



DEVELOPMENT SERVICES CENTER



DSC Information Notice #208

June 27, 2014

Topic: Virginia Stormwater Management Program (VSMP)

DSC Plan Intake and Permitting Process Changes for VSMP Implementation

This notice is intended for DSC customers familiar with the DSC review/approval/permitting processes. Those not familiar with DSC processes may wish to contact a DSC Project Manager, listed at the bottom of this document, for additional guidance on specific projects.

This document pertains **ONLY** to projects requiring registration for a State Construction General Permit (CGP). Refer to the [DSC Plan, Review Fee and Permit Requirement Spreadsheet](#) to determine if the project must register.

Prior to July 1, 2014 operators obtaining coverage under the State Construction General Permit (CGP) register by sending the necessary forms and payments directly to DEQ.

Beginning July 1, 2014, state regulations require the City to register projects on the DEQ permitting database. Operators will provide a completed [Registration Statement](#) to the City, not directly to the State. Projects may not commence construction until the DEQ CGP Coverage Letter is issued. Obtaining the DEQ Coverage Letter will be a HOLD on permitting and release of a DSC approved plan. Also new is the City's administration of CG Permit Modification, Permit Maintenance and Permit Termination that may occur after the CGP Coverage is issued.

Beginning July 1, 2014, the following process will be implemented in Virginia Beach to handle this change:

1. E&S/Stormwater Plans, Site Development Plans and Subdivision Construction Plans that require the State CGP will be submitted to the Development Services Center for review and approval. The following 2 items are new, and in addition to our established submittal practices:
 - a. A separate Stormwater Management Plan review fee will be assessed when the plan is submitted for review.

- b. The submittal package will be checked for completeness as required by the Stormwater Management Ordinance. Incomplete packages will not be accepted for review, and both the consultant and developer will be notified by email of the missing items. Even though the State regulations allow up to 15 days for the completeness check, the DSC anticipates staff will only need approximately 5 business days.
2. After acceptance, the plans will be routed and reviewed per current established processes. There are no anticipated changes to the review routing or timeframes. The DSC Engineer is typically solely responsible for the review of the Stormwater Management Plan in addition to his or her other review duties.

If the CGP was not obtained prior to July 1, 2014:

3. When the plan is approved, the DSC Project Manager will request the operator provide a completed, signed CGP [Registration Statement](#). We must receive a paper copy with an original signature, which the city must save in perpetuity. The Registration Statement may be submitted prior to approval; however it will not be processed until the plan is approved. (Note: if an email address for the operator is not provided on the Registration Statement, correspondence from DEQ to the operator will only be received via U. S. Postal Service).
4. DSC staff will verify the Registration Statement information for accuracy and conformance to the approved plans and enter the data into the DEQ Permitting Database. If the Registration Statement is incomplete or contains incorrect data, the DSC staff will notify the operator who must submit a corrected form before the DSC staff can proceed with this step.
5. DEQ will respond to the DSC (by email) and to the operator (by U.S. Postal Service if email is not provided) that DEQ has received the registration statement.
6. DEQ will send a letter to the operator (by U.S. Postal Service if email is not provided) stating the permit fee that must be paid directly to the State prior to issuance of a Coverage Letter. Virginia Beach will not collect the State's portion of the fee.
7. After payment to the State, DEQ will send the Coverage Letter to the operator (by U.S. Postal Service if email is not provided) and notify the City (by email) that DEQ has issued coverage.
8. Once the City is notified by DEQ, we will release that specific HOLD on the plans. All other HOLDs, such as posting of sureties, recordation of legal documents, etc. still apply and must be satisfied prior to plan release.
9. The City's Land Disturbing/Stormwater Permit (often called an E&S Permit) and Right-of-Way Permit must also be issued prior to release of the plans and can only be issued after verification that the State CGP has been issued.

If the CGP was obtained prior to July 1, 2014:

3. When the plan is approved, the DSC Project Manager will request a copy of the 2014 DEQ CGP coverage letter and proof of payment to the State, if this information has not been provided previously. This will be a HOLD on plan release.
4. DSC staff must verify accuracy and conformance with the approved plans and correct any incorrect data found on the DEQ Permitting Database.
5. All other HOLDs, such as posting of sureties, recordation of legal documents, etc. still apply and must be satisfied prior to plan release.

6. The City's Land Disturbing/Stormwater Permit (often called an E&S Permit) and Right-of-Way Permit must also be issued prior to release of the plans and can only be issued after verification that the State CGP has been issued.

We anticipate these additional steps after plan approval necessary to reach plan release and permitting of the project will take place during the same two week post-approval time frame in which staff reviews the Engineer's Cost Estimate, stamps and addresses the plans, and processes any other required documents, sureties or other HOLDS.

Permit Modification:

If there are changes to the registration statement information, such as a new operator, change in land disturbing area, or other items, a Permit Modification must be made. The Permit Modification Form (form will be made available in near future) must be submitted to the DSC, along with a Permit Modification Fee as established in the Stormwater Management Ordinance. The DSC staff will input the information into the DEQ Permitting Database. The state will not assess a separate fee. Correspondence will be sent as described above.

Permit Maintenance:

An annual Permit Maintenance fee will be assessed by the City for continued administration of the CGP and inspection of active sites as established in the Stormwater Management Ordinance. A notice and invoice will be sent to the operator approximately 60 days prior to the yearly permit anniversary date until the permit is terminated. The State will not assess a separate fee.

Permit Termination:

Once construction is complete and passes all inspections, the permit may be terminated. The operator must submit a [Notice of Termination](#) to the DSC. The DSC will initiate final site inspections. If all inspections are approved, the DSC will process the Termination in the DEQ Permitting database. If there are discrepancies found, the operator will be notified of those discrepancies and the CG permit will not be terminated until the discrepancies are satisfied. Sureties held for Land Disturbing, Stormwater or Right of Way Improvements will not be released prior to termination of the CGP.

Effective Date: July 1, 2014 (there is no transition period)

For More Information, Please Contact:

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