



# Stormwater Facilities Inspection Fee Program Preconstruction Policy and Checklist

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## Purpose

In accordance with Chapters 19 and 24 of the James City County Code, inspections are required for stormwater facilities constructed for all development projects. This policy establishes the guidelines for the stormwater inspection program preconstruction meeting and contains necessary documentation of the meeting.

## Guidelines

1. The meeting will be held in conjunction with the Erosion and Sediment Control preconstruction meeting conducted by the Environmental Division. It is the responsibility of the owner/developer to schedule the preconstruction meeting. If a joint meeting is not possible because of unusual extenuating circumstances, then an alternate meeting can be arranged on a case-by-case basis. However, no work on any stormwater facility (BMP or storm drain pipes) can begin until the meeting is conducted.
2. Representatives of the owner/developer, general contractor, site contractor, pipe contractor, and a geotechnical engineer responsible for certifying the facilities' construction must be in attendance at the meeting. If all these representatives are not in attendance at the meeting, the meeting will be rescheduled and a Certificate to Construct stormwater Facilities will not be issued.
3. The stormwater portion of the meeting shall be conducted by the Stormwater Division (Division) representative who will inform the attendees of the minimum requirements and procedures necessary to document and certify the construction of the stormwater facilities in accordance with the approved development plans. Checklists, documentation requirements, and inspection schedules will be presented and discussed by the Division representative.
4. The approved construction plans will be reviewed at the meeting to ensure all parties are aware of the various stormwater facilities and the construction requirements including the timing of installation associated with each facility.
5. The Division representative will inform the attendees about the enforcement procedures that will be undertaken to correct any deficiencies found during the inspection process. All observations of noncompliance with the approved plans and specifications shall be documented and communicated to the contractor. If the noncompliance is not corrected immediately, the contractor and owner will be given a Notice to Comply with and appropriate time frame for correction. If the work has not been corrected, a Stop Work Order will be issued and remain in force until the problem is corrected.
6. Certification requirements will also be discussed. At the completion of the project, all stormwater facilities will require completion of a construction certification and record drawings. In addition, any temporary sediment control measure that will be converted to a permanent BMP will be required to have an interim certification completed by the geotechnical engineer.
7. The signature of each of the meeting attendees and their contact information shall be required on the checklist at the conclusion of the meeting.

# STORMWATER DIVISION

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## Preconstruction Meeting

**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Is the person who will be certifying the construction of the stormwater facilities present?

YES  NO  Name: \_\_\_\_\_

2. Is the contractor (s) who will be installing the stormwater facilities present?

YES  NO  Name: \_\_\_\_\_

3. Is a representative of the owner/developer present?

YES  NO  Name: \_\_\_\_\_

4. Is a representative of the general contractor present?

YES  NO  Name: \_\_\_\_\_

5. A copy of the approved site plan is required to be on the project site daily.

6. Are there any proposed revisions to the approved plan pending?

YES  NO

7. Any proposed changes to the approved plan must be submitted to James City County for review and approval prior to implementation.

8. Are any representative present aware of any discrepancies, errors or deficiencies with the approved plan?

YES  NO

9. Are all representatives aware of the inspection and documentation requirements for the project?

YES  NO

County Representative: \_\_\_\_\_



# STORMWATER DIVISION

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## Preconstruction Meeting Checklist

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

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

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

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

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

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

1. **Timing of Installation of Stormwater Facilities:**

A. **Narrative Plan**

B. **Contractor-Developed Sequence of Construction**

2. **Inspection Requirements for Stormwater**

**Facilities:**

\_\_\_\_\_ **Wet Ponds**

\_\_\_\_\_ **Extended Dry Detention**

\_\_\_\_\_ **Wetlands**

\_\_\_\_\_ **Outlet Protection**

\_\_\_\_\_ **Infiltration**

\_\_\_\_\_ **Stormwater Conveyance Channels**

\_\_\_\_\_ **Filtering Systems**

\_\_\_\_\_ **Storm Drainage System (Pipe)**

\_\_\_\_\_ **Open Channel Systems**

\_\_\_\_\_ **Other**

\_\_\_\_\_ **Sediment Basins**

3. **Inspection and Enforcement Procedures**

A. **Permittee/Contractor Inspections:**

\_\_\_\_\_

**B.**

**County Inspections:**

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**1.**

**Benchmark:**

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**2.**

**Routine:**

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## **Stormwater Division**

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# **Preconstruction Meeting Checklist**

**C.**

**Enforcement Actions:**

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**1.**

**Inspection Reports & Initial Contact:**

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**2.**

**Notice Comply:**

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**3. Stop Work Order:** \_\_\_\_\_

**4.**

**Legal Proceedings:**

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**4.**

**Limits of Clearing and Non-compaction Areas**

### **Protection Measures Inspection**

**A.**

**Non-compaction Areas protected adequately**

Yes  No

**B.**

**Color of Flagging:**

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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 Stormwater Facilities Construction**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

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

\_\_\_\_\_

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

7. \_\_\_\_\_ **Co**  
Comments: \_\_\_\_\_

\_\_\_\_\_

County Representative: \_\_\_\_\_ Date: \_\_\_\_\_