Virginia Department of Conservation & Recreation

VIRGINIA STORMWATER MANAGEMENT ACT

REQUIRED ELEMENTS OF
LOCAL STORMWATER MANAGEMENT PROGRAM APPLICATION PACKAGE

Locality: _____
Reviewer: _____
Date: _____

To complete the local stormwater management program application package, the following information is necessary. The checklist is intended to be used to provide a locality with a list of items, documents and procedures that must be submitted to the Virginia Soil and Water Conservation Board (Board) in order for the Board to approve the local Stormwater Management Program. All items listed are requirements found in the Virginia Stormwater Management Regulations and the Virginia Stormwater Management Law.

The following is to be completed by the applicant.

Item #	***Code/Regulatory citation***	***Information needed for review***	***Status***
1	Section 4VAC50-60-148 A. 1	Identification of the authority accepting complete registration statements	*Local staff should identify the responsible authority for the acceptance of registration statements*
2	Section 10.1-603.3.E 4VAC50-60-150.A.1	Copy of the local Stormwater Management Ordinance (s)	*Local staff should provide a copy of the most recent Stormwater Management Ordinance(s).*
3	Section 4VAC50-60-150.2.	Provide funding and staffing plan.	*Local staff should provide a description of staffing needed to operate the SWM Program and how funds will be distributed.*
4	Section 10.1-603.3.G 4VAC50-60-150.A.3	Is the locality partnering with adjacent localities or other entities for the administration, plan review, inspection and enforcement components of a stormwater management program?	*If yes, local staff should provide a copy of the agreement, Memoranda Of Understanding (MOUs), or contracts used to set up and administer the multi-jurisdictional program.*
5	4VAC50-60-55.C and D 10.1-561 ?	Identification of local Certified Plan reviewer	*Local staff should identify the Certified Plan reviewer, certification number and expiration date.*
6	4VAC50-60-148 A. 2	Identification of processes for the review and approval of erosion and sediment control and stormwater	*Local staff should provide a description and documentation of the plan review processes for erosion and sediment*

		management plans	*control and for stormwater management plans.*
7	4VAC50-60-148 A. 8 A. 2	Identification of policies/procedures for obtaining and releasing bonds as applicable	*Local staff should identify where the procedures for obtaining and releasing bonds are located, either within the local Stormwater Management Ordinance(s) or elsewhere*
8	4VAC50-60-114	Identification of inspection program for land disturbing activities and for adequacy of stormwater management facilities	*Local staff should provide a description and documentation of local program for the inspection of land disturbing activities and stormwater management facilities*
9	4VAC50-60-126	Identification of procedures for reporting and recordkeeping.	*Local staff should identify where the recordkeeping and reporting procedures are located, either within the local Stormwater Management Ordinance(s) or elsewhere*
10	4VAC50-60-112	Identification of location of BMP maintenance requirements for permanent BMPs.	*Local staff should identify where the specific requirements for long term maintenance of BMPs is located within the local Stormwater Management Ordinance(s)*
11	4VAC50-60-112	Description of program to track and maintain permanent BMPs.	*Local staff should provide description and documentation of local program to track and maintain permanent BMPs.*

Other required supporting documentation

12	4VAC50-60-150.A.2	Identification of location of fee structure	*Local staff should identify where the fee structure is located, either within the local Stormwater Management Ordinance or elsewhere, if applicable.*
13	4VAC50-60-116	Explanation of local enforcement for stormwater management program	*Local staff should provide description and/or location of enforcement provisions, either within the local Stormwater Management Ordinance or elsewhere (in their code?), if applicable.*
14	4VAC50-60-54.E	Identify any waters for which TMDLs are in effect in the locality	*Local staff should identify TMDLs that have been developed in the locality.*
15	4VAC50-60-65	Copy of BMP design criteria	*Local staff should provide description and copy of local BMP design criteria. If the locality adopted the local BMP design criteria that differ from State Stormwater Management Handbook/Virginia BMP Clearinghouse, documentation that these BMPs were approved by the Board shall be provided..*

Locality: _____

The following is to be completed by DCR staff.

16	Is the local Erosion and Sediment Control program consistent?	*DCR staff should verify status in advance and note here prior to sending to local contact.*
17	Is the locality within Tidewater Virginia and subject to the requirements of the Chesapeake Bay Preservation Act? If so, is the local Bay Act program consistent and compliant?	*DCR staff should verify status in advance and note here prior to sending to local contact.*
18	Is the locality an MS4 locality?	*DCR staff should verify status in advance and note here prior to sending to local contact.*