

**JAMES CITY COUNTY
POLICY FOR EROSION AND SEDIMENT CONTROL
PRECONSTRUCTION MEETINGS**

Intent

The intent of this policy is to establish guidelines for erosion and sediment control preconstruction meetings and to ensure compliance with the Virginia Erosion and Sediment Control Law and Regulations. In general, erosion and sediment control preconstruction meetings are required prior to the issuance of land disturbing activity permits by the County. The following items shall be discussed and agreed upon during the course of the preconstruction meeting between the County agent, the permittee, the Responsible Land-Disturber, and the site work contractor.

Guidelines

1. **Phasing of Erosion and Sediment Control Practices.** The County representative shall inform the permittee, the Responsible Land-Disturber, and the site work contractor as to the required phasing of specific erosion and sediment control practices. The County representative shall also reiterate the time frames for the completion of specific erosion and sediment control measures, as stipulated in the Erosion and Sediment Control Notes on the approved erosion and sediment control plans and project narrative. The contractor shall develop and present for approval prior to the meeting, a sequence of construction that accomplishes the required phasing.
2. **Installation of Specific Erosion and Sediment Control Practices.** The County representative shall instruct the permittee, the Responsible Land-Disturber, and the site work contractor as to the proper installation of the specific erosion and sediment control practices, as indicated on the approved erosion and sediment control plans. It is imperative that the County representative stress the importance of proper installation **and maintenance** of the specific erosion and sediment control practices.
3. **Inspection and Enforcement Procedures.** The County representative shall inform the permittee, the Responsible Land-Disturber, and contractor of their need and responsibility to inspect the project on a daily basis to ensure proper operation of the erosion control measures. The County representative will also discuss the County inspection procedures. Inspections will be conducted periodically and within 48-hours of a runoff-producing storm event until the land disturbing permit is released. The enforcement procedures that will be undertaken to correct any deficiencies found during the inspection will be described. The process starts with the issuance of an inspection report and a verbal notification to the contractor of the problem and required solution, and progresses through a written notification to legal proceedings. Examples of the written notifications are attached.

4. **Limits of Clearing and Tree Preservation/Critical Areas Protection Measures.** The limits of clearing, as shown on the approved plans, shall be clearly delineated with flagging for inspection by the County representative. Flagging shall be spaced at intervals not to exceed 25 feet on-center. Flagging shall be placed at least four (4) feet above existing ground elevation, but not more than six (6) feet above existing ground elevation. Flagging shall not be stapled, nailed, tacked, or attached in any other manner which may damage trees which are beyond the clearing limits or are designated to be preserved. Flagging shall not be attached to trees designated for removal. Flagging shall consist of white, yellow or orange, 1-3/16-inch wide vinyl plastic flagging. Flagging color shall be consistent throughout the project.

Tree preservation and other critical areas shall also be flagged for inspection by the County representative. The flagging method shall be the same as for the limits of clearing except for the color of flagging material. Prior to any excavation or grading activities, the tree preservation/critical areas protection measures shall be installed and inspected. The following types of tree preservation/critical area protection are acceptable:

- a. Plastic fencing - 40 inches high "international orange" plastic (polyethylene) web fencing secured to conventional metal "T" or "U" posts driven to a minimum depth of 18 inches on 6-foot centers.
- b. Cord Fencing - Posts with a minimum size of 2 inches square or 2 inches in diameter set securely in the ground protruding at least 4 feet above the ground with two rows of 1/4-inch or thicker cord at least 2 feet apart running between posts with strips of colored surveyor's flagging tied securely to the cord at intervals no greater than 3 feet.

The protection measures shall be kept in good condition for the duration of the construction activities.

If the clearing limit and tree preservation/critical areas are not flagged in accordance with the approved plan, then the preconstruction meeting shall be terminated and the land disturbing permit shall not be issued. The permittee shall schedule another preconstruction meeting after the flagging has been completely and correctly installed. In no case shall the land disturbing permit be issued until the County agent has inspected and approved the flagging for the limits of clearing and the tree preservation/critical areas.

5. **Erosion and Sediment Control Preconstruction Meeting Checklist.** Attached.
6. **Signature of Each Preconstruction Attendee.** The signature of each of the preconstruction meeting attendees with the attendee's printed name, address, daytime phone number and affiliation shall be required on the preconstruction checklist. Copies of the complete checklist shall be provided to each of the attendees.