

Erosion and Sediment Control Plan Checklist

An Erosion and Sediment Control Plan may be required to be submitted for any land disturbing activities not specifically exempted by Chapter 37.1 – Stormwater Management of the Newport News Code of Ordinances (https://library.municode.com/va/newport_news/codes/code_of_ordinances).

This document is intended to aid an applicant in making a complete submittal of an Erosion and Sediment Control plan, it does not preclude the applicant from reviewing and applying the requirements of the Newport News Design Criteria Manual, Newport News General Conditions and Special Provisions, Hampton Roads Planning District Commission (HRPDC) Regional Construction Standards, Code of Virginia, Administrative Code of Virginia, etc. Additional documentation may be requested by city departments/divisions in order to perform a complete review of the proposal.

The applicant shall submit this signed checklist, the signed site plan application, a digital copy of the plans (as a single file, not individual sheets) and other documents along with four (4) paper copies of the site plan and two (2) paper copies of additional documents.

✓	CHECKLIST ITEMS
	<p>The Cover Sheet must include, at minimum, the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the project, street address and tax identification number of the site(s). <input type="checkbox"/> Name and address of the owner of record. <input type="checkbox"/> A vicinity map showing the location of the site in relation to one or more public streets drawn at a scale of 1"=1000'. Include a north arrow. <input type="checkbox"/> The zoning designation, overlay district (if applicable), current use and proposed use of the building/site in accordance with the Zoning Ordinance. <input type="checkbox"/> Building setback lines and special highway setbacks (if applicable) as required by the Zoning Ordinance. <input type="checkbox"/> Identify if the site is within a Chesapeake Bay Preservation Area. <input type="checkbox"/> Provide the name and certification number for the responsible land disturber (RLD) for the project. <input type="checkbox"/> Identify any land use case (i.e. special exception, variance, conditional use permit, conditional rezone, board of zoning appeals, overlay committee, Economic Development Authority, etc.) approvals/decisions that impact the site. Provide the approval date, approval letter and the adopted Ordinance (if applicable). <input type="checkbox"/> Provide a 5"x7" open space near the title block for City approval stamps and signature. <p>Provide, at minimum, the following Site Statistical data in square feet as well as acres:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total site area. <input type="checkbox"/> Pre and post-construction impervious area, pervious area, green area. <input type="checkbox"/> Disturbed area on site, disturbed area within the right-of-way, total disturbed area.
	Clearly delineate the limits of clearing/disturbance on-site, within the right-of-way and off-site (if applicable).
	Existing site conditions, including all structures, fences, landscaping, utilities and contours.
	<p>Include the following notes, which are available at http://nnva.gov on the plans:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Newport News Erosion and Sediment Control General Notes. <input type="checkbox"/> The Virginia Erosion and Sediment Control Program Minimum Standards (9VAC25-840-40).
	Show all Erosion and Sediment Control measures, provide a narrative and associated details. Include tree protection fencing around all existing trees within 50' of the limits of disturbance (shown on all plan views). Details can be found in the latest version of the Virginia Erosion and Sediment Control Handbook.

✓	CHECKLIST ITEMS
	<p>Provide a narrative on the plan (and separate calculations) that addresses the methods of collecting, retaining, directing and/or disposing of stormwater (if applicable). Support documents must be organized and include a Table of Contents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-development and post-development drainage maps are required to be submitted as part of the plans. <input type="checkbox"/> If the site is located within a Chesapeake Bay Preservation Area (CBPA), the boundaries/buffers must be clearly shown on the plan and appropriate stormwater calculations must be submitted in accordance with the Virginia Stormwater Management Regulations. <input type="checkbox"/> If the total disturbed area is 2,500sqft. or more within a CBPA or 10,000sqft or more (outside a CBPA), stormwater management calculations addressing water quality and quantity must be submitted with the site plan. <input type="checkbox"/> For water quality submit a Virginia Runoff Reduction Method spreadsheet with the site plan. The spreadsheet(s) and guidance information are available at the Virginia Department of Environmental Quality, Virginia Stormwater BMP Clearinghouse website. <input type="checkbox"/> Storm drainage system design information, details, flow, capacity and profile shall be provided.
	A landscape plan providing the number, location, size and species of landscaping material proposed (if applicable).
	The name, address, signature of the individual who drew the plans must be provided on <u>all</u> plan sheets.
	All paper plans must be folded unless otherwise approved.

An incomplete submittal may delay the review of the plan. The plan must be approved prior to land disturbance permit issuance. For questions or comments, please contact Development Services at (757) 933-2311.

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

Applicant Name (print)

Applicant Signature

Date