



CITY OF RICHMOND

**RICHMOND EROSION AND STORMWATER  
MANAGEMENT PROGRAM PERMIT  
APPLICATION**

Department of Public Utilities, Water Resources Division  
730 E Broad Street  
Richmond, VA 23219

*Note: Fee Schedule on back  
(section 14-336, Code of the City of Richmond, VA, 2024)*

PROJECT SITE STREET ADDRESS:		DISTURBED AREA IN ACRES/SQUARE FEET:
CONTACT/APPLICANT NAME:	CONTACT/APPLICANT EMAIL:	CONTACT/APPLICANT PHONE NUMBER:
BILLING CONTACT: <input type="checkbox"/> OWNER <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR		
OWNER NAME:	OWNER OFFICE PHONE #:	
OWNER STREET ADDRESS:	OWNER MOBILE PHONE #:	
CITY/STATE/ZIP CODE:	OWNER EMAIL:	
ENGINEER NAME:	ENGINEER OFFICE PHONE #:	
ENGINEER STREET ADDRESS:	ENGINEER MOBILE PHONE #:	
CITY/STATE/ZIP CODE:	ENGINEER EMAIL:	
CONTRACTOR NAME:	CONTRACTOR PHONE #:	
CONTRACTOR STREET ADDRESS:	CONTRACTOR STATE LICENSE #:	
CITY/STATE/ZIP CODE:	CONTRACTOR EMAIL:	
<b>PROJECT DESCRIPTION</b> (projects with stormwater system are also required to fill the storm drainage form: RICHMOND EROSION AND STORMWATER MANAGEMENT PERMIT – STORMWATER SYSTEM SECTION)		
IF THE PROJECT INCLUDES STORMWATER SYSTEM, DESCRIBE THE STORM SYSTEM:		

**As the landowner, by signing this RESMP application I hereby:**

- All projects shall conform to Chapter 14, Article V of the Code of the City of Richmond unless the Permit Issuing Authority has granted a variance in writing.
- Acknowledge that all demolition, clearing, grading, excavating, or construction shall not begin until all Erosion & Sediment controls have been installed **and a pre-construction meeting held.**
- Agree to notify the City at least **two business days in advance** when work commences any demolition, land clearing grading, excavating, or construction.
- **Agree the RESMP permit and the approved plans must be kept on the worksite and shown when requested. Substantial changes, as determined by the Permit Issuing Authority, shall not be made to plans except upon submission of supporting documentation by the applicant and approval by the Permit Issuing Authority.**
- Agree that the applicant is held responsible for any and all damages to other installations already in place as a result of work covered by this permit.
- Acknowledge that this permit may be revoked whenever, in the opinion of the Director of Public Utilities or their designee, construction adversely affects or presents imminent or substantial danger of causing erosion of lands, sediment deposition within waters of the watershed of the Commonwealth or impacts to water quality, use, safety, or maintenance of the property.
- Acknowledge that upon failure to comply with the permit conditions, notice shall be served by written, electronic, and/or verbal methods per Chapter 14 Article V (Section 14-335) and may result in stop work orders, civil penalties, and/or civil prosecution.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised 1.16.2025*

**Fee to cover cost associated with VESMP implementation.  
Fee for any operator seeking coverage under a RESMP Authority Permit**

General/Stormwater Management - <u>Small Construction Activity/Land Clearing</u> (For <u>single-family detached residential structures</u> within or outside of a common plan of development of sale with land-disturbance acreage <u>less than five (5) acres</u> ) ( <u>\$0.00 paid to the Virginia Department of Environmental Quality</u> )	\$209.00
General/Stormwater Management - <u>Small Construction Activity/Land Clearing</u> (Areas within common plans of development or sale with land-disturbance acreage <u>less than one (1) acre, except for single-family detached residential structures</u> ) ( <u>\$81.00 paid to the Virginia Department of Environmental Quality based upon 28 percent of total fee paid</u> )	\$290.00
<u>Chesapeake Bay Preservation Act Land-Disturbing Activity</u> (Not subject to general permit coverage; sites within the City with land-disturbance acreage <u>equal to or greater than 2,500 square feet and less than one (1) acre</u> ) ( <u>\$0.00 paid to the Virginia Department of Environmental Quality</u> )	\$290.00
General/Stormwater Management - <u>Small Construction Activity/Land Clearing</u> Site or areas within common plans of development or sale with land-disturbance <u>equal to or greater than one (1) acre and less than five (5) acres</u> ) ( <u>\$756.00 paid to the Virginia Department of Environmental Quality based upon 28 percent of total fee paid</u> )	\$2,700.00
Stormwater Management - <u>Large Construction Activity/Land Clearing</u> (Sites or areas within common plans of development or sale with land-disturbance acreage <u>equal to or greater than five (5) acres and less than ten (10) acres</u> ) ( <u>\$952.00 paid to the Virginia Department of Environmental Quality based upon 28 percent of total fee paid</u> )	\$3,400.00
General/Stormwater Management - <u>Large Construction Activity/Land Clearing</u> (Sites or areas within common plans of development or sale with land-disturbance acreage <u>equal to or greater than ten (10) acres and less than 50 acres</u> ) ( <u>\$1,260.00 paid to the Virginia Department of Environmental Quality based upon 28 percent of total fee paid</u> )	\$4,500.00
General/Stormwater Management - <u>Large Construction Activity/Land Clearing</u> (Sites or areas within common plans of development or sale with land-disturbance acreage <u>equal to or greater than 50 acres and less than 100 acres</u> ) ( <u>\$1,708.00 paid to the Virginia Department of Environmental Quality based upon 28 percent of total fee paid</u> )	\$6,100.00
General/Stormwater Management – <u>Large Construction Activity/Land Clearing</u> (Sites or areas within common plans of development or sale with land-disturbance acreage <u>equal to or greater than 100 acres</u> ) ( <u>\$2,688.00 paid to the Virginia Department of Environmental Quality, based upon 28 percent of total fee paid</u> )	\$9,600.00

Fee for modification or transfer of individual permits or of registration statements for the General Permit for Discharges of Stormwater from Construction Activities issued by the State Water Control Board. If the State permit modifications result in changes to stormwater management plans that require additional review by the City, such reviews shall be subject to the fees set out in this section. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the State permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial State permit fee paid and the State permit fee that would have applied for the total disturbed acreage as stated above for initial coverage.

General/Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than one acre)	\$20.00
General/Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than one acre and less than five acres)	\$200.00
<u>General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than five acres and less than ten acres)</u>	\$250.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than ten acres and less than 50 acres)	\$300.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$450.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$700.00
Individual Permit for Discharges of Stormwater from Construction Activities	\$5,000.00

### Annual Fee For Permit Maintenance

Chesapeake Bay Preservation Act Land-Disturbing Activity (Not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Preservation Act localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$50.00
General/Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than one acre)	\$50.00
<u>General/Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than one acre and less than five acres)</u>	\$400.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than five acres and less than ten acres)	\$500.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than ten acres and less than 50 acres)	\$650.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$900.00
General/Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$1,400.00

**The permit application fee will be invoiced to the billing contact listed on this application and registered with the City's Online Permit Portal.**

*See the payment instructions on the invoice.*



CITY OF RICHMOND

**RICHMOND EROSION AND STORMWATER  
MANAGEMENT PROGRAM PERMIT -  
STORMWATER SYSTEM SECTION**

Department of Public Utilities, Water Resources

Division  
730 E Broad Street  
Richmond, VA 23219

*Note: Fee Schedule on back  
(section 14-336, Code of the City of Richmond, VA, 2024)*

**(FILL OUT THE FOLLOWING SECTION IF PROJECT INCLUDES STORMWATER SYSTEM)**

**BUILDING INFORMATION**

1. DESCRIBE CURRENT STRUCTURE USE		2. DESCRIBE PROPOSED STRUCTURE USE	
<b>OFFICE USE ONLY</b>	INTAKE INITIAL:  INSPECTOR:  SEWER TYPE:		DATE:  HUC CODE:
3. CHECK ONE		4. CHECK ONE	
RESIDENTIAL	COMMERCIAL	IF FOR STORMWATER	5. CHECK ONE
			WATER QUALITY      WATER QUANTITY      BOTH

**COST INFORMATION**

6. TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS, OVERHEAD AND PROFIT TO BE COVERED UNDER THIS PERMIT (NOT THE VALUE OF THE ENTIRE PROJECT)		\$
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**TYPE OF WORK TO BE DONE**

STORM SEWER		STORM WATER MANAGEMENT (SWMP)			STORM DRAIN STRUCTURES			WATER QUALITY (BMP)		
Piping Size	Lineal Footage	Item	Units	Quantity	Item	Units	Quantity	Item	Units	Quantity
4		Excavation	CY		Inlets	EA		Excavation	CY	
6		Grading	CY		Manholes	EA		Grading	CY	
8		Seeding	SY		Gutters	LF		Seeding	SY	
10		Mulching	SY		Down Spout	LF		Mulching	SY	
12		Sodding	SY					Sodding	SY	
15		Riser	LF					PVC (perf.) pipes	LF	
18		Barrel	LF					Filter Cloth	SY	
21		Rip-Rap	CY					Gravel	CY	
24		Fence	LF					Sand	CY	
30		Gate	EA					Clean Out	LF	
36		Mft. SWM Pond	EA					Peat	CY	
42		SWM System	EA					Plant	EA	
48								Mft. BMP System	EA	
54								BMP System	EA	
60										
66										
72										

**OWNER'S STATEMENT**

FOR OWNER'S WHO ARE APPLYING FOR WORK IN THE CITY OF RICHMOND, IT WILL BE YOUR RESPONSIBILITY TO FILL OUT THE "BUILDING PERMIT - OWNER STATEMENT" FORM IN THE LINK BELOW AND SUBMIT THIS WITH THE PERMIT APPLICATION EITHER THROUGH THE CITY'S E-MAIL [waterresources@rva.gov](mailto:waterresources@rva.gov) OR SUBMITTED BY MAIL: <https://www.rva.gov/sites/default/files/2022-06/buildingpermitownerstatement.pdf>

**INTAKE INITIAL:**

**DATE:**

**PERMIT FEE:**

**INSPECTOR:**

**A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.**

**By submitting this application, I certify I am in compliance with the code of Virginia, section 54.1-1100 ET SEQ; Rules and Regulations of the Virginia Board of Contractors and Chapter 14, code of the city of Richmond.**

**FEE SCHEDULE**

Value of work includes labor, materials, subcontracts, overhead and profit. The fee is based on contractor's estimate or estimate calculated by R.S. means, whichever is higher amount.

RESIDENTIAL ONLY – 1 & 2 FAMILY		COMMERCIAL ONLY	
Value of Work	Permit fee	Value of Work	Permit Fee
\$0 - \$2,000	\$63.00	\$0 - \$2,000	\$131.00
Over \$2,000	\$63.00*	Over \$2,000	\$131.00*

\*Add \$6.07 per thousand or fraction thereof for residential construction.      \*Add \$8.50 per thousand or fraction thereof for commercial construction.

**TYPE OF WORK TO BE DONE**

**Description for storm sewer, stormwater management (SWM), storm drain structures and water quality:**

**Pipe Sizes:** The length if the pipe to be installed under this permit.

**Excavation:** The quantity of soil or rock removed from the area of the stormwater management facility.

**Grading:** The cut or fill soil of the stormwater management facility to receive positive drain.

**Riser:** A vertical structure which extends from the bottom on an impoundment facility (stormwater management pond) and houses the control devices (weirs/orifices) to achieve the desired rates of discharge for specific designs.

**Barrel:** Closed conduit used to convey water under or through an embankment, part of the principal spillway.

**Rip-Rap:** A permanent, erosion-resistant ground cover of large, loose, angular stone wherever soil conditions, water turbulence and velocity, expected vegetative cover, etc., are such that soil may erode under design flow conditions.

**Mft. SWM Pond:** A pre-fabrication structure of the stormwater management facility that is built and delivered to site for installation at a lump sum cost.

**SWM System:** A stormwater management structure that is built on site and installed at a lump sum cost

**PVC (Perf.) Pipes:** Perforated PVC pipes that have holes throughout the length of the pipe.

**Filter Cloth:** Construction material used to rap the perforated PVC pipes to prevent clogging. It is a 3.1 oz/sy nonwoven needle punched geotextile made of 100% polypropylene staple filaments.

**Cleanout:** Observation well for inspections.

**Peat:** Filter media

**Plant:** Plants located within the BMP system.

**Mft. BMP System:** A pre-fabrication structure of the water quality facility that is built and delivered to site for installation at a lump sum cost.

**BMP System:** A water quality structure that is built on site and installed at a lump sum cost.

**OFFICE USE ONLY – DO NOT Write IN THIS AREA.**



CITY OF RICHMOND, DPU WATER RESOURCES DIVISION  
**PLAN REVIEW CHECKLIST**

**THIS FORM MUST BE COMPLETED BY THE APPLICANT FOR EVERY RESMP SUBMITTAL. FAILURE TO COMPLETE THIS FORM MAY RESULT IN THE APPLICATION BEING DEEMED INCOMPLETE AND RETURNED.**

**A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.**

*All items must be fully addressed and indicated so by checking the box for that item. Identify plan sheet(s) addressing specific requirements to help facilitate plan review under SHEET # box on the form.*

**PROJECT INFORMATION**

<b>PROJECT ADDRESS:</b>	<b>PROJECT NAME:</b>
<b>TOTAL DISTURBED ACRES:</b>	
<b>PLAN PREPARED BY:</b>	<b>EMAIL:</b>
<b>DATE CHECKLIST PREPARED:</b>	<b>PHONE:</b>
<b>PARCEL OWNER:</b>	<b>EMAIL:</b>
	<b>PHONE:</b>

Check features applicable to this plan:

- |                          |                          |                                  |                          |                          |   |
|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|---|
| Yes                      | No                       |                                  | Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Perennial Stream                 | <input type="checkbox"/> | <input type="checkbox"/> | Common Plan of Development                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetland                          | <input type="checkbox"/> | <input type="checkbox"/> | Subdivision (3+ parcels)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 100 Year Floodplain              | <input type="checkbox"/> | <input type="checkbox"/> | Combined Sewer Service Area                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Floodway                         | <input type="checkbox"/> | <input type="checkbox"/> | Municipal Separate Storm Sewer System (MS4) |
| <input type="checkbox"/> | <input type="checkbox"/> | Chesapeake Bay Preservation Area |                          |                          |   |

Check which areas apply and complete indicated checklist section:

CHECKLIST SECTION	REGULATION/GUIDANCE
<b>Section 2</b> <input type="checkbox"/>	Erosion and Sediment Control <a href="#">[Chapter 14, Article V]</a>
<b>Section 3</b> <input type="checkbox"/>	Chesapeake Bay Plan <a href="#">[Chapter 14, Article IV]</a>
<b>Section 4</b> <input type="checkbox"/>	Storm Drain System <a href="#">[COR Stormwater Management Design and Construction Standards Manual]</a>
<b>Section 5</b> <input type="checkbox"/>	Stormwater Management Facilities <a href="#">[Sec. 14-327]</a>
<b>Section 6</b> <input type="checkbox"/>	Floodplain <a href="#">[Chapter, 14, Article III]</a>



CITY OF RICHMOND, DPU WATER RESOURCES DIVISION  
**PLAN REVIEW CHECKLIST**

Check if additional permits or supporting documentation may apply and are included with application:

YES	NA	
<input type="checkbox"/>	<input type="checkbox"/>	Stream determination and wetland delineation study with maps and supporting documentation. Approved map and DEQ/VMRC approved wetland permit(s).
<input type="checkbox"/>	<input type="checkbox"/>	City confirmation letter of stream perenniality study (include on appropriate plan sheet).
<input type="checkbox"/>	<input type="checkbox"/>	Nutrient Credit information (include DEQ approval of Bank and recorded approval of sale on appropriate plan sheet)
<input type="checkbox"/>	<input type="checkbox"/>	General permit coverage registration statement and SWPPP.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of all Federal permits
<input type="checkbox"/>	<input type="checkbox"/>	A copy of all State permits

**SECTION 1 – GENERAL INFORMATION**

*Instructions: All plans require this General Information.*

YES	SHEET #	REQUIREMENT	NA
		1) Cover Sheet	
		a. Project name	
		b. Owner/developer name, address, phone number, and contact person	
		c. Vicinity map with project outlined	
		d. List all required permits	
		e. Sheet index	
		f. Plan date/revision dates	
		g. List ESC quantities	
		h. List storm drainage quantities	
		i. Provide BMP summary table (example Excel file available for download)	
		2) Plan Sheets	
		a. Engineer's, Architect's, Land Surveyor's, or Landscape Architect's stamp signed and dated on all plan sheets	
		b. All drawings must be to scale	
		c. Provide a north arrow on every plan sheet	
		d. Show all existing and proposed contours (2' intervals maximum)	
		e. Show property lines with metes and bounds and owner information. Include legal description for adjacent properties	
		f. Provide detail schematic for plans that cover two or more sheets	
		g. Complete title block	
		h. Show and label extents of buildable area (setbacks, floodplain limits, RPA, etc.)	
		i. Show limits of construction, limits of disturbance, and limits of grading	
		3) Existing Conditions; show the following features, where applicable:	
		a. All 100-year flood plain limits (No land disturbance or structures shall be permitted in the floodplain limits without prior City Approval)	
		b. Location and boundaries of tidal and non-tidal wetlands, as delineated on the National Wetland Inventory (NWI) Maps prepared by the U.S. Department of the Interior (available from the Program Administrator)	
		c. Any Chesapeake Bay Preservation Area (RMA and/or RPA) buffer zones	
		d. Existing/proposed right of way (including improved and unimproved)	
		e. All existing easements (utilities, streets)	





**PLAN REVIEW CHECKLIST**

YES	SHEET #	REQUIREMENT	NA
		f. Physical features, including streets, alleys, parking areas and existing site improvements to remain, such as structures and their use, parking areas, driveways and all areas of impervious cover	
		g. Existing utilities including storm sewer, curb and gutter, sewer (including septic drain fields), water, electrical, and gas	
		h. Existing streams, ponds, culverts, ditches, and other water bodies; including field located perennial streams	
		i. Soil types	
		j. Forest cover and other vegetative areas	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**



CITY OF RICHMOND, DPU WATER RESOURCES DIVISION  
**PLAN REVIEW CHECKLIST**

**SECTION 2 – EROSION AND SEDIMENT CONTROL PLAN**

*Instructions: All plans require an Erosion and Sediment Control Plan. Single-family homes covered by an Agreement in Lieu of for Erosion Control are exempt from submitting a full Erosion and Sediment Control Plan but are required to show the locations of the silt fence and construction entrance (VSMH Section 4.3.2.6.1).*

YES	SHEET #	REQUIREMENT	NA
		1) ESC Narrative per <a href="#">DEQ Virginia Stormwater Management Handbook (VSMH) Section 4.3.2.6.1</a>	
		a. Project Description – Describe purpose and scope of land disturbing activity and area (acres) to be disturbed	
		b. Existing Site Conditions – Describe existing topography, vegetation, drainage, etc.	
		c. Adjacent Site – Describe neighboring areas, streams, lakes, residential areas, roads, parks, etc., which may be affected by the land disturbance	
		d. Off-Site areas – Describe any offsite land disturbing activities (borrow/disposal, stockpiles, grading, etc.) associated with the project.	
		e. Soils – Provide brief description including, name, mapping unit, erodibility, permeability, depth, texture, and soil structure	
		f. Critical areas – Describe critical areas with potential erosion problems (long/steep slopes, water bodies, wetlands, etc.)	
		g. Erosion & Sediment Control measures – Describe methods and measures used	
		h. Permanent stabilization – Describe how the site will be stabilized after construction is complete	
		i. Maintenance – Designate responsible party for maintaining ESC measures	
		j. Maintenance, continued – Provide a description and schedule of regular inspection and repair of ESC measures	
		k. Stormwater run-off considerations – Will site cause increase in peak run off rates?	
		l. Calculations – All temporary and permanent channels, basins, diversions, pre- and post-development run-off, MS-19, etc.	
		2) Show limits of disturbance outlined and labeled (all ESC measures must be within the limits of disturbance)	
		3) Show existing vegetation with any tree protection	
		4) Show limits of clearing and any undisturbed areas	
		5) Provide a soils map	
		6) Provide ESC measures during demolition of the site (this should be stated in the sequence of construction under the first phase)	
		7) Provide adequate access, staging, and stockpiling areas with appropriate ESC measures	
		8) List key of ESC measures with quantities	
		9) Show and label all ESC measures on plan sheet	
		10) List construction sequence/schedule specific to project and all phases, including any site demolition and removal of ESC measures	
		11) All detention/retention ESC measures within 20' of a building's foundations must be evaluated	
		12) Show existing and proposed drainage patterns with flow arrows, time of concentration flow paths, and c- factors (or curve numbers)	
		13) Notate any off-site drainage areas (in acres) entering site	
		14) Sediment traps (Disturbed area with contributing drainage area of < 3 acres):	
		a. Provide inlet protection and outlet location	
		b. Maximize flow length from inlet to outlet	
		c. Provide existing drainage area, proposed drainage area, storage capacity, and all supporting calculations per <a href="#">VSMH Chapter 7.4 C-SCM-11</a>	



CITY OF RICHMOND, DPU WATER RESOURCES DIVISION  
**PLAN REVIEW CHECKLIST**

YES	SHEET #	REQUIREMENT	NA
		15) Sediment basins (Disturbed area with contributing drainage area of > 3 acres):	
		a. Provide inlet and outlet protection	
		b. Maximize flow length from inlet to outlet (add baffles as needed)	
		c. Provide basin data as follows: Basin type, existing drainage areas, proposed drainage area, storage required, storage provided, weir crest elevation, storage depth, bottom dimensions, cleanout elevation, channel depth of flow, maximum side slopes (specify cut or fill), bottom elevation, embankment elevation, riser dimensions, barrel dimensions. Include Temporary Sediment Basin Design Data Sheet.	
		d. Show separate dewatering device for pipe outlet traps	
		e. Provide all supporting calculations per <a href="#">VSMH Chapter 7.4 C-SCM-12</a>	
		16) Temporary storm drain diversions	
		a. Show profile	
		b. Give invert elevations of temporary pipe into trap on plan view	
		c. Provide details	
		17) Required notes on plans	
		a. General ESC Notes 1-9 ( <a href="#">VAESCH Chapter 6</a> , Table 6-1, pg. VI-15)	
		b. City of Richmond Standard ESC notes	
		c. City of Richmond Standard ESC measure maintenance items	
		d. All 19 Minimum standards (9VAC25-875-560, <a href="#">VSMH Chapter 5.3.1</a> )	
		18) Provide details for all erosion & sediment control measures proposed per <a href="#">VSMH Chapter 7</a>	
		19) Provide temporary seeding schedule per <a href="#">VSMH Chapter 7</a> .	
		20) Provide permanent seeding schedule per <a href="#">VSMH Chapter 7</a> .	
		21) Off-site grading requires written documentation of permission from adjoining owner. Otherwise, include on current permit or separate land disturbing plan.	
		22) Subdivision	
		a. For the MS-19 requirements, an analysis of the outfall of the proposed development shall be done so that the natural channel is extended to the receiving stream.	
		b. If the drainage analysis fails to meet MS-19, stormwater management shall be required at the road construction plan stage of submission for a central facility.	
		c. Any lots submitted for a building permit that are part of a subdivision development shall not be considered as separate project, rather the subdivision development, shall be considered as a single project. Therefore, the central stormwater management facility and the overall site grading plan shall govern.	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**



CITY OF RICHMOND, DPU WATER RESOURCES DIVISION  
**PLAN REVIEW CHECKLIST**

**SECTION 3 – CHESAPEAKE BAY PLAN**

*Instructions: If the site or a portion of the site is located within the Chesapeake Bay Preservation Act (CBPA) Resource Protection Area (RPA) or Resource Management Area (RMA), a Chesapeake Bay Plan must be provided. Applicable requirements of a Chesapeake Bay Plan include: Physical site characteristics, proposed improvements, grading plan, BMPs, landscape plan, narrative, WQIA, hydrology, impacts, wastewater, stream perennial flow determination, USACE wetland delineation approval, etc.*

YES	SHEET #	REQUIREMENT	NA
		1) The City of Richmond Chesapeake Bay Preservation Program <a href="#">Public Information Manual</a> has been reviewed by the plan preparer and submitted plan(s) meet all requirements	
		2) All existing conditions, as specified in Section 1 of this checklist	
		3) Location of all significant plant material, including all trees on site six inches or greater in diameter at breast height; groupings of trees or significant vegetation may be outlined	
		4) Areas of proposed impervious surface, including:	
		a. Streets, alleys, sidewalks, curbs and gutters, driveways, and access, loading and other paved areas	
		b. Structures, including building footprint, dimensions, and use	
		5) The location of any sewage disposal system or reserve drain fields	
		6) Preliminary grading plan and/or cross-section drawings (if necessary to evaluate site drainage and conservation of natural features)	
		7) If structural Best Management Practice (BMP)/stormwater management facilities are proposed, complete Section 5 of this checklist	
		8) Additional supporting information shown in a table format	
		a. Total site area	
		b. Total ChesBay area	
		c. Amount of impervious area	
		d. Amount of impervious area in ChesBay	
		e. Amount of open/forested space on site	
		f. Amount of open/forested space in ChesBay	
		g. Percentage of impervious area for existing and proposed conditions	
		9) An Erosion and Sediment Control Plan that meets (at a minimum) the requirements in Section 2 of this checklist, and specifically addresses stream crossings, wetland disturbances, and shoreline conditions	
		10) Landscape plan	
		a. Major landscaping features, including existing vegetation, to be retained	
		b. Clear delineation of all trees proposed for removal	
		c. Description of plant species to be disturbed or removed	
		d. Treatment of the RPA buffer, indicating proposed landscaping and vegetation to be retained by type and quantity	
		e. Replanting schedule for trees and other significant vegetation removed for construction, including list of trees and plants to be used	
		f. Demonstration that the design will preserve, to the greatest extent possible, any significant trees and vegetation on site and provide maximum erosion control and overland flow benefits; provide description in narrative	
		g. Demonstration that indigenous plants (see the City of Richmond Chesapeake Bay Preservation Program <a href="#">Public Information Manual</a> Plant List, Appendix C) are to be used to the greatest extent possible	
		h. At the discretion of the Program Administrator, the applicant may be required to provide additional information, particularly in support of significant mitigation requirements for a project that disturbs more than 50,000 square feet of area	



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YES	SHEET #	REQUIREMENT	NA
		11) A Water Quality Impact Assessment (WQIA) is required for all development proposed in an RPA or any other area warranted as determined by the Program Administrator. The WQIA consists of the following elements:	
		a. Describe existing topography, soils, hydrology and geology of the site and immediately adjacent lands	
		b. Describe impacts of the proposed development on topography, soils, hydrology and geology on site and adjacent lands	
		c. Quantify disturbance/destruction of wetlands and provide justification	
		d. Describe disruption/reduction in supply of water to wetlands, streams, lakes, rivers or other water bodies	
		e. Describe disruption to existing hydrology, including wetland and stream circulation patterns	
		f. Provide source, location and description of proposed fill material	
		g. Characterize dredge material and provide location of dumping area for material	
		h. Locate and describe impacts on shellfish beds, submerged aquatic vegetation, and fish spawning areas	
		i. Describe any creation of wetlands to replace those lost	
		j. Describe efforts to minimize cut and fill	
		12) An RPA encroachment application with the Landscape Mitigation Plan that is done per the Riparian Buffer Mitigation Manual with replanting plan and encroachment layout.	
		13) Septic System & Drain Fields	
		a. Show any existing septic tank and drain field location	
		b. Include calculations and locations of anticipated changes which affect existing septic drain field or wastewater irrigation areas	
		c. Provide justification for sewer line locations in environmentally sensitive areas and describe construction techniques and standards	
		d. New septic tanks are not allowed	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**



## SECTION 4 – STORM DRAIN SYSTEM

Instructions: If a site contains a storm drain system, including underground piping or open channels, this section should be filled out. All storm drain systems shall be designed according to the [COR Stormwater Management Design and Construction Standards Manual](#). In general, components required for review of a storm drain system include: existing hydrology, proposed hydrology, hydraulics (culvert, storm drain, open channel), profiles, calculation/modeling report with narrative/data/results, etc.

YES	SHEET #	REQUIREMENT	NA
		1) Hydrology	
		a. Identification of each stormwater outfall, including existing and proposed drainage areas: show size of drainage area, time of concentration flow path, composite break down of the runoff coefficient, and arrows indicating flow directions	
		b. Clearly define any sub-drainage areas and drainage divide lines	
		c. Show all existing and proposed hydrology computations	
		2) Hydraulics	
		a. Show and label all existing and proposed drainage structures on plan	
		b. Existing and proposed storm drain pipes should show the length of the pipe, the size of the pipe, and the type of the pipe in plan and profile	
		c. Any storm drainage within a building footprint shall comply with Chapter 7 in the latest edition of the International Plumbing Code.	
		d. Storm drainage design requirements:	
		i. Show all storm drain hydraulic computations on plans	
		ii. Demonstrate the 10-year design flow less than pipe capacity	
		iii. Storm sewer slopes meet minimum criteria (0.3%)	
		iv. All calculations shall be submitted on standard VDOT forms or other acceptable documentation	
		v. Manhole steps required in structures 4-feet and greater in depth	
		vi. Provide a minimum cover of 3.5-feet for all storm drain structures, OR, provide protective fill for all storm drainage with less than two feet of cover	
		vii. Provide storm drain load protection where necessary such as cradle and encasement (provide pipe loading table on plan)	
		viii. Show and analyze the outfall of the storm drain profile. Submit storm drain computations to support all drainage outfalls	
		ix. Specify/show on plan/profile a dimensioned outfall channel section with 10-year lining depth, side slopes, bottom width	
		e. Open channel design requirements:	
		i. Provide cross-section details for open channel section. Show and label the location of the section on plan. Show the section's depth of flow, velocity, discharge and channel lining 'n' value, etc.	
		ii. Open channel depth of flow less than 3', otherwise flow path shall be piped	
		iii. Maximum permissible flow velocity of 3.5 fps for grass ditches	
		iv. Open channel longitudinal slope > minimum slope (0.2%)	
		v. Show rip-rap channel(s) meet design criteria: >100 ft from front of single-family dwellings, unless otherwise approved; >75 ft from rear of single-family dwellings	
		vi. Rip-rap lining thickness meets minimum criteria of 24-inch thickness with geotextile fabric underlayment	
		vii. Specify paved channels when open channel slopes < 0.75%	



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YES	SHEET #	REQUIREMENT	NA
		viii. Where paved channels are steeper than 15%, anchor lugs are required every 10-feet on center	
		ix. 9-inch freeboard (vertical wall) is required along outside radius of paved ditches	
		f. Storm drain/open channel profile requirements:	
		i. Show existing and proposed storm drain profiles, where applicable	
		ii. Show existing ground and proposed grade surface elevations along the centerline of the system	
		iii. Label the percent grade (slope) and length	
		iv. Label the size and type of material	
		v. Show and label all existing and proposed storm drain structures to include rim elevations, inverts in and out, etc.	
		vi. Show the hydraulic grade line on storm drain profile (all hydraulic grade lines must be supported with computations shown on plan)	
		vii. Show and label all existing and proposed utilities that cross the proposed storm drain/open channel and label clearances (minimum clearance is required)	
		viii. Show all storm drain crossings with the appropriate clearances	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**



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**SECTION 5 – STORMWATER MANAGEMENT FACILITIES**

*Instructions: If a site contains a stormwater management facility this section should be filled out, Complete the following checklist to document technical criteria and BMP requirements.*

YES	SHEET #	REQUIREMENT	NA
		1) Stormwater management plan requirements ( <a href="#">9VAC25-875-510</a> )	
		a. A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;	
		b. Documentation and summary of calculations verifying compliance with the water quality and quantity requirements ( <a href="#">9VAC25-875-580</a> and <a href="#">9VAC25-875-600</a> , respectively); or	
		c. If an operator intends to meet the quality and quantity requirements using off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included, as well as documentation of the applicant's acquisition of nutrient credits;	
		d. A map or maps of the site includes:	
		i. Existing conditions, as defined in Section 1	
		ii. All contributing drainage areas; existing and proposed land use/land cover with tabulation of percentages of surface area for various uses (if not already included with Section 3);	
		iii. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;	
		iv. Proposed stormwater management facilities and associated existing and proposed drainage patterns;	
		e. Stormwater management facility/BMP design calculation summary. (See <a href="#">VA Stormwater Management Handbook Chapter 8</a> . Refer to Item 3 for additional calculation requirements)	
		2) Profile requirements	
		a. Storm drainage system entering device (refer to Section 4 of this checklist)	
		b. Low flow channel in basins (Pilot channel)	
		c. Profiles of all structures	
		d. Existing ground	
		e. Proposed grade	
		f. Pipes and other utilities	
		g. Water Surface Elevation of 2, 10 and 100-year design storms and Normal Pool	
		h. Emergency spillway elevation	
		i. Sub-surface details, if required (i.e., cutoff trench, clay core, clay liner, etc.)	
		3) Additional Stormwater BMP information	
		a. All BMPs	
		i. Construction and material specifications	
		ii. Details and notes	
		iii. All permanent material to be equal to standard inlet and structure quality and materials	
		iv. Grades 15% max	
		v. Side slopes 2:1 max	
		vi. Maintenance access provisions (fence and gate details with location, height, materials, and specifications, if applicable)	
		b. Infiltration BMPs	
		i. Soil investigation data	
		ii. Soil borings locations	
		iii. Soil classification	





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YES	SHEET #	REQUIREMENT	NA
		iv. Strata profile	
		v. Water table elevation	
		vi. Elevations of strata	
		vii. Location and easements	
		viii. Phreatic line	
		c. Attenuation BMPs	
		i. Design flow inundation areas	
		4) Design Report	
		a. Narrative	
		i. Explanation of method used	
		ii. Findings of existing conditions	
		iii. Proposed development	
		iv. Best management investigation	
		v. Alternatives considered	
		vi. Why chosen or abandoned	
		vii. Water quality benefits of design	
		viii. Peak management benefits of design	
		b. Design data	
		i. Formulas and source of information	
		ii. HEC-2 or HEC-RAS, or other appropriate computer modeling input/output	
		iii. Details, nomographs, formulas	
		1. Existing peak flows for 2- and 10-year storms	
		2. Proposed peak flows for 2- and 10-year storms	
		3. Performance curve of device (elevation vs. discharge)	
		4. Hydrograph plot for proposed conditions 2- and 10-year storms	
		5. Water quality computations	
		iv. Clearances – vertical and horizontal	
		c. Outfall study	
		i. Existing conditions recommendations and hydraulic analysis	
		ii. Proposed conditions	
		1. Statement	
		2. Proposed flows	
		5) Maintenance Requirements	
		a. Provide inspection and maintenance schedules/frequencies on plans	
		b. Stormwater Utility Maintenance Agreement (SUMA) completed by owner and notarized	
		c. Stormwater Management Access Exhibit (Attachment A) provided	
		6) For projects with Limits of Disturbance > 1 acre:	
		a. Pollution Prevention Plan (PPP, Standard plan sheet available for download), that addresses the following:	
		i. Wastewater from washout of concrete	
		ii. Washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials	
		iii. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance	



**PLAN REVIEW CHECKLIST**

YES	SHEET #	REQUIREMENT	NA
		iv. Soaps or solvents used in vehicle and equipment washing	
		b. Stormwater Pollution Prevention Plan (SWPPP)	
		1. Designation forms	
		2. See template for a list of requirements	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**



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**PLAN REVIEW CHECKLIST**

**SECTION 6 – FLOODPLAIN**

*Instructions: If a site is located within the Floodplain this section should be filled out. For Floodplain management review, provide the following: a description of work, other development activities, floodplain determination, building alterations, etc.*

Description of work:

ACTIVITY	STRUCTURE TYPE
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (>4 family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes <input type="checkbox"/> No)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Mixed Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured (Mobile) Home (In Manufactured Home Park? <input type="checkbox"/> Yes <input type="checkbox"/> No)
<input type="checkbox"/> Replacement	

Nearest intersection: \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

**OTHER DEVELOPMENT ACTIVITIES**

- Clearing  Fill  Mining  Drilling  Grading
- Excavation (except for structural development checked above)
- Watercourse Alteration (including dredging and channel modifications)
- Drainage Improvements (including culvert works)
- Road, Street or Bridge Construction
- Subdivision ( New or  Expansion)
- Individual Water or Sewer System
- Other: \_\_\_\_\_

**FLOODPLAIN DETERMINATION**

The proposed development is located on: FIRM Panel #: \_\_\_\_\_ Effective Date: \_\_\_\_\_

The proposed development is:

**Yes No**

Partially located in the SFHA, but building/development is NOT

Located in a Special Flood Hazard Area

FIRM Zone designation is: \_\_\_\_\_

100-year flood elevation at the site is \_\_\_\_\_ ft. NAV88 (MSL) or  Unavailable

Located in the floodway

Located in the flood fringe

**ADDITIONAL INFORMATION**

Change in water elevation \_\_\_\_\_ ft., meets floodplain ordinance limits.

Top of new compacted fill elevation: \_\_\_\_\_ ft. NAVD 88 (MSL)

Floodproofing protection level (non-residential): \_\_\_\_\_ ft. NAVD 88 (MSL)



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YES	SHEET #	REQUIREMENT	NA
		1) Show ultimate condition (as zoned) for the 100-year storm	
		2) Show existing natural channel grade:	
		a. Profile along natural line boundary to boundary	
		b. b) Average grade line	
		3) Show required plan information	
		a. Base Flood Elevation (BFE) at the property limits and work area	
		b. Limits of Special Flood Hazard Area (SFHA) including floodway where applicable	
		c. Location and elevation of existing and proposed construction in the SFHA, including, but not limited to: streets, pavement, retaining walls, accessory buildings, swimming pools, parking lots, driveways, trash enclosures, storage tanks, and other onsite features	
		d. The extent of watercourse relocation and/or landform alterations	
		e. Compaction requirements for fill areas	
		f. Locations of existing and proposed underground utilities	
		g. "100-year" flood elevations, if they are not otherwise available, for subdivision or other development plans (Required if the subdivision or other development exceeds 50 lots or 5 Acres, whichever is the lesser)	
		4) Show information required if buildings are to be constructed, enlarged, or altered within the floodplain	
		a. Anchorage of proposed structures, including details for anchoring structures	
		b. Residential: Basement or lowest floor at least 1 foot above BFE	
		c. Non-Residential: Lowest floor or flood proofing 1 foot above BFE	
		d. For floodproofed structures, applicant must attach certification from registered engineer or architect	
		e. Show types of water-resistant materials used below the first floor	
		f. Provide details of floodproofing of utilities located below the first floor	
		g. Provide details of enclosures below the first floor	
		h. Show venting of enclosed areas for pressure equalization	
		i. Demonstrate that electrical, heating, ventilation, plumbing, air-conditioning, and other service equipment is designed or located to prevent water from entering or accumulating within the components during flooding (above BFE)	
		j. Show on-site waste disposal systems located to avoid impairment or contamination	

**Provide reasoning for above NA responses in the space below. Attach additional pages if necessary.**