credit shall remain in full force and effect for a minimum of one (1) year from the date hereof and shall be automatically extended for additional terms of six (6) months from the present or future expiration dates unless,

sixty (60) days prior to such date or dates, the above named bank or financial institution issuing the instrument notifies the Town in writing by certified mail that they elect not to renew the instrument for such additional period. During the last (30) days while the Letter of Credit is in force and effect and after notice of termination has been given, the Town may draw up to the full amount of the sum when accompanied by a document stating that (Permittee) _____ has failed to provide an acceptable substitute Irrevocable Letter of Credit or deposit in escrow, and a document stating that "The drawing will be held by the Town for the sole purpose of providing for the completion and/or maintenance of erosion and sediment control requirements to the satisfaction of Erosion and Sediment Control Program Administrator." This credit shall be terminated upon the Erosion and Sediment Control Program Administrator giving written release to (Permittee or Developer) _____ stating that they have satisfactorily performed and fulfilled the obligations and requirements of the subject subdivision.

Attest: _____

Authorized Signature

Typed or Printed Name

Title

ACKNOWLEDGEMENT FOR SURETY

State of _____
County/ City of _____, to wit:

I, _____, a Notary Public in and for the County/City and State aforesaid, do certify that _____ whose name is signed to the foregoing letter of credit, personally appeared before me in my County/City and State aforesaid and acknowledged the same to be his act and deed.

My commission expires _____.

Given under my hand and seal this ____ day of _____, 20 ____.

Notary Public

Permits for Stormwater Discharges From Construction Sites

- ❖ Projects of 1 acre or more must apply for a general permit for Stormwater Discharges from Construction Sites through the Virginia Department of Conservation and Recreation.

- ❖ QUESTIONS? Contact the Department of Conservation and Recreation (DCR). General questions may be directed to Lee Hill at DCR's central office (804-786-3998). The telephone number of the Staunton Regional office is 54-332-9991.

I hereby certify that the Town of Stephens City Erosion and Sediment Control Program Administrator has informed me of the necessity of obtaining the above permit from the Virginia Department of Conservation and Recreation.

Project Name: _____

Town of Stephens City Land Disturbance Permit No.: _____

Applicant Name (printed): _____

Signature: _____ Date: ____/____/____

CONTRACTOR'S DAILY LOG ENTRY

Date: _____

Time: _____

Project: _____

Stage of Project: _____

Conditions of Site: _____

Verbal Comments (Violations, potential problems, etc.):

Initialed: _____

FACILITIES INSPECTION CHECKLIST

A FACILITY INSPECTION FOR SINGLE FAMILY RESIDENTIAL SUBDIVISION SHALL BE COMPLETED PRIOR TO THE ISSUANCE OF INDIVIDUAL LAND DISTURBANCE PERMITS FOR SINGLE FAMILY HOMES.

FACILITIES INSPECTION

Project: _____

Date of Inspection: ____/____/20__

Inspector: _____

FACILITY

1. WATER

a. Water Main

Testing complete and passed? Hydrostatic, bacteriologic

b. Water Meter(s)

Exterior condition

Depth on angle valve

Cleanliness

Traffic rated lids, if in driveway

Location? Between curb and sidewalk or directly behind sidewalk

c. Water Valve Boxes

Condition

Workability

Stem Depth

Skid pads

d. Fire Hydrants

Height of breakaway flange correct?

2. SANITARY SEWER

a. Sanitary Sewer Main

Testing complete and passed? Air test, T.V., mandrel, manhole vacuum tests

b. Manholes

Clean

Inverts

Parging

c. Sanitary Sewer Cleanouts

Accessible

Location? Between curb and sidewalk or directly behind sidewalk

Traffic rate lids, if in driveway

3. STORMWATER & EROSION AND SEDIMENT CONTROL

- a. Storm Sewer Main
 - Properly installed?
 - End sections and outlet protection as required?

- b. Structures (Manholes and Inlets)
Condition
 - Inverts
 - Paving
 - Cleanliness
 - Does length of inlet match plans?

- c. Erosion and Sediment Controls
 - Inlet protection as necessary
 - Permanent/ temporary seeding?

- d. Grading
 - Ditches in place and stabilized
 - Water quality swales installed?

4. STREETS

- a. Curb, Gutter & Sidewalks
 - Completely installed
 - Condition
 - Clean

- b. Road Surface
 - Final surface installed
 - Condition (clean, smooth?)
 - Backfilled behind curb and right-of-way stabilized
 - Street signs and traffic signs installed
 - Street lights installed and operational
 - Proof rolled and passed? Compaction testing, if applicable

5. OTHER SPECIAL FEATURES

- Walking/ bike paths
- _____
- _____
- _____

6. AS-BUILTS DRAWINGS

- Received and satisfactory
- Three (3) sets plus electronic version