

**CITY OF VIRGINIA BEACH  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)  
FOR SINGLE FAMILY RESIDENCES AND ACCESSORY STRUCTURES ONLY**

**Construction Activities Information:**

Project Site Name: \_\_\_\_\_

Location & Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Latitude: \_\_\_\_° \_\_\_\_' \_\_\_\_" N (degrees, minutes, seconds)

Longitude: \_\_\_\_° \_\_\_\_' \_\_\_\_" W (degrees, minutes, seconds)

**Construction Activity Operator Information:**

Company/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**24-hour Emergency Contact Name:** \_\_\_\_\_

**24-hour Emergency Phone #:** \_\_\_\_\_

**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 (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**1.0 SWPPP Documents Located On-Site & Available for Review**

SWPPP Document Type	Located On-Site & Available for Review?	
Registration Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Notice of Coverage Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Construction General Permit (CGP)	<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 (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

**2.0 Authorized Non-Stormwater Discharges**

SWPPP Document Type	Likely Present at Your Project Site?	
External buildings wash down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontaminated foundation or footing drains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontaminated 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"/>	Others (describe)			

**5.0 Potential Sources of Pollution & Pollution Prevention Practices**

Pollutant –Generating Activity	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	Pollution Prevention Practice	Responsible Party
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)	
Others (describe)	<input type="checkbox"/> Yes <input type="checkbox"/> No	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	(11)	

**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 before 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
<input type="checkbox"/>	Rooftop Disconnection		Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Sheetflow to Vegetated Filter (1 or 2)		
<input type="checkbox"/>	Grass Channel		
<input type="checkbox"/>	Rainwater Harvesting		
<input type="checkbox"/>	Permeable Pavement (1 or 2)		
<input type="checkbox"/>	Infiltration (1 or 2)		
<input type="checkbox"/>	Bioretention (1 or 2)		
<input type="checkbox"/>	Others (describe)		

**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.

- 1<sup>st</sup> Priority: Protect all people
- 2<sup>nd</sup> Priority: Protect equipment and property
- 3<sup>rd</sup> 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:**

DEQ Tidewater Regional Office (757) 518-2000

**Nights, Holidays & Weekends:**

VA Dept. of Emergency Management (804) 674-2400  
 24 Hour Reporting Service

**Local Contacts:**

Virginia Beach Planning/Permits & Inspections Office (757) 385-4211  
 Public Safety Non-Emergency (757) 385-5000

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

*Qualified Inspector*

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Qualifications: \_\_\_\_\_

*Inspection Schedule*

Discharges to surface waters:

- Once every 7 days; or
- Once every 14 days and no later than 48 hours following any measurable storm event.

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

- Once every 4 days; or
- Once every 7 days and no later than 48 hours following any measurable storm event.

*Inspection Date:* \_\_\_\_\_

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

Inspector Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

