

ATTENTION LAND DISTURBING PERMIT HOLDERS

Please note **YOUR RESPONSIBILITIES** as a permit holder for erosion and sediment control on your site:

- A **VDOT CE-7** permit is required prior to any work being done in VDOT's right-of-way. **This permit must be submitted before the land disturbance permit is approved and issued.**
- A **Narrative** addressing the following must be submitted with this application: Project description, Existing Site Conditions, Adjacent areas, Off-site areas, Soils, Critical Areas, E&S Control Measures, Permanent Stabilization, Stormwater Runoff Considerations, Calculations, and Maintenance. For more information please refer to the plan review checklist attached to this application.
- A **Site Plan** addressing the following must be submitted with this application: Vicinity Map, Indicate North, Limits of Clearing and Grading, Existing Contours, Final Contours, Existing Vegetation, Soils, Existing Drainage Patterns, Critical Erosion Areas, Site Development, Location of Practices, Off-Site Areas, Detail Drawings, and Maintenance. For more information please refer to the plan review checklist attached to this application.
- Complete A **DCR Virginia Stormwater Permit** (attached) must be submitted for the following: **1)** Any land disturbance activity in the Chesapeake Bay Preservation Area of 2500 square feet or more; **2)** Any land disturbance activity on a site that is 1 acre or more. A copy of the DCR permit must be submitted with the land disturbance application. For more information contact DCR at 804-443-6752.
- A gravel **construction entrance** constructed of VDOT #1 stone with filter fabric underneath is to be installed before construction traffic is to have access to the site. Gravel is to be replenished as necessary. If sediment is traced onto a hard surfaced road, the road is to be cleaned at the end of the day.
- Install and maintain erosion **and sediment control** measures, as shown on your approved plot plan.

- Seed newly graded areas immediately after land disturbance is complete, and mulch heavily until grass is established.
- **Permit expires one year from approval date.**
- **A Land Disturbance Application shall include all information as required in the Plan Review Checklist (attached) and the Plan Review Minimum Standard Checklist (attached).**

I hereby certify that the certified plans and this completed application form contain all the required information for a Land Disturbance Permit in accordance with The Town of West Point Erosion and Sediment Control Ordinance and the Virginia Erosion and Sediment Control Handbook. I understand that the submission of incomplete or inaccurate information may delay the processing of this Land Disturbance Permit.

I, _____, the permit holder for the land disturbing activities proposed on Tax Map # _____, do understand my responsibilities under the land disturbing permit that has been granted and certify that the above items will be followed.

Date

Applicant Signature

LAND DISTURBANCE PERMIT MINIMUM STANDARDS

As mandated by Section 4VAC50-30-40 of the State Erosion and Sediment Control Ordinance regulations, all land disturbing activities must meet the following minimum standards (as applicable):

- 1. Soil Stabilization:**
 - Permanent or temporary soil stabilization shall be applied to denuded areas within seven (7) days after final grade is reached on any portion of the site.
 - Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain dormant for longer than thirty (30) days, but less than one year.
 - Permanent stabilization shall be applied to areas that are to be left dormant for more than one year.
- 2. Soil Stockpile Stabilization:**
 - During the construction, soil stockpiles and borrow areas shall be stabilized or protected with sediment trapping measures. Temporary protection and permanent stabilization shall be applied to all soil stockpiles on site and borrow areas or soil intentionally transferred off site.
- 3. Permanent Stabilization:**
 - Permanent vegetative cover shall be established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that is uniform, mature enough to survive, and will inhibit erosion.
- 4. Sediment Basins & Traps:**

- Sediment basins, sediment traps, perimeter dikes, sediment barriers, and other measures intended to trap sediment shall be constructed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place.
- 5. Stabilization of Earthen Structures**
- Stabilization measures shall be applied to earthen structures such as dams, dikes, and diversions immediately after installation.
- 6. Sediment Traps & Sediment Basins:**
- Sediment traps shall be designed and constructed based upon the total drainage area to be served by the trap or basin as follows:
 - Only control drainage areas less than three acres.
 - Minimum storage capacity of 134 cubic yards per acre of drainage area.
 - Sediment basins shall be designed and constructed based upon the total drainage area to be served by the trap or basin as follows:
 - Control drainage areas greater than or equal to three acres.
 - Minimum storage capacity of 134 cubic yards per acre of drainage area.
 - The outfall system shall, at a minimum, maintain the structural integrity of the basin during a twenty-five year storm of 24-hour duration.
- 7. Cut and Fill Slopes Design & Construction:**
- Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Slopes found to be eroding excessively within one year of permanent stabilization shall be provided with additional slope stabilizing measures until the problem is corrected.
- 8. Concentrated Runoff Down Slopes:**
- Concentrated runoff shall not flow down cut or fill slopes unless contained within an adequate temporary or permanent channel, flume, or slope drain structure.
- 9. Slope Maintenance:**
- Whenever water seeps from a slope face, adequate drainage or other protection shall be provided.
- 10. Storm Sewer Inlet Protection:**
- All storm sewer inlets made operable during construction shall be protected so that sediment-laden water cannot enter the stormwater conveyance system without first being filtered/treated to remove sediment.
- 11. Stormwater Conveyance Protection:**
- Before newly constructed stormwater conveyance channels or pipes are made operational, adequate outlet protection and any required temporary or permanent channel lining shall be installed in both the conveyance channel and the receiving channel.
- 12. Work in Live Watercourse:**
- When work in a live watercourse is performed:
 - Precautions shall be taken to minimize encroachment, control sediment transport, and stabilize the work area to the greatest extent possible during construction.
 - Non-erodible material shall be used for the construction of causeways and cofferdams.
 - Earthen fill may be used for these structures if armored by non-erodible cover materials.
- 13. Crossing Live Watercourse:**
- When a live watercourse must be crossed by construction vehicles more than twice in any six-month period, a temporary vehicular stream crossing constructed on non-erodible material shall be provided.

- 14. Regulation of Watercourse Crossing:**
- All applicable federal, state and local regulations pertaining to working in the watercourse is completed.
- 15. Stabilization of Watercourse:**
- The bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.
- 16. Underground Utility Line Installation:**
- Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:
 - No more than 500 linear feet of trench may be opened at one time.
 - Excavated material shall be placed on the uphill side of trenches.
 - Effluent from dewatering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect flowing streams or off-site property.
 - Material used for backfilling trenches shall be properly compacted in order to minimize erosion and promote stabilization.
 - Restabilization shall be accomplished in accordance with these regulations.
 - Comply with applicable safety regulations.
- 17. Vehicular Sediment Tracking:**
- Where construction vehicle access routes intersect paved or public roads:
 - Provisions shall be made to minimize the transport of sediment by vehicular tracking onto the paved surfaces.
 - Where sediment is transported onto a paved or public road surface, the road surface shall be cleaned thoroughly at the end of each day.
 - Sediment shall be removed from the roads by shoveling or sweeping and transported to a sediment control disposal area. Street washing shall be allowed only after sediment is removed in this manner.
- 18. Removal of Temporary Measures:**
- All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization or after the temporary measures are no longer needed, unless otherwise authorized by the program authority. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.
- 19. Stormwater Management:**
- Properties and waterways downstream from development sites shall be protected from sediment deposition, erosion, and damage due to increase in volume, velocity, and peak flow rate of stormwater runoff for the stated frequency storm of 24-hour duration.



TOWN OF WEST POINT
 COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. Box 152
 329 6th Street
 West Point, VA 23181
 (804) 843-3563 – phone (804) 843-4364 – fax
www.west-point.va.us

LAND DISTURBANCE APPLICATION

Applicant Information: Permit # _____

Name: _____
 (Please note: Applicant must be landowner or authorized contractor, engineer, or architect only)

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Email Address: _____

Property Information:

Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Email Address: _____

Tax Map # _____

Detailed Directions to Property:

Project Information:

Description of proposed work: _____

Total amount of area being disturbed (in square feet or acres): _____

Contractor Name: _____ RLD: _____

Contractor Phone: _____ CERT# _____ Exp. Date _____

Indicate flagging type and color used: _____

**LIMITS OF CLEARING/GRADING MUST BE MARKED IN THE FIELD BEFORE
 A LAND DISTURBANCE PERMIT MAY BE ISSUED**

I hereby certify that I fully understand the provisions of The Town of West Point Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above referenced project as approved by the Administrator. I further grant the right-of-way onto said property to the designated personnel of The Town of West Point, the Tidewater Soil and Water Conservation District, the Virginia Institute of Marine Science, the Army Corps of Engineers and any other deemed appropriate by The Town of West Point for review of the proposed project.

Applicant Signature **Date**

Are the following items shown on the Plan?

Limits of clearing and grading?	Yes	No	NA
Dimensions of areas to cleared and graded?	Yes	No	NA
12" or greater trees on site to be preserved shown?	Yes	No	NA
Steep Slopes?	Yes	No	NA
Streams/Wetlands/Rivers?	Yes	No	NA
Construction Entrance?	Yes	No	NA
Seeding information provided?	Yes	No	NA
E&S Measurers?	Yes	No	NA
Hydric Soils?	Yes	No	NA
Fill Material?	Yes	No	NA

Inspection Report

Site Inspected by: _____ Date of Inspection: _____

RPA on site? Yes No E&S Measurers needed? Yes No

If yes, describe: _____

*******Office Use Only*******

Permit Fee \$ _____ Amount of surety \$ _____ NA
 Date Paid _____ Type: _____
 Cash/Certified Check
 Bond Bond # _____
 Letter of Credit L.C. # _____

Upon approval by the Administrator of the Erosion and Sediment Control Ordinance, this permit is issued based on:

_____ The attached plot plan
 _____ The Erosion and Sediment Control Plan:
 Entitled: _____
 Prepared by: _____
 Dated: _____ Revised: _____

Approved: _____ Date: _____
 E&S Administrator, Town of West Point

This permit shall expire on: _____