



LDA Application Checklist

Project Name: _____

Included	Not Applicable	Missing
<u>LDA Permit Application</u>		
<input type="checkbox"/> LDA Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E&SC OR SWM Development Agreement	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Property Owner Consent Form	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Combined E&SC & SWM OR E&SC OR SWM Surety	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Formation Documents & Signatory Authority Resolution	<input type="checkbox"/>	<input type="checkbox"/>
 <u>Fees</u>		
<input type="checkbox"/> LDA Permit Fee	<input type="checkbox"/>	<input type="checkbox"/>

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 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: _____

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 and the procedures and conditions of this permit. I accept responsibility for carrying out the County approved Erosion and Sediment Control 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 Ordinance.

(Printed Name of Applicant)

(Signature of Applicant)

(Date)

(Title)

Notes:

- i. 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.
- ii. 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 Land Disturbing Activity (LDA) permit before any grading, excavation, filling, or clearing of land over 2,500 square feet within York County. 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 LDA permit or its requirements.

Every LDA permit corresponds to an Erosion and Sediment Control (E&SC) Plan that has been reviewed and approved by York County. Every approved E&SC plan has a corresponding York County plan approval letter that lists the project specific conditions, fees, and requirements of the 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 an approved E&SC plan and have reviewed the conditions of the approval letter you are ready to apply for the LDA permit.

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

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

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

You will be required to post an E&SC performance surety, referred to herein as the LDA surety, in the form of either a cash escrow, an escrow agreement, a certified check, a cashier's check, bond, or a cashier's check. An agreement will be provided to you to fill out listing various conditions and requirements that must be followed and executed by the 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 plan. Once completion is confirmed and all conditions of the permit have been satisfied, DPW-S will release the LDA 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 of permanent ordinances of the County of York, Virginia, known herein as the E&SC ordinance.
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 approved Erosion and Sediment Control 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 ordinance, the Department of Public Works in conjunction with or subsequent to a notice to comply as specified in the E&SC 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 project 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.