



# Erosion and Sediment Control / Stormwater Preconstruction Meeting Checklist

Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Permittee: \_\_\_\_\_ Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_

## Erosion & Sediment Control Requirements

### 1. Phasing of Erosion and Sediment Control Practices

- A. Narrative Plan
- B. Contractor-Developed Sequence of Construction

### 2. Installation Procedure for Primary and Perimeter Erosion and Sediment Control Practices

- |  |  |
|--|--|
| _____ Construction Entrance                  | _____ Stormwater Management/BMP Facilities |
| _____ Silt Fence                             | _____ Diversions                           |
| _____ Rock Check Dams                        | _____ Soil Blankets & Mattings             |
| _____ Culvert & Storm Drain Inlet Protection | _____ Mulching                             |
| _____ Stormwater Conveyance Channels         | _____ Permanent Seeding                    |
| _____ Temporary Seeding                      | _____ Storm Drainage System                |
| _____ Outlet Protection                      | _____ Dust Control                         |
| _____ Sediment Traps                         | _____ Safety Fence                         |
| _____ Sediment Basins                        | _____ Other                                |

### 3. Inspection and Enforcement Procedures

- A. Permittee/Contractor Inspections: \_\_\_\_\_
- B. County Inspections: \_\_\_\_\_
- C. Enforcement Actions: \_\_\_\_\_
  - 1. Inspection Report & Informal Contact: \_\_\_\_\_
  - 2. Notice to Comply: \_\_\_\_\_

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- 3. Stop Work Order: \_\_\_\_\_
- 4. Legal Proceedings: \_\_\_\_\_
- 4. Limits of Clearing, Tree and Other Critical Areas Protection Measures Inspection
  - A. Clearing limits properly flagged?  Yes  No
  - B. Color of Flagging: \_\_\_\_\_
  - C. Tree Presservations/Critical Areas protected adequately?  Yes  No
  - D. Color of Flagging: \_\_\_\_\_
  - E. Tree Preservation/Critical Areas Protection Measures, Type: \_\_\_\_\_
- 5. VSMP. The applicant, owner, contractor, or responsible land-disturber is required to provide the Engineering and Resource Protection Division proof of evidence of permit coverage under the Virginia Stormwater Management Program (VSMP), General Permit for Discharge of Stormwater from Construction Activities. This can be done prior to or during the preconstruction meeting. This can be a copy of a registration statement or actual secured permit in accordance with current requirements of the Virginia Stormwater Management Program and the Virginia Department of Conservation and Recreation, Division of Soil & Water Conservation. This is required prior to issuance of a Land-Disturbing Permit and start of land-disturbing activities.  
  
Evidence of VSMP provided?  Yes  No; If no, describe agreed terms/time frame for providing this information \_\_\_\_\_

## **Stormwater Facility Construction Requirements**

- 1. Timing of Installation of Stormwater Facilities:
  - A. Narrative Plan
  - B. Contractor-Developed Sequence of Construction
- 2. Inspection Requirements for Stormwater Facilities:
  - \_\_\_\_\_ Wet Ponds
  - \_\_\_\_\_ Wetlands
  - \_\_\_\_\_ Infiltration
  - \_\_\_\_\_ Filtering Systems
  - \_\_\_\_\_ Open Channel Systems
  - \_\_\_\_\_ Sediment Basins
  - \_\_\_\_\_ Extended Dry Detention
  - \_\_\_\_\_ Outlet Protection
  - \_\_\_\_\_ Stormwater Conveyance Channels
  - \_\_\_\_\_ Storm Drainage System (Pipe)
  - \_\_\_\_\_ Other

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- 3. Inspection and Enforcement Procedures
  - A. Permittee/Contractor Inspections: \_\_\_\_\_
  - B. County Inspections: \_\_\_\_\_
    - 1. Benchmark: \_\_\_\_\_
    - 2. Routine: \_\_\_\_\_
  - C. Enforcement Actions: \_\_\_\_\_
    - 1. Inspection Reports & Initial Contact: \_\_\_\_\_
    - 2. Notice Comply: \_\_\_\_\_
    - 3. Stop Work Order: \_\_\_\_\_
    - 4. Legal Proceedings: \_\_\_\_\_
- 4. Limits of Clearing and Non-compaction Areas Protection Measures Inspection
  - A. Non-compaction Areas protected adequately  Yes  No
  - B. Color of Flagging: \_\_\_\_\_
  - C. Non-compaction Areas Protection Measures, Type: \_\_\_\_\_
- 5. Issuance of Stormwater Facility Inspection, Record Drawing and Construction Certification; Standard Forms and Instructions (as applicable to project)
- 6. Attendees - Identify Contract Person for Erosion Control and Stormwater Facility Construction
  - Signature: \_\_\_\_\_
  - Printed Name: \_\_\_\_\_
  - Affiliation: \_\_\_\_\_
  - Address: \_\_\_\_\_  
\_\_\_\_\_
  - Phone No. \_\_\_\_\_

# Erosion and Sediment Control / Stormwater Preconstruction Meeting Checklist

7. Comments: \_\_\_\_\_  
\_\_\_\_\_

County Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_