



Loudoun County, Virginia

Department of Building and Development

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Technical and Procedural Newsletter

February 15, 2018

To: Members of the Land Development and Home Building Community

MS From: Michael Seigfried, Director

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

IN THIS EDITION:

The 6th in a series of newsletters providing updated information on the County procedures and technical criteria for Land Development Application (LDA) Projects and certain grading projects in meeting the Virginia Stormwater Management Program (VSMP) requirements. The primary focus of this edition of the newsletter is to provide the specific format to utilize in the preparation of a Stormwater Pollution Prevention Plan (SWPPP). Also included are a few reminders related to the County's Best Management Practice (BMP) Construction Inspection Program and VSMP Permit Maintenance Fees.

APPLICABLE STANDARDS:

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

DISCUSSION:

BMP CONSTRUCTION INSPECTION PROGRAM

- **Reminder of Responsibilities:** The BMP Construction Inspection Program began on August 1, 2017. As of that date, **the Operator** is responsible for conducting inspections of SWM BMPs (during the construction of those measures) which must be recorded in the County-provided BMP Construction Inspection Checklist(s) and attached to the onsite SWPPP. There are currently checklists provided for 5 BMPs: Bioretention, Wet Ponds, Extended Detention Ponds, Wet Swales, and Dry Swales.

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Please reference the B&D Technical Newsletter dated June 16, 2017 for more information on this program as well as the County's VSMP website www.loudoun.gov/loudounvsmp under "VA Stormwater Management Program Updates."

VSMP PERMIT MAINTENANCE FEES DUE

1. **VSMP Permit Maintenance Fees are due by April 1, 2018** – Operators will receive a project-specific notice prior to the due date. Fees will not be due at that time if either one of the following situations exist:
 - A. The VSMP Permit was obtained on January 1, 2018 or later; or,
 - B. All associated Grading Permits are released prior to April 1, 2018.
2. **Reminder – Submission of the Notice of Termination (NOT) of a VSMP Permit** – State Regulations recommend that an Operator submit the NOT **within 30 days** of the point when all conditions listed in the notice regarding BMP performance, site stabilization, long-term maintenance responsibility, etc. are satisfied. The template for the NOT may be downloaded at www.loudoun.gov/loudounvsmp under "Permit Modifications, Transfers, and Terminations." Also, detailed information on NOTs can be found in the B&D Technical Newsletters dated May 15, 2015 and June 16, 2017.

SWPPP PREPARATION – FORMAT

Section 1096.01(d) of the Loudoun County SWM Ordinance requires that a SWPPP be prepared by the applicant and accepted by the VSMP Administrator for all regulated land-disturbing activities prior the issuance of a VSMP Permit. Per the definition of "SWPPP" in Section 1096.01(c), it must include "an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan." The ordinance also states that the document "must be maintained by the Operator at a central location onsite."

Department staff responsible for monitoring land-disturbing activities for proper implementation of the SWPPP review the document during their site inspections. Since the SWPPP is a fluid document that must be updated as a development project progresses, it is essential to both the Operator and the inspection authority that the various components of the document be easily accessible. SWPPPs that contain a consistent order of contents allow for more efficient inspections so that both County staff and the Operator will not have to spend extra time searching for components. In addition, this format will allow for the inspector to quickly determine the current status of the project, whether or not previous corrective actions requested have been addressed, and what pollution management measures may have installed since their last visit, etc.

Accordingly, starting **March 1, 2018**, all SWPPP documents submitted for County review **must adhere to the following format:**

Stormwater Pollution Prevention Plan (SWPPP) Required Format

Section	Required Documentation
1	Cover page (Signed by the Operator)
2	Notice of Coverage Letter (From the VA DEQ and/or VSMP Approval from Loudoun County)
3	Copy of the Construction General Permit
4	Registration Statement (Signed by the Operator)
5	Delegation of Authority (Signed by the Operator for the Qualified Personnel)
6	Qualified Personnel (Contact Information and Qualifications for the personnel conducting site inspections)
7	BMP Site Map (Location of dumpsters, portable toilets, chemical washouts, concrete washouts, rain gauge, etc.)
8	Loudoun County Approved Plans (Provide an 11"x17" Copy of the approved Loudoun County stamped Erosion & Sediment Control plan in the SWPPP book. A 24"x36" Copy of the Loudoun County approved CPAP, STPL, including the approved Stormwater Management Plan must be available on site)
9	Impaired Waters/TMDL Statement (Site Specific)
10	Copy of the Pollution Prevention Plan
11	Contractor Information Table (This table will list the contact information for all contractors/vendors involved on the site)
12	Amendments, Modifications and Updates Table (This table will list any changes in design, construction, operation, maintenance, or modified controls and record of land disturbance, temporary start/stop, stabilization; each item must be signed by the Operator or Delegated Personnel)
13	BMP Construction Inspection Checklist (Construction monitoring reports completed and signed by the Operator/Delegated Personnel and Geotechnical Engineer for Bioretention, Wet Ponds, Extended Detention Ponds, Wet Swales and Dry Swales)
14	Site Inspection Reports with Corrective Actions

If you have questions or comments regarding this newsletter or any other program elements, please call Jimmy Edmonds, B&D VSMP Administrator, at (703) 737-8052.