

CHECKLIST

For Public Works Single Family Residence Submittals

Inside of Common Plan of Development

_____ **Single Family Lot Grading Plan Application** – Required with all submittals in which a residential structure will be built.

_____ **Agreement in Lieu of an Erosion and Sediment Control Plan** - Required when a residential structure will be built within or outside of the Chesapeake Bay Preservation Area (CBPA).

_____ **Agreement in Lieu of a Stormwater Management Plan** - Required for all land-disturbing activities associated with the construction of a single family residence separately built and part of a larger common plan of development, or greater than one acre and not part of a larger common plan of development.

_____ **Single Family Residence Stormwater Pollution Prevention Plan (SWPPP)** - Required for all land-disturbing activities associated with the construction of a single family residence separately built and part of a larger common plan of development, or greater or equal to one acre and not part of a larger common plan of development.

_____ **Driveway Apron/Culvert Permit Application** – Required any time an apron or apron and culvert are proposed from a City street to access off-street parking area.



CITY OF SUFFOLK

DEPARTMENT OF PUBLIC WORKS / ENGINEERING DIVISION

442 WEST WASHINGTON STREET, 2ND FLOOR, SUFFOLK, VIRGINIA 23434

PHONE (757) 514-7611; FAX (757) 514-7727

PUBLIC WORKS ENGINEERING SINGLE FAMILY RESIDENCE SUBMITTAL PACKAGE

- 1) City of Suffolk Lot Grading Policy
- 2) Single Family Lot Grading Plan Application
- 3) Agreement in Lieu of an Erosion and Sediment Control Plan for a Single Family Residence
- 4) Agreement in Lieu of a Stormwater Management Plan for a Single Family Residence
- 5) Single Family Residence Common Plan of Development or Sale Stormwater Pollution Prevention Plan (SWPPP)
- 6) Driveway Apron/Culvert Permit Application

The *City of Suffolk Lot Grading Policy* must be followed when preparing the single family residence lot grading plan.

A *Single Family Lot Grading Plan Application* is required for all submissions.

An *Agreement in Lieu of an Erosion and Sediment Control Plan for a Single Family Residence* is required for all land-disturbing activities of 2,500 square feet or more in the Chesapeake Bay Preservation Area (CBPA); or 10,000 square feet or more outside of the CBPA.

An *Agreement in Lieu of a Stormwater Management Plan* is required for all land-disturbing activities associated with the construction of a single family residence separately built and; part of a larger common plan of development, **or** greater than or equal to **one acre** and not part of a larger common plan of development.

A *Single Family Residence Common Plan of Development or Sale Stormwater Pollution Prevention Plan (SWPPP)* is required for all land-disturbing activities associated with the construction of a single family residence separately built and; part of a larger common plan of development, **or** greater than or equal to **one acre** and not part of a larger common plan of development.

A *Driveway Permit Application* is required for **any** work in the right-of-way.

These forms are specific to the Public Works Department. There will be additional forms required by Community Development.

CITY OF SUFFOLK SINGLE FAMILY LOT GRADING POLICY

- 1) Site plans showing lot grading must be submitted with the building permit application. This plan must be in accordance with the engineering plans approved by Public Works, **under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.** In the event that previously approved engineering plans do not exist, plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance and this Lot Grading Policy.
- 2) Lot grading plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided: four at the corners: two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades may be required in order to verify positive drainage. Note the lot drainage type (A, B, or AB) for each lot.
- 3) The Resource Protection Area (RPA) must be delineated on the plans as applicable.
- 4) The Limits of Tidal Wetlands must be delineated on any plans adjacent to tidal waters. This is defined by an elevation 1.5 times the mean tide range.
- 5) The amount of impervious area in acres and percentage of the site that is impervious shall be depicted.
- 6) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 7) For larger parcels, the entire lot may not require a topographic survey (large wooded areas, agricultural fields, wetlands, etc.). Adequate drainage around the proposed residence, yard, driveways, and other structures must be demonstrated.
- 8) A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.
- 9) Lots shall be graded to within 0.1 feet of the final grade prior to issuance of a Certificate of Occupancy (CO). In addition, a minimum grade of 0.5% minimum slope must also be provided. A lot grading certification must be submitted to Community Development prior to issuance of a Certificate of Occupancy.
- 10) Lot grading which requires considerable fill (greater than 4.0 feet) shall be clearly delineated (shaded, cross-hatched, etc.) on the plan and is the responsibility of the developer.
- 11) Overland flow onto adjacent offsite property is generally unacceptable. When a natural slope of 5.0% or greater exists or more than four feet of fill is required, an area may drain in its natural direction. Easements may be required to drain water across adjacent property when runoff is increased or the direction of flow is altered.
- 12) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 13) **The size of plot plans shall be no larger than legal size paper, 8.5" x 14".**
- 14) **A Driveway Permit is required for any construction within the associated right-of-way, including the installation of driveway culverts. A minimum 15-inch diameter RCP (reinforced concrete pipe) is required for driveway culverts.**



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SINGLE FAMILY LOT GRADING PLAN APPLICATION

A formal lot grading plan prepared by a Professional Engineer, Surveyor, or other person licensed by the Commonwealth of Virginia to practice as such, shall be submitted with this application for review. Parcels located within an approved subdivision or otherwise master planned, shall be designed in accordance with the previously established lot grades and allowable impervious area. **Under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.** The Certificate of Occupancy may be withheld if it is determined that a deviation exists between the actual site grades and the formal lot grading plan or the "City of Suffolk Single Family Lot Grading Policy".

Application Procedure:

- 1) Complete the information at the bottom of this application
- 2) Complete the necessary agreement in lieu of forms and the Driveway Permit Application
- 3) Attach one copy of the formal lot grading plan
- 4) Submit the lot grading package to Community Development
- 5) Public Works Engineering staff will review the lot grading plan
- 6) Pay the fee of \$290.00 to the **Treasurer's Office** prior to issuance of permit(s)

LOT GRADING PLANS MAY TAKE 1-5 WORKING DAYS TO REVIEW

Tax Map #: _____ SFC _____ (City Use)

Is this lot located within a subdivision with prior approved plan grades and served by a stormwater BMP facility? Yes ___ Subdivision Name: _____
No ___ Lot number: _____

Parcel Address: _____

Contact Person (owner/builder/permittee):

Name: _____ Daytime Phone Number: _____

Address: _____ Alternate Phone Number: _____

Email: _____ Fax Number: _____

Applicants Printed Name: _____

Applicants Signature: _____ Date: _____



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AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN FOR A SINGLE FAMILY RESIDENCE

Tax Map #: _____

Subdivision: _____

Lot Number: _____

Parcel Address: _____

An approved erosion and sediment control plan is required for all land disturbing activities of 2,500 square feet or more in a Chesapeake Bay Preservation Area (CBPA); or 10,000 square feet or more outside of the CBPA. Where the land-disturbing activity results from the construction of a single family residence, an agreement in lieu of a plan may be substituted for an approved erosion and sediment control plan. Lots with approved engineering plans shall be designed in accordance with the previously established lot grades and impervious areas. **Under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.**

Single family residential sites shall implement the following minimum practices, which will be considered to meet the requirements of the City of Suffolk Erosion and Sedimentation Control Ordinance, unless additional measures are specifically required by the Public Works Department:

- Silt fence is required behind the curb line at the front of the property and on all sides of the property that slope away from the site. Silt fence is required between the work site and any wetlands or other environmentally sensitive areas. The bottom of all silt fences shall be trenched at least 4 inches into the ground per the Virginia Erosion and Sediment Control Handbook.
- Streets and gutters are to remain free of all sediment and construction debris. Any sediment deposited onto the street must be cleaned up (shoveled and broom swept by the end of each day and prior to pending rain events).
- If a curb or drop inlet receives stormwater runoff from the lot, inlet protection must be provided and kept clean of sediment and trash. The inlet protection must be removed once the parcel is stabilized.
- A construction entrance is required unless otherwise allowed by the Public Works Inspector.
- All denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

ADDITIONAL MEASURES: _____

In accepting an agreement in lieu of an erosion and sediment control plan, the landowner agrees to allow free access to the site for the Public Works Inspector. Inspections will be periodic and unscheduled. Deficiencies will be noted by the Public Works Inspector with a time period specified to allow corrections of deficiencies. If corrections are not made within the specified time period, a Notice to Comply will be issued. If corrections are not made within the time limit specified in the Notice to Comply, a Stop Work Order will be issued for all activities except for erosion and sediment control corrective measures. The Order will remain in place until released by a Public Works Inspector.

In lieu of submission of an erosion and sediment control plan for the construction of this single family residence, I hereby agree to comply with the City of Suffolk Erosion and Sedimentation Control Ordinance and the requirements determined necessary by the Public Works Department as outlined above. Such requirements shall be based on the Virginia Erosion and Sediment Control Handbook and conservation standards contained in the City of Suffolk Erosion and Sedimentation Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation. I further understand that failure to comply with such requirements following notice representatives of the City of Suffolk could result in citation for violation of the City of Suffolk Erosion and Sedimentation Control Ordinance. I also agree to allow free access to the site for the Public Works Inspector.

If it is found that: (a) The Responsible Land Disturber certification is expired or otherwise invalid, or (b) It is inaccurately indicated on the Lot Grading Plan Application that the parcel is located in a subdivision served by a best management practice stormwater facility with an approved drainage pattern when in fact it is not; this application will be revoked and a stop work order issued by the Public Works Department.

Name of Landowner (Print): _____ **Phone:** _____

Signature of Landowner: _____ **Date:** _____

Responsible Land Disturber* (Print): _____ **Phone:** _____

Signature of Responsible Land Disturber: _____ **Date:** _____

E-mail Address: _____

Type of Certification: _____ **Certification Number:** _____

Accepted by: _____ **Date:** _____

City use only

** A "Responsible Land Disturber" is an individual certified by the Virginia Department of Conservation and Recreation (DCR), Virginia Department of Environmental Quality (DEQ), or licensed in Virginia as a Land Surveyor, Professional Engineer, Registered Architect, or Landscape Architect.*



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AGREEMENT IN LIEU OF STORMWATER MANAGEMENT PLAN FOR A SINGLE FAMILY RESIDENCE

Tax Map # _____ Area of Disturbance: _____ Acres
Subdivision: _____ Proposed Impervious Area: _____ Acres
Lot Number: _____ Watershed: _____
Parcel Address: _____ HUC: _____

An Agreement in Lieu of a Stormwater Management Plan is required for all land-disturbing activities associated with the construction of a single family residence separately built and; part of a larger common plan of development, or greater than one acre and not part of a larger common plan of development. Parcels located within an approved subdivision or otherwise master planned, shall be designed in accordance with the previously established lot grades and allowable impervious area. **Under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.**

In lieu of submitting a formal stormwater management plan for development of this single family residence, I agree to comply with the requirements of the Virginia Stormwater Management Regulations and Section 35 of the City Code, and to provide all necessary pollution prevention and stormwater management measures in order to protect against pollutant discharge from the property. I further agree to comply with any additional requirements deemed necessary by the Department of Public Works - Engineering. Such requirements shall be based on established stormwater management standards and shall represent the minimum practices necessary to provide adequate treatment and control of stormwater runoff resulting from this development.

As a minimum I agree to prepare the following prior to beginning any land-disturbing activity:

1. A Stormwater Pollution Prevention Plan (SWPPP) containing the content specified by Regulation Section 9VAC25-870-54, which includes a general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is completed, as well as documentation and calculations verifying compliance with the water quality and quantity requirements.

A Pollution Prevention Plan (PPP) required by Regulation 9VAC25-870-56, detailing the design, installation, implementation, and maintenance of effective pollution prevention measures to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:

- (1) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
- (2) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and
- (3) Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.

The pollution prevention plan shall include effective best management practices to prohibit the following discharges:

- (1) Wastewater from washout of concrete, unless managed by an appropriate control;
- (2) Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, retarders for exposed aggregate finishes, and other construction materials;
- (3) Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
- (4) Soaps or solvents used in vehicle and equipment washing; and
- (5) Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate controls.

I further understand that failure to comply with such requirements within the reasonable time specified in a documented notice by the City of Suffolk Public Works Department will result in a citation for each day the violation remains uncorrected thereafter and that the penalty for each violation is up to \$32,500.

I hereby grant the City of Suffolk the right to enter upon the subject property periodically for inspections to ensure compliance with the Virginia Stormwater Management Regulations and the City of Suffolk Stormwater Management Ordinance.

Name of Landowner (Print): _____ **Phone:** _____

Signature of Landowner: _____ **Date:** _____

Accepted by: _____ **Date:** _____

(Operator/Contractor)	
Name: _____	Contractor License #: _____
Address: _____	Phone #: _____

STORMWATER POLLUTION PREVENTION PLAN

**SINGLE FAMILY RESIDENCE
COMMON PLAN of DEVELOPMENT or SALE
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

For Construction Activities At:

Latitude: ____ . ____ N (decimal degrees)

Longitude: ____ . ____ W (decimal degrees)

Construction Activity Operator:

SWPPP Preparation Date:

CERTIFICATION

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator Name: _____

Title: _____

Signature: _____

Date: _____

STORMWATER POLLUTION PREVENTION PLAN

1.0 SWPPP Documents Located Onsite & Available for Review

SWPPP Document Type	Located Onsite & Available for Review?	
Registration Statement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> NA
Notice of Coverage Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Construction General Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Erosion & Sediment Control Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Stormwater Management Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

2.0 Authorized Non-Stormwater Discharges

Type of Authorized Non-Stormwater Discharge	Likely Present at Your Project Site?	
External buildings wash down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Untamminated foundation or footing drains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Untamminated excavation dewatering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Landscape irrigation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Others [describe]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.0 Pollution Prevention Awareness

Employees will be given a “walk through” of the site identifying areas of possible pollution and will be shown Erosion and Sediment Controls and Pollution Prevention Practices (identified in Sections 4.0 and 5.0 of this SWPPP) that are applicable to their assigned job duties. A refresher meeting and “walk through” will be conducted on an as needed basis.

4.0 Erosion & Sediment Controls

Select all that apply	Erosion & Sediment Control	Estimated Installation Date	Estimated Removal Date	Responsible Party
<input type="checkbox"/>	Construction Entrance (Std. & Spec. 3.02)			Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Silt Fence (Std. & Spec. 3.05)			
<input type="checkbox"/>	Culvert Inlet Protection (Std. & Spec. 3.08)			
<input type="checkbox"/>	Outlet Protection (Std. & Spec. 3.18)		NA	
<input type="checkbox"/>	Temporary Seeding (Std. & Spec. 3.31)	As required by 3.31	NA	
<input type="checkbox"/>	Permanent Seeding (Std. & Spec. 3.32)		NA	
<input type="checkbox"/>	Sodding (Std. & Spec. 3.33)		NA	
<input type="checkbox"/>	Mulching (Std. & Spec. 3.35)		NA	
<input type="checkbox"/>				

5.0 Potential Sources of Pollution & Pollution Prevention Practices

Pollutant-Generating Activity	Pollutants										Pollution Prevention Practice	Responsible Party
	Likely Present at your Project Site?	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other Toxic Chemicals		
Clearing, grading, excavating, and un-stabilized areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	X							X		(1)	Construction Activity Operator (See Cover Page of this SWPPP)
Paving operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X					X		X		(2)	
Concrete washout and cement waste	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X		(3)	
Structure construction, stucco, painting, and cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X	X	(4)	
Dewatering operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X						X		(5)	
Material delivery and storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X	X	X		X		X	X	(6)	
Material use during building process	<input type="checkbox"/> Yes <input type="checkbox"/> No		X	X	X		X		X	X	(7)	
Solid waste disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No								X	X	(8)	
Sanitary waste	<input type="checkbox"/> Yes <input type="checkbox"/> No		X		X			X			(9)	
Landscaping operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X			X			X	X	(10)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No										(11)	

STORMWATER POLLUTION PREVENTION PLAN

Pollution Prevention Practices:

- (1) **Clearing, grading, excavating and un-stabilized areas** – Utilize erosion and sediment controls to prevent sediment laden or turbid runoff from leaving the construction site. Dispose of clearing debris at acceptable disposal sites. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities.
- (2) **Paving operations** – Cover storm drain inlets during paving operations and utilize pollution prevention materials such as drip pans and absorbent/oil dry for all paving machines to limit leaks and spills of paving materials and fluids.
- (3) **Concrete washout and cement waste** – Direct concrete wash water into a leak-proof container or leak-proof settling basin that is designed so that no overflows can occur due to inadequate sizing or precipitation. Hardened concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wastes.
- (4) **Structure construction, stucco, painting and cleaning** – Enclose, cover or berm building material storage areas if susceptible to contaminated stormwater runoff. Conduct painting operations consistent with local air quality and OSHA regulations. Mix paint indoors, in a containment area or in a flat unpaved area. Prevent the discharge of soaps, solvents, detergents and wash water from construction materials, including the clean-up of stucco paint, form release oils and curing compounds.
- (5) **Dewatering operations** – Construction site dewatering from building footings or other sources may not be discharged without treatment. Sediment laden or turbid water shall be filtered, settled or similarly treated prior to discharge.
- (6) **Material delivery and storage** – Designate areas of the construction site for material delivery and storage. Place near construction entrances, away from waterways, and avoid transport near drainage paths or waterways.
- (7) **Material use during building process** – Use materials only where and when needed to complete the construction activity. Follow manufacturer’s instructions regarding uses, protective equipment, ventilation, flammability and mixing of chemicals.
- (8) **Solid waste disposal** – Designate a waste collection area on the construction site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterway. Ensure that containers have lids so they can be covered at the end of each day and during periods of rain, and keep containers in a covered area whenever possible. Schedule waste collection to prevent the containers from overflowing.
- (9) **Sanitary waste** – Prevent the discharge of sanitary waste by providing convenient and well-maintained portable sanitary facilities. Locate sanitary facilities in a convenient location away from waterways.
- (10) **Landscaping operations** – Maintain as much existing vegetation as practicable. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities. Apply nutrients in accordance with manufacturer’s recommendations and not during rainfall events.
- (11) **Others** – If applicable, describe your Pollution Prevention Practice.

6.0 Stormwater Management Controls

Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Post-development Stormwater Management Controls provided by a Larger Common Plan of Development or Sale	NA	Common Plan Construction Activity Operator Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Rooftop Disconnection		
<input type="checkbox"/>	Sheetflow to Vegetated Filter (1 or 2)		
<input type="checkbox"/>	Grass Channel		
<input type="checkbox"/>	Rainwater Harvesting		

STORMWATER POLLUTION PREVENTION PLAN

<input type="checkbox"/>	Permeable Pavement (1 or 2)		
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Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Infiltration (1 or 2)		Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Bioretention (1 or 2)		
<input type="checkbox"/>			

7.0 Spill Prevention & Response

Most spills can be cleaned up following manufacturer specifications. Absorbent/oil dry, sealable containers, plastic bags, and shovels/brooms are suggested minimum spill response items that should be available at this location.

1st Priority: Protect all people
 2nd Priority: Protect equipment and property
 3rd Priority: Protect the environment

1. Check for hazards (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
2. Make Sure the spill area is safe to enter and that it does not pose an immediate threat to health or safety of any person.
3. Stop the spill source.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. If possible, stop spill from entering drains (use absorbent or other material as necessary).
6. Stop spill from spreading (use absorbent or other material)
7. If spilled material has entered a storm sewer; contact locality's storm water department.
8. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials and do not flush area with water.
9. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.

Emergency Contacts:

Normal Working Hours

Suffolk Public Works - Engineering	757-514-7725
DEQ Tidewater Regional Office	757-518-2000

Nights, Holidays & Weekends

VA Dept. of Emergency Management 24 Hour Reporting Service	804-674-2400
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Local Contacts

Local Fire Department	757-514-4550
Local Police Department	757-514-7912

STORMWATER POLLUTION PREVENTION PLAN

8.0 Inspections & Corrective Action Log (make additional copies as necessary)

Qualified Inspector

Company/Organization:
 Name:
 Telephone Number:
 Qualifications:

Inspection Schedule

Discharges to surface waters:

- Once every 5 business days; or
- Once every 10 business days and no later than 48 hours following a measurable storm event.

Discharges to impaired waters, surface waters within a TMDL watershed, or exceptional waters:

- Once every 4 business days; or
- Once every 5 business days and no later than 48 hours following a measurable storm event.

Inspection Date

Measurable Storm Event

Best Management Practices (BMPs)	In Compliance with SWPPP?	Corrective Action Needed; Responsible Party	Date Corrective Action Taken
Erosion & Sediment Controls (Section 4.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pollution Prevention Practices (Section 5.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Stormwater Management Controls (Section 6.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

Certification

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator Name: _____

Inspector Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

STORMWATER POLLUTION PREVENTION PLAN

9.0 Grading & Stabilization Activities Log

Date Grading Activity Initiated	Description of the Grading Activity (including location)	Date Grading Activity Ceased	Date Stabilization Measures Initiated	Description of the Stabilization Measure (including location)

10.0 SWPPP Modification & Update Log

Modification Date	Description of the Modification / Update	Modification Prepared By (name & title)

**INSTRUCTIONS for COMPLETING the
SINGE FAMILY RESIDENCE, COMMON PLAN of DEVELOPMENT or SALE
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

General

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to obtaining locality (e.g., City, County, Town) authorization to commence land disturbance.

Cover Page

For a construction activity, enter the project/site name and physical address (if available), including city (or town), state and zip code. Enter the latitude and longitude in decimal degrees of the construction activity.

Enter the Construction Activity Operator's company/organization name, the Operator's name and mailing address, including city (or town), state, and zip code, telephone number, email address (if available), and a 24-hour emergency contact.

Enter the SWPPP preparation date.

The Construction Activity Operator identified on the cover page of the SWPPP is responsible for certifying the information contained therein. Please sign the certification in INK. Please note that state statutes require the SWPPP to be signed as follows:

- (1) For a corporation: by a responsible corporate officer;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively;
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.

Section 1.0 SWPPP Documents Located Onsite & Available for Review

Utilize the provided checklist to ensure that the required SWPPP documents are located onsite and are available for review, if applicable.

Section 2.0 Authorized Non-Stormwater Discharges

Identify the authorized non-stormwater discharges likely to be present at the project site. If an unlisted authorized non-stormwater discharge is likely to be present at the project site, provide it here.

Section 3.0 Pollution Prevention Awareness

Provide employees with a "walk through" of the project site and identify areas of possible pollution, erosion and sediment controls, and pollution prevention practices which are applicable to their assigned job duties. Conduct refresher meetings and perform additional "walk throughs" on an as needed basis.

Section 4.0 Erosion & Sediment Controls

Identify the erosion and sediment controls to be implemented at the project site. For each erosion and sediment control, enter the estimated installation date and estimated removal date. If an unlisted erosion and sediment control will be implemented at the project site, provide the applicable information here.

Section 5.0 Potential Sources of Pollution & Pollution Prevention Practices

Identify the pollutant-generating activities likely to be present at the project site; implement and maintain the corresponding pollution prevention practices. If an unlisted pollutant-generating activity is likely to be present at the project site, describe it, identify the associated pollutant(s), and provide the corresponding pollution prevention practice(s) to be implemented and maintained.

Section 6.0 Stormwater Management Controls

Identify the stormwater management controls to be implemented at the project site, if applicable. For each stormwater management control, enter the estimated installation date. If an unlisted stormwater management control will be implemented at the project site, provide the applicable information here.

Section 7.0 Spill Prevention & Response

Most spills can be cleaned up following manufacturer specifications. The priority should be to protect all people, equipment, property, and the environment. Enter the telephone number of your local fire and police departments.

Section 8.0 Inspections & Corrective Action Log

Enter the qualified inspector's company/organization name, the inspector's name, telephone number, and qualifications. Select the applicable inspection schedule, enter the construction activity inspection date, and enter the date and rainfall amount of the last measurable storm event (if applicable). Identify if the implemented best management practices are in compliance with the SWPPP. Enter corrective actions needed; the party responsible for implementing the corrective actions, and the date corrective actions were taken, if applicable. Make additional copies of the inspection and corrective action log as necessary.

Section 9.0 Grading & Stabilization Activities Log

Enter the date grading activities were initiated, a description of the grading activities including location, the date grading activities ceased, the date stabilization measures were initiated, and a description of the stabilization measures including location.

Section 10.0 SWPPP Modification & Update Log

Enter the SWPPP modification date, description of the SWPPP modification/update, and the name and title of the SWPPP modification preparer, if applicable.