



# VSMP-LDA Application Checklist

**Project Name:** \_\_\_\_\_

<b>Included</b>	<b>Not Applicable</b>	<b>Missing</b>
<u>LDA Permit Application</u>		
<input type="checkbox"/> LDA Permit Application	[ ]	[ ]
<input type="checkbox"/> E&SC <b>OR</b> SWM Development Agreement	[ ]	[ ]
<input type="checkbox"/> Combined E&SC & SWM Development Agreement	[ ]	[ ]
<input type="checkbox"/> Property Owner Consent Form	[ ]	[ ]
<input type="checkbox"/> Combined E&SC & SWM <b>OR</b> E&SC <b>OR</b> SWM Surety	[ ]	[ ]
<input type="checkbox"/> BMP Maintenance Agreement	[ ]	[ ]
<input type="checkbox"/> Formation Documents & Signatory Authority Resolution	[ ]	[ ]
 <u>Water Quality Materials</u>		
<input type="checkbox"/> SWPPP Book	[ ]	[ ]
<input type="checkbox"/> VSMP Registration Statement	[ ]	[ ]
<input type="checkbox"/> Affidavit of Nutrient Credit Purchase	[ ]	[ ]
 <u>Fees</u>		
<input type="checkbox"/> LDA Permit Fee	[ ]	[ ]
<input type="checkbox"/> VSMP Permit Fee	[ ]	[ ]

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## Application Review Checklist

Project Address (pg.2): \_\_\_\_\_

Project GPIN Number(s) (pg.2, pg.5): \_\_\_\_\_

Agreement Date (pg.5): \_\_\_\_\_

Applicant Name (pg.2, pg.5): \_\_\_\_\_

Company/LLC Name if applicable (pg.2, pg.5): \_\_\_\_\_

Plan Date (pg.5): \_\_\_\_\_

Plan Approval Date (pg.5): \_\_\_\_\_

Plan Preparer (pg.2, pg.5): \_\_\_\_\_



# APPLICATION FOR A VIRGINIA STORMWATER MANAGEMENT PROGRAM LAND DISTURBING ACTIVITY PERMIT

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

Applicant Name: \_\_\_\_\_

Plan Prepared by: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

GPIN Number(s): \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Disturbed Area = \_\_\_\_\_ square feet

Plan Name: \_\_\_\_\_

Certified RLD Name: \_\_\_\_\_

Plan Address (A): \_\_\_\_\_

Certified RLD Number: \_\_\_\_\_

*A responsible land disturber (RLD) is an individual holding a certificate issued by the Virginia Department of Environmental Quality (DEQ) who is responsible for carrying out a land-disturbing activity in accordance with an approved erosion and sediment control (ESC) plan. The RLD must be designated on the permit as a prerequisite for engaging in land disturbance. The RLD must be registered through DEQ Certification Accreditation Tracking System (CATS), have current certification, and be searchable from the following link:*

<https://portal.deq.virginia.gov/v2/cats/searchCertificateHolder>

I hereby certify that I fully understand the provisions of the York County Erosion and Sediment Control Ordinance, the York County Stormwater Management Ordinance, and the procedures and conditions of this permit. I accept responsibility for carrying out the County approved Stormwater Pollution Prevention Plan for the above-referenced project.

I further grant the right-of-entry onto this property, as described above, to the appropriate personnel of York County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinances.

\_\_\_\_\_  
(Printed Name of Applicant)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

Notes:

- i. A Construction General Permit (CGP) may also be required for this development based on the area of disturbance. Coordinate with the Department of Public Works – Stormwater for questions about applying for a CGP.
- ii. Issuance of this permit does NOT indicate absence of wetlands on this property. It is the Applicant's responsibility to have the site inspected for tidal and non-tidal wetlands AND to protect any wetlands that that may be present onsite.
- iii. It is the applicant's responsibility to coordinate this land disturbing activity with possessor of easements or owners of property affected by this activity and obtain the necessary permission or approval to perform this activity on said easements or properties.

## PROCEDURES AND CONDITIONS OF THE LAND DISTURBING ACTIVITY PERMIT

You are required to obtain a Virginia Stormwater Management Program Land Disturbing Activity (VSMP-LDA) permit before any grading, excavation, filling, or clearing of land over one acre (43,560 square feet) within any area of York County or over two thousand and five hundred (2,500) square feet within a Chesapeake Bay Preservation Area as defined in the York County Stormwater Management Ordinance. You may contact the York County Department of Public Works – Stormwater (DPW-S) at 757-890-3774 for any questions or concerns pertaining to the VSMP-LDA permit or its conditions.

Every VSMP-LDA permit corresponds to a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP incorporates by reference of an approved Erosion and Sediment Control (E&SC) plan, approved Stormwater Management (SWM) plan, and a Pollution Prevention (PP) plan. Every approved SWPPP has a corresponding York County plan approval letter that lists the project specific conditions, fees, and requirements of the VSMP-LDA permit. All approval letters are prepared by the Department of Planning – Development Services or directly from DPW-S and are kept on file.

Once you have the SWPPP and have reviewed the conditions of the approval letter you are ready to apply for the VSMP-LDA permit.

A plan review fee is required for every VSMP-LDA permit application. The fee amount is listed in the approval letter and is calculated from the following equation:

$$\text{VSMP-LDA Permit Application Fee} =$$
$$\$50.00 + ((\text{Disturbed Area in square feet}) - 2,500 \text{ square feet}) * \$0.005/\text{square foot}$$

*The VSMP- LDA Permit Application Fee cannot exceed \$1,000.00*

In addition to the VSMP-LDA permit fee, you are required to submit a Registration Statement and pay a fee to register the permit through the Department of Environmental Quality. The fee is determined from the amount of land disturbance and the amounts can be found from table 23.3-30 of the County's Stormwater Ordinance.

You will be required to post a SWM development surety, referred to herein as the Surety in the form of either a cash escrow, escrow agreement, letter of credit, certified check, cashier's check, or bond. An agreement will be provided to you to fill out listing various conditions and requirements that must be followed and executed by the VSMP-LDA Permit applicant.

It is your responsibility to let the County know when the land disturbing activity is completed via electronic or written notification. DPW-S will perform an inspection of the site to confirm completion of the project and adherence to the approved E&SC and SWM plan. Once completion is confirmed and all conditions of the permit have been satisfied, DPW-S will release the SWM surety of the Land Disturbing Activity.

### ***The following conditions apply to all permits:***

1. All land disturbing activity shall conform to Chapter 10 – EROSION AND SEDIMENT CONTROL and CHAPTER 23.3 – STORMWATER MANAGEMENT of permanent ordinances of the County of York, Virginia, known herein as the E&SC and SWM ordinances.

2. A preconstruction meeting must be held between the land disturbing permit applicant, or permittee, and the York County Department of Public Works prior to any land disturbing activity.
3. A York County project inspector shall periodically inspect the land disturbing activity to ensure compliance with the Stormwater Pollution Prevention Plan. If the project inspector determines that the permittee, the permittee's contractor, or the permittee's designee is failing to comply with the plan, notice shall be served upon the applicable individual or entity. The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the specified time, the permit may be revoked and the permittee or person responsible for carrying out the plan shall be deemed to be in violation of this ordinance and shall be subject to the penalties provided by this ordinance.
4. Upon determination of a violation of the E&SC or SWM ordinance, the Department of Public Works in conjunction with or subsequent to a notice to comply as specified in the E&SC or SWM ordinance, will issue an order requiring that all or part of the land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken. Once the specified corrective measures have been completed, the County appointed inspector will inspect the site and approve general site work to continue if the original violation has been resolved and the site is once again in compliance with the ordinance. No further work outside of compliance progression is permitted until the County appointed inspector approves the corrective measures.
5. The permittee shall inform York County Department of Public Works – Stormwater Programs when the land disturbing activity is completed.
6. The permittee agrees to maintain the work in the manner approved upon its completion.
7. The Department of Public Works shall make final inspections of the project. The release of the LDA surety is contingent on the findings of such inspections and satisfaction of the permit conditions and requirements.
8. The permittee agrees to satisfy all permit conditions as entailed in the approval letter.