City of Suffolk, Virginia
Department of Public Works
Division of Engineering/Stormwater

Erosion and Sediment Control Plan Application

This application should be used when submitting a standalone erosion and sediment control plan. ESC plan review is necessary to reduce the impacts of existing and future development on the City's numerous natural streams and watercourses. All land-disturbing activities in excess of 2,500 sqft within the Chesapeake Bay Preservation Area (CBPA) or 10,000 sqft outside of the CBPA must be provided with adequate measures in accordance with the City Erosion and Sedimentation Control Ordinance and the Virginia Erosion and Sediment Control Regulations.

Fee Calculations: If a VSMP Permit is required additional fees will be required.

____ $460 (0-10,000 sf of disturbance)
____ $835 (10,000 – 0.5 acre of disturbance)
____ $1585 (0.5-1.0 acre of disturbance)
____ $1585 + $_____ ($250/additional acre over 1 acre of disturbance or portion thereof)

DO NOT WRITE IN THIS SPACE		
Project Number: ESC-	Submission Date:	Fees Paid

1. **Application For:**

Project Name: _____

This property is located in the following overlay and /or special zoning district(s) (check all that apply):

___ Special Corridor Overlay ___ Central Business ___ Airport Overlay

___ Historic and Cultural ___ Planned Development ___ Village Center
    Conservation Overlay

___ Traditional Neighborhood Development

2. **Legal Property Description:**

Property Address (if any) _____

Name of Subdivision(if applicable) _____

Total Acreage (existing)_ _____

Section: _____ Block: _____ Lot: _____ Tax Assessor's Map and Parcel # _____

Zoning District: _____ Tax Account Number: _____

3. **Applicant Information** (complete if different from the property owner):

Name: _____

Company: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email: _____

_____ _____

Applicant's Signature *Date*

4. Authority for Application

This application must be signed by the owner(s) of the subject property or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analysis.

Property Owner(s):

Name(s): _____

Address: _____

Contact Number: _____ Fax Number: _____

Email: _____

_____   _____
Property Owner Signature   *Date*

Name(s): _____

Address: _____

Contact Number: _____ Fax Number: _____

Email: _____

_____   _____
Property Owner Signature   *Date*

Agent Representing the Applicant:

Name(s): _____

Company: _____

Address of Applicant(s): _____

Contact Number: _____ Fax Number: _____

Email: _____

_____   _____
Property Owner Signature   *Date*

Notice: The attached checklist must be completed, certified, and submitted or the application will be considered incomplete.

Remit Application to: City of Suffolk Public Works Engineering, P.O. Box 1858, Suffolk, VA 23434

Erosion & Sediment Control Plan

Erosion and sediment control measures are necessary to reduce the impacts of existing and future development on the City's numerous natural streams and watercourses. All land-disturbing activities in excess of 2,500 sqft within the Chesapeake Bay Preservation Area (CBPA), or 10,000 sqft outside of the CBPA must be provided with adequate measures in accordance with the City Erosion and Sedimentation Control Ordinance and the Virginia Erosion and Sediment Control Regulations. Erosion and Sediment Control Plans shall be included in all site and engineering plan submittals.

_____ 1. **General:** The erosion and sediment control plan shall be presented in permanent ink and shall contain any anticipated changes or addition. Plans shall be prepared by an Appropriate Authorized Design professional licensed to practice in Virginia. No person shall prepare or certify design elements of E&S plans which are outside the limits of their professional expertise and license. All revision dates must be shown. A properly completed and signed application form and fees shall be submitted. The property owner(s) must sign the application.

_____ 2. **Number of Copies:** Seven (7) full size folded copies of the final erosion and sediment control plan on black or blue line prints shall be submitted to the Department of Public Works- Engineering. No plan shall be deemed received until all relevant fees and the applications are submitted.

_____ 3. **Multiple Sheets:** Multiple sheet plans may be used. All sheets shall be numbered and referenced to an index map, and all required certificates shall appear on a single sheet (along with the index and vicinity maps).

_____ 4. **Ownership:** The applicant shall submit the citations of last instrument conveying title to the property giving grantor, grantee, date, and land records reference including existing or proposed private deed restrictions, if any.

_____ 5. **Plan Size:** Erosion and sediment control plans shall be prepared to an engineer's scale appropriate to the lot size and intensity of use, and acceptable to the Public Works Engineering Manager. Plan sheet size shall be twenty-four by thirty-six inches (24"x36").

_____ 6. **Minimum Standards:** All applicable Minimum Standards must be addressed.

Narrative

_____ **Project Description:** Briefly describes the nature and purpose of the land disturbing activity, and the area (acres) to be disturbed.

_____ **Existing Site Conditions:** A description of the existing topography, vegetation and drainage.

_____ **Adjacent Areas:** A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

_____ **Off-site Areas:** Describe any off-site land disturbing activities that will occur (including borrows sites, waste or surplus areas, etc.). Will any other areas be disturbed?

_____ **Soils:** A brief description of the soils on the site giving such information as soil name, mapping unit, permeability, depth, texture, and soil structure.

_____ **Critical Areas:** A description of areas on the site which have potentially serious erosion problems (i.e. steep slopes, channels, wet weather/underground springs, etc.).

_____ **Erosion and Sediment Control Measures:** A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should satisfy minimum standards in Chapter 3).

_____ **Permanent Stabilization:** A brief description , including specifications, of how the site will be stabilized after construction is completed.

_____ **Stormwater Runoff Considerations:** Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.

_____ **Calculations:** Detailed calculations for the design of temporary sediment traps or basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

* Any request for a waiver from any supplemental item must be submitted to the Public Works Engineering Manager and approved prior to submittal of the erosion and sediment control plan application.

This form must accompany all erosion and sediment control plan applications and be signed by the responsible party certifying that the items noted about have been fully addressed as part of this submittal.

I, _____ certify that this application is complete.

_____
Date