



Subdivision Review Procedure

Office. Please provide to the Planning Department a copy of the recordation receipt.

What is a Subdivision?

A subdivision is the division or redivision of property into two (2) or more lots including changes in existing lot lines for the purpose, whether immediate or future, of lease, transfer of ownership or building or lot development.

What must I provide to obtain a Subdivision Approval?

A plat of the parcel to be subdivided showing the proposed subdivision, boundary line adjustment, or lot line extinguishment. (Submit 3 copies, to include notarized signatures of the owners).

A filing fee: 1-5 lots \$150 plus \$25 per lot
6 or more lots \$300 plus \$25 per lot

A performance agreement and surety bond will be required prior to plat approval for any infrastructure improvements, such as roads, water and sewer systems.

What is the procedure for obtaining Subdivision approval?

Please schedule a pre-application meeting with the Planning and Zoning Department to review your application and discuss any questions that you may have. Following initial application review, Staff will determine the appropriate procedure for review:

- (1) Administratively (Planning Staff) –
For subdivisions 1 –5 lots from the parent tract, or
- (2) Planning Commission and Board of Supervisors –
For subdivisions of 6 lots or more

1. Administratively (Planning Staff)

Administrative approval generally includes a site visit and verification of the plat for compliance with County Codes and Ordinances. Additionally, copies of the plan will be distributed to other State and County agencies for their review, as appropriate.

If the proposed Subdivision Plans complies with requirements, you will be notified of the conditions for final approval. Once final approval is granted by Planning Staff, the plat must be recorded within two (2) months in the Surry County Circuit Court Clerk's

2. By Action of the Planning Commission and Board of Supervisors

For subdivisions of 6 lots or more, Planning Staff will complete the initial review process, and then schedule your request on the upcoming Planning Commission's agenda.*

Following the Planning Commission's approval of the proposed subdivision plan, you will be notified of the conditions for final approval.

Once these final conditions are met, the plat must be recorded within two (2) months of the Commission's approval or it will become void.

**If approval of a Subdivision Plan involves infrastructure improvements:*

- A preliminary plat must first be submitted for approval by the Planning Commission in accordance with the procedure outlined above, allowing for an administrative review period of 30 days.
- Copies of the plat will be distributed to other State and County agencies for their review, as appropriate.
- Once the development plans are substantially approved by all reviewing agencies, the final plat will be scheduled for approval by the Commission. Staff will notify you of the conditions for final approval.
- Once final approval has been granted by Planning Staff, the plat must be recorded within two (2) months or it will become void.

Will I need other permits?

You may need a Conditional Use Permit, Building and Zoning Permits, a Land Disturbing Permit, and Health Department Permit (for a septic tank and well), as well as Rezoning Approval.

Surry County, Virginia

**For additional information or questions,
please contact the Planning Department
(757) 294-5210.**

1.3. Limitation on Subdivisions

In order to promote the orderly development of the County in accordance with the General Land Use Plan and to ensure that growth will be consonant with the efficient and economical use of public funds and to avoid the public inconvenience and inefficiency brought about by premature, piecemeal, and scattered development either in separate or in the same subdivision, no more than 15 lots of less than three acres in area in a proposed subdivision shall be finally approved, recorded and offered for sale prior to approval by the Planning Commission based upon a specific finding that a public need exists for additional lots and that development of said additional lots would be in accord with the objectives of the General Land Use Plan. The creation of a series of subdivisions of 15 lots or less shall not be used as a device to subvert the intent of this section.

1.4. General Height and Bulk Standards

	<u>Maximum Height</u>
1. Single-family dwellings	2 1/2 stories but not to exceed 35 feet.
Churches	2 1/2 stories but not to exceed 45 feet.
Buildings accessory to a dwelling	Not to exceed 20 feet measured to highest point.
All other structures	2 1/2 stories but not to exceed 35 feet.

Certain structures are specifically exempted in Article 6.

1.5. Lot Size Standards

	Minimum Lot Area	Minimum, Feet	
		Lot Width	Lot Depth
1. Single-family dwelling or mobile home in approved locations:			
a. On a primary highway	One acre	150	200
b. On a secondary highway	36,000 sq.ft.	150	200
c. On a subdivision street	30,000 sq.ft.	100	200
2. Recreation uses clubs, campgrounds	5 acres	200	200
3. Animal hospital, large animals	10 acres	500	300
4. Animal hospital, small animals, open pens or kennels	5 acres	300	300
5. Stable, commercial	20 acres	-	-
6. Stable, private	2 acres	200	200

Lot width is measured at the building line.

Minimum street frontage is 25 feet.

1.6. Yard and Setback Standards

	Minimum In Feet		
	Front Yard	Side Yard	Rear Yard
1. Single-family dwelling or mobile home in approved locations:			
a. On a primary highway	100	25	50
b. On a secondary highway	75	25	50
c. On a subdivision street	50	20	50
2. Other principal structures same as dwelling or as required in the district regulations.			

1.7. Off-Street Parking and Loading Standards

Off-street parking and loading design standards and space requirements for particular uses are contained in Article 6.

SURRY COUNTY SUBDIVISION ORDINANCE

ARTICLE 3 DESIGN STANDARDS

Section 1. General Requirements

1. The subdivision layout shall conform in all essential respects with the approved plans of the Virginia Department of Transportation and other elements of the adopted Comprehensive Plan for the county.

Section 3. Street Layout Standards

1. The location, alignment, grade, width and drainage of all streets and roads shall comply with the existing design standards and specifications for roads, streets, drainage, water, and sewer construction and improvements approved by Surry County and on file with the office of the Agent and applicable specifications of the Virginia Department of Transportation, and shall substantially correspond to existing and planned streets insofar as topographical conditions, public convenience and safety, and the proposed uses of land to be served, in the opinion of the Agent, will permit.

Section 5. Blocks

1. Residential blocks shall normally not exceed 1,200 feet in length, or be less than 400 feet in length, between street lines. In any residential block more than 800 feet in length, a crosswalkway of not less than 10 feet in width may be required where necessary to provide convenient access to schools, recreation areas, and other community facilities.

ARTICLE 4 REQUIRED IMPROVEMENTS

Section 1. Required Improvements by Subdivider.

The subdivider shall be required to provide and install certain minimum improvements in the subdivision as a condition for approval of the Final Plat by the Agent. All such required improvements shall be constructed in accordance with the minimum requirements of these regulations and the construction standards and specifications adopted by the appropriate County or State agency, or such other governmental agency as may have jurisdiction over a particular improvement. Nothing contained herein, however, shall be construed as prohibiting the subdivider from installing improvements meeting higher standards than the minimum requirements.

SURRY COUNTY HEALTH DEPARTMENT

CRATER DISTRICT POLICY #62 REPLACES CRATER DISTRICT POLICY #57

Crater District's Policy to require Private Consultant Soil Work from an A. O. S. E., or from a non-A.O.S.E. for the following:

- 1) Subdivisions as defined by your local County Subdivision definition
- 2) Subdivisions of more than two (2) lots.

The soil work completed by the consultant must be provided to the local Planning/Zoning Department. The Planning/Zoning Department provides the Health Department a copy of the soil documentation and plat with a request in writing to review this information. The soil documentation must be presented in A. O. S. E. format. The Health Department has 60 days to properly review the findings and refer the plat to the District Health Director for his/his signature.

LAND DEVELOPMENT ORDINANCE ARTICLE 4. SECTION 1.3

1.3 Limitation on Subdivisions

In order to promote the orderly development of the County in accordance with the General Land Use Plan and to ensure that growth will be consonant with the efficient and economical use of public funds and to avoid the public inconvenience and inefficiency brought about by premature, piecemeal, and scattered development either in separate or in the same subdivision, no more than 15 lots of less than three acres in area in a proposed subdivision shall be finally approved, recorded and offered for sale prior to approval by the Planning Commission based upon a specific finding that a public need exists for additional lots and that development of said additional lots would be in accord with the objectives of the General Land Use Plan. The creation of a series of subdivisions of 15 lots or less shall not be used as a device to subvert the intent of this section.

Section 3. Roads and Streets

All new roads and streets shall be constructed in accordance with the minimum requirements of these regulations and the minimum construction standards of the Virginia Department of Transportation for public streets and/or the county for approved private streets.

Where curbs and gutters are not provided, stabilized shoulders and stabilized drainways outside the shoulders shall be provided.

Section 4. Surface Drainage Facilities

The subdivisions shall be provided with such storm drains, culverts, drainageways, or other works as are necessary to collect and dispose of surface and stormwater originating on or flowing across the subdivision, in order to prevent inundation and damage to streets, lots, and buildings.

Subdivision located in designated Chesapeake Bay Preservation Areas shall utilize best management practices as required by Article 4, Section 10 of the Zoning Ordinance for Surry County. (Amended, December 19, 1991).

Section 5. Erosion and Sedimentation Control

All subdivision plans shall include adequate provision for control of temporary flooding or erosion and sediment control, both during construction and after completion of construction in accord with applicable laws and ordinances. An erosion and sedimentation control plan must be submitted and approved before start of construction.

Section 6. Water Supply Facilities

Every subdivision with lots of such size as to require a public water supply under State or County regulations shall be provided with a community water supply and distribution system and appropriately spaced fire hydrants. The source of supply may be a county, municipal, or private water system, in which case the distribution system for the subdivision shall meet the standards for such jurisdiction or State standards or it may be an independent source of supply approved by the County and the State, in which case some acceptable arrangement shall be made for its ownership and operation.

Section 7. Sanitary Sewerage Facilities

Every subdivision with lots of such size as to require a public sewer system under the zoning regulations of the State or the County shall be provided with a community sanitary sewer system connected to a county or municipal system or to an adequate community sewerage disposal plant meeting the requirements of the State and the County. If connected to a county or municipal system, sewers shall be constructed to meet the standards and requirements of such system and shall become a part thereof without cost to the county or municipality. If built as an independent system, some acceptable arrangement for ownership and operation shall be made.

Where a public sewerage system will not be available, private onsite means or sewage disposal meeting the requirements of the State Department of Health shall be provided; and, in addition, the Department of Health and/or the Planning Commission may require the installation and capping of sanitary sewer mains and house prepared and where their evaluation shall indicate that public sewer service will be necessary in the reasonably foreseeable future to protect public health.

Department of Health and/or the Planning commission may require the installation and capping of sanitary sewer mains ,and house connections where plans for central sewer systems have been prepared and where their evaluation shall indicate that public sewer service will be necessary in the reasonably foreseeable future to protect public health.

The Agent shall not approve any subdivision where sanitary sewers are not provided unless the Agent shall receive in writing from the Health Department, a statement to the effect that the area contained in the subdivision is generally satisfactory for the installation of septic tanks, and that they will not, so far as can be determined, create hazards to public health, and that such approval by the Agent is only with the understanding that where septic tanks are to be installed, these must be approved on an individual lot basis by the Health Department.

Section 8. Utilities to be Installed on Easements

All utilities, poles or underground conduits for electric power lines or telephone lines shall be placed in alleys if such are provided or in easements appropriately located, generally along the rear or side lot lines whenever this is possible.

Section 9. Underground Utilities

Where new electrical and telephone wires and cables are required for internal service to a subdivision, such wires and cables shall in general be placed underground in accord with the rules and specifications of the Agent and special ordinances of surry county. The agent may waive this requirement in the case of exceptionally large lot or unusual topographic conditions.

ARTICLE 5

ADMINISTRATION AND ENFORCEMENT

Section 2. Improvements to be Installed Before Approval of Final Plat

Prior to the filing with the Agent of a final plat for approval, all improvements required under these regulations shall be completed, or provisions made therefore, in accordance with the provisions of this Article and the design standards and specifications for roads, streets, drainage, water and sewer construction and improvements in Surry County, as well as for the construction and maintenance of best management practices as required in order to comply with Article 4, section 10, Chesapeake Bay Preservation District of the zoning Ordinance for Surry County, in one of the following methods: (1) Installation and

completion by and at the cost of the subdivider; (2) the furnishing by the subdivider to the Agent of a certified check or surety bond approved by the County Attorney sufficient to cover the cost of all improvements required to be installed by the subdivider as estimated by the Agent to guarantee the installation and completion of such improvements; or (3) the furnishing by the subdivider to the Agent of evidence of the existence of agreements between the subdivider and qualified contractors for the installation and completion of the improvements and the contractors' performance bond, satisfactory to the County Attorney, in an amount to cover the cost of all the improvements required to be installed by the subdivider as estimated by the Agent. In the event that the subdivider elects to proceed by methods (2) or (3) as outlined above, the subdivider shall set a time, subject to the approval of the Agent, by which it is estimated the improvements be installed and completed. Unless an extension of that time is approved by the Agent and a new estimated date of completion established, the Agent shall take necessary steps to proceed with the accomplishment and completion of the improvements, making use of the certified check or calling on the surety on the bond. (Amended, December 19, 1991)

Section 3. Certification Upon Completion of Improvements

Upon the completion of the installation of all improvements, the subdivider shall furnish a statement by a certified surveyor or engineer, to the effect that all construction is in substantial conformity to the regulations and requirements of this Chapter, and the plans as approved by the agent, provided however that the Agent may retain up to 25 percent of the bond or other obligation for use in repair of improvements as may be necessary within one year of completion. In the event the subdivider has, in the opinion of the Agent, just cause for not completing the improvements in the entire subdivision where either a certified check or surety bond or performance bond has been posted, the Agent may release the subdivider from his obligation to complete all of the improvements in the subdivision provided the subdivider furnishes a statement by a certified surveyor or engineer to the effect that all construction which has been completed conforms to the regulations and requirements of this chapter and the plans as approved by the Agent; and provided further, that the subdivider has furnished satisfactory evidence that the undeveloped portion of the subdivision has been vacated by proper authority.

July 2, 2003

Amendment to the Surry County Land Development Plan
Surry, Virginia, as Amended

Transportation Plan, page 14

Add: County Road System – There are several roads in the County designated as Virginia Primary Roads and Virginia Secondary Highways that connect town centers, employment centers and pass through prominent crossroads (intersections of these roads). These roads also serve to provide emergency routes for public safety and other emergency vehicles especially in case a Virginia Primary Road is obstructed for some reason. Surry County has developed a county designation for these roads in order to develop subdivision regulations which address the safety and development issues.

1. Arterial Primary Road – A designated Virginia Highway that is a part of the Virginia Primary Road System.
2. Collector Road – A road designated as a Virginia Secondary Highway that links areas of the county to the arterial primary roads, collect traffic from subdivisions carry traffic from one traffic generator to another. These roads are essential to county emergency services.
3. Local Roads – Roads which provide access to subdivisions and traffic generators not served by a collector road.
4. Street – A public or private thoroughfare which affords the principal means of access to abutting properties.

Roads that would have development restrictions:

State Routes 10, 31, 40 designated County Arterial Primary Roads.
Frontage Roads (County Roads) designated County Collector Roads.
County Road 601 – Route 40 to Route 602;
County Road 602 – Surry/Sussex county line to Route 10;
County Road 604 – Route 31 to Route 617;
County Road 607 – Route 601 to Route 611;
County Road 609 – Town of Claremont to Route 610;
County Road 610 – Spring Grove to Route 618;
County Road 611 – Route 10 to Route 40;
County Road 613 – Route 10 to Claremont;
County Road 615 – Route 10 to Route 31;
County Road 616 – Route 40 to Route 31;
County Road 617 – Surry/Sussex county line to Route 650;
County Road 618 – Route 617 to Route 610;
County Road 622 – Surry/Isle of Wight county line to Route 31 at Moorings;
County Road 626 – Route 610 through Town of Surry to Surry/Isle of Wight county line;
County Road 633 – Route 634 to Route 10;
County Road 634 – Route 10 at Bacon's Castle to Route 10 loop road to Chippokes Plantation State Park;
County Road 636 – Route 634 to Cobham Wharf at Route 637;
County Road 637 – Route 636 to Route 31 and
County Road 650 – Route 10 to Surry Station at Hog Island.

Add:

D. Objective: Develop a county road identification system for purposes of regulation of development adjacent to these roads.

- I. Policy: Minimize the number of driveways and streets along county roads that serve as collector and primary roads.
 - a. Means: Designate county roads that serve to connect towns, crossroads, an activity centers.
 - b. Means: Limit linear subdivision development on designated roads.

Amendment to the Subdivision Ordinance
Of Surry County, Virginia, as Amended

ARTICLE 3, SECTION 3(10), Page 7

Add:

10. Where the subdivision abuts or contains a arterial primary road or a collector road as designated on approved plans of the Land Development Plan of Surry County and the regulations of the Subdivision Ordinance of Surry County, as amended, the Agent shall require that measures be taken to reduce the impact of private driveways, local roads and streets on the safety and ability to not impede public emergency vehicles and to reduce the impact of heavy traffic on the residential lots abutting or fronting upon such thoroughfare and to afford separation of through and local traffic, through one of the following means:
 - a. By providing vehicular access to such lots by means of a service drive separated from the arterial primary road and the collector road by a planting strip at least 30 feet in width and connecting therewith at infrequent intervals of a minimum of 500 feet.
 - b. By designing reverse frontage lots having access only from a parallel local street or from a cul-de-sac street or loop street, and with vehicular access to such lots from the arterial primary road and the collector road prohibited.

The choice of the most appropriate method of accomplishing the desired purpose in a specific instance shall be made by the Agent giving consideration to topography and other physical conditions, the character of existing and contemplated development in the subdivision and its surroundings, and other pertinent factors such as safety and the unimpeded use by public safety and emergency vehicles.



Department of Conservation & Recreation
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES

DEPARTMENT OF CONSERVATION AND RECREATION PERMIT FEE FORM

Instructions:

Applicants for an individual Virginia Stormwater Management Program (VSMP) Permit are required to pay permit application fees. Fees are also required for registration coverage under General Permits. Fees must be paid when applications for permit issuance or modification are submitted. Applications will be considered incomplete if the proper fee is not paid and will not be processed until the fee is received.

The permit fee schedule is included with this form. Fees for permit issuance, reissuance, modification and maintenance are included. Once you have determined the fee for the type of application you are submitting, complete this form. The original copy of the form and your check or money order payable to "Treasurer of Virginia" should be mailed to:

Department of Conservation and Recreation
Division of Finance, Accounts Payable
203 Governor Street, 4th Floor
Richmond, Virginia 23219

A copy of the form and a copy of your check or money order should accompany the permit registration statement (application). You should retain a copy for your records. Please direct any questions regarding this form or fee payment to SWMESquestions@dcr.virginia.gov.

Construction Activity Operator:

Name: _____ FIN: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Daytime Phone Number: (____) _____ - _____

Name and Location of Construction Activity:

Name: _____

Town, City, or County: _____

Type of VSMP Permit (from Fee Schedule):

MS4 Individual Permit MS4 General Permit
 Construction Individual Permit Construction General Permit

Type of Action: New Issuance Reissuance
 Modification Maintenance

Amount of Fee Submitted (from Fee Schedule): _____

Existing Permit Number (if applicable): _____

FOR DCR USE ONLY	
Date: _____	DC #: _____



Virginia Stormwater Management Program (VSMP) Permit Fee Schedule

A. VSMP Individual Permits. Applications for issuance of new individual VSMP permits, and for permittee initiated major modifications that occur (and become effective) before the stated permit expiration date. [NOTE: Individual VSMP permittees pay an Annual Permit Maintenance Fee instead of a reapplication fee. The permittee is billed separately by DCR for the Annual Permit Maintenance Fee.]

TYPE OF VSMP PERMIT	ISSUANCE	MODIFICATION
Municipal Stormwater / MS4 Individual (Large and Medium)	\$21,300	\$10,650
Municipal Stormwater / MS4 Individual (Small)	\$2,000	\$1,000
Construction Stormwater Individual	\$0	\$0

B. Registration Statements for VSMP MS4 General Permit Coverage. The fee for filing a permit application (registration statement) for coverage under a VSMP MS4 stormwater general permit issued by the permit issuing authority is as follows:

TYPE OF VSMP PERMIT	ISSUANCE
Municipal Stormwater / MS4 General Permit (Small)	\$600

C. Registration Statements for VSMP Construction General Permit Coverage. The fee for filing a permit application (registration statement) for coverage under a VSMP Construction stormwater general permit issued by the permit issuing authority is as follows:

TYPE OF VSMP PERMIT	ISSUANCE
Construction General / Stormwater Management - Phase I Land Clearing ("Large" Construction Activity - Sites or common plans of development or sale equal to or greater than 5 acres)	\$500
Construction General / Stormwater Management - Phase II Land Clearing ("Small" Construction Activity - Sites or common plans of development or sale equal to or greater than 1 acre and less than 5 Acres)	\$300
Construction General / Stormwater Management - 2,500 square feet of land disturbance and less than 1 acre in designated Chesapeake Bay Preservations Area and not part of a common plan of development or sale.	\$0

D. Permit Maintenance Fees. The annual permit maintenance fees apply to each VSMP permit identified below, including expired permits that have been administratively continued.

TYPE OF PERMIT	MAINTENANCE
VSMP Municipal Stormwater / MS4 Individual (Large and Medium)	\$3,800
VSMP Municipal Stormwater / MS4 Individual (Small)	\$400
VSMP General / Stormwater Management - Phase I Land Clearing ("Large" Construction Activity - Sites or common plans of development equal to or greater than 5 acres)	\$0
VSMP General / Stormwater Management - Phase II Land Clearing ("Small" Construction Activity - Sites or common plans of development equal to or greater than 1 acre and less than 5 Acres)	\$0

VSMP General Permit for Discharges of Stormwater from Construction Activities (VAR10)

Registration Statement

(Please Type or Print All Information)

1. **Construction Activity Operator** (The permit will be issued to this operator, and the Certification in Item #13 must be signed by the appropriate person associated with this operator [see the instructions])

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

2. (Must be included for renewals of coverage only) Existing Permit Coverage #: _____

3. **Location of Construction Activity**

Name: _____

Address: _____

Town, City, County: _____ State: _____ Zip: _____

Decimal degrees to the nearest 15 seconds: Latitude: _____ Longitude: _____

Location of all Offsite Support Activities to be Covered Under the Permit

Name: _____

Address: _____

Town, City, or County: _____ State: _____ Zip: _____

If street address unavailable: Latitude _____ Longitude _____

4. **Status of Activity:** Federal State Public Private (Check one only)

5. **The Nature of the Construction Activity** (e.g., commercial, industrial, residential, agricultural, oil and gas, etc.): _____

6. **Name of the Receiving Water(s):** _____

Hydrologic Unit Code (HUC): _____

(Receiving waters identified as impaired on the 305(b)/303(d) Water Quality Assessment Integrated Report or for which a TMDL WLA has been established for stormwater discharges from a construction site shall be noted in an attached list.)

7. If the discharge is through a Municipal Separate Storm Sewer System (MS4), the name of the municipal operator of the storm sewer: _____

8. **Estimated Project Start Date (mm/dd/yyyy):** _____ **Estimated Project Completion Date (mm/dd/yyyy):** _____

9. **Total Land Area of Development** (to the nearest one-tenth acre): _____

Estimated Area to be Disturbed (to the nearest one-tenth acre): _____

10. Is the area to be disturbed by the construction activity part of a larger common plan of development or sale? Yes No

11. Are nutrient offsets intended to be acquired for this activity? Yes No Under consideration

12. A stormwater pollution prevention plan (SWPPP) must be prepared in accordance with the requirements of the General VSMP Permit for Discharges of Stormwater from Construction Activities prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.

13. **Certification:** "I certify under penalty of law that I have read and understand this Registration Statement 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."

Print Name: _____ Title: _____

Signature: _____ Date: _____

(Please sign in INK. The person signing this form must be authorized to sign on behalf the operator identified in Item #1 above.)

Mall to: Department of Conservation and Recreation, Stormwater Permitting, 203 Governor Street, Suite 206 Richmond, VA 23219

VSMF General Permit Registration Statement - Construction Activity Stormwater Discharges

General

A Registration Statement must be submitted to the Department of Conservation and Recreation to register for coverage under the General VSMF Permit for Stormwater Discharges from Construction Activities.

Section 1 Construction Activity Operator Information

"Operator" means the owner or operator of any facility or activity subject to the VSMF permit regulation. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions).

The entities who are considered operators will commonly consist of the owner or developer of a project (the party with control of project specifications) and the general contractor (the party with day to day operational control of the activities at the project site which are necessary to ensure compliance with the permit). Contractors and subcontractors who are under the general supervision of the general contractor are not considered operators and would not need to submit a registration statement. Give the legal name of the operator, do not use a colloquial name. Enter the complete address and phone number of the operator. The permit will be issued to this operator.

Section 2 Existing Permit Coverage Number

For reapplications only, indicate the existing permit coverage number for the project. This section does not need to be completed for initial applications for coverage for new projects.

Section 3 Location of Construction Activity Information

Enter the activity's official name and complete street address, including town, city or county, state and ZIP code.

If the site lacks a street address, enter the town, city or county and the latitude and longitude in degrees to the nearest 15 seconds of the approximate center of the site (example 37°30' 15" N 77° 20' 15" W).

Location of Offsite Support Activities

This permit also authorize stormwater discharges from support activities (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas) located on-site or off-site provided that: (a) The support activity is directly related to the construction site that is required to have VSMF permit coverage for discharges of stormwater associated with construction activity; (b) The support activity is not a commercial operation serving multiple unrelated construction projects by different operators, and does not operate beyond the completion of the construction activity at the last construction project it supports; and (c) Appropriate control measures are identified in a stormwater pollution prevention plan and implemented to address the discharges from the support activity areas.

Provide the information required for each off-site support activity seeking coverage. If an off-site support activity is going to be covered by this permit the total land area of the off-site support activity and area to be disturbed by the off-site support activity need to be included in the Estimated Area to be Disturbed (Section 8).

Section 4 Status of Activity

Indicate the appropriate status (Federal, State, Public, or Private) of the activity.

Section 5 Nature of the Construction Project

Indicate the nature of the construction project (commercial, residential, agricultural, oil and gas, etc). This list is not all inclusive.

Section 6 Name of Receiving Water(s)

Enter the name of the receiving water(s) for all stormwater discharge(s), including any stormwater discharges from off-site support activities to be covered under the permit. Receiving waters identified as impaired on the 305(b)/303(d) Water Quality Assessment Integrated Report or for which a Total Maximum Daily Load (TMDL) Waste Load Allocation (WLA) has been established for stormwater discharges from a construction site shall be noted.

Hydrologic Unit Code (HUC) is a watershed unit established in the most recent version of Virginia's 6th order national watershed boundary dataset.

Section 7 Name of MS4 Operator

If the stormwater is discharged through a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4. The name of the MS4 operator is usually the Town, City, County, Institute or Federal facility where the construction activity is located.

Section 8 Estimated Project Start Date

Enter the date (Month/Day/Year) the projected is expected to start.

Estimated Project Completion Date

Enter the date (Month/Day/Year) the project is expected to be complete.

Section 9 Total Land Area of the Development

Enter the total area (to the nearest one tenth acre) of the development (meaning the total acreage of the larger common plan of development or sale). Include the total acreage of any offsite support activities to be covered under the permit.

Estimated Area to be Disturbed

Enter an estimate of the total number of acres (to the nearest one tenth acre) to be disturbed. Include in the Estimated Area to be Disturbed the area of disturbance that will occur at off-site support activities to be covered under the permit.

Section 10 Larger Common Plan of Development or Sale

Indicate if the area to be disturbed by the construction activity is part of a larger common plan of development or sale. Larger common plan of development or sale defines a contiguous area where separate and distinct construction may be taking place at different times on different schedules. Plan is broadly defined as any announcement or documentation, including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, etc., or physical demarcation such as boundary signs, lot stake, and surveyor markings indicating that construction activities may occur.

Section 11 Nutrient Offsets

Indicate if nutrient offsets are intended to be acquired in accordance with §10.1-603.8:1 of the Code of Virginia. If the acquisition of offsets is being considered but is not certain, select "under consideration."

Section 12 A stormwater pollution prevention plan (SWPPP) must be prepared in accordance with the requirements of the General VSMF Permit for Discharges of Stormwater from Construction Activities prior to submitting this Registration Statement. By signing this Registration Statement the operator is certifying that the SWPPP has been prepared.

Section 13 Certification

The operator identified in Section 1 of this Registration Statement is responsible for certifying and submitting this Registration Statement. Please sign the form in INK. State statutes provide for severe penalties for submitting false information. State regulations require this Registration Statement to be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this part, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.

For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this part, a principal executive officer of a public agency includes: (i) the chief executive officer of the agency or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

The Department of Conservation and Recreation reserves the right to request additional information not directly addressed by the Registration Statement if, in its discretion, a facility or operation poses a potential impact on water quality.



Department of Conservation & Recreation
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES

VSMP General Permit Notice Of Termination - Construction Activity Stormwater Discharges (DCR01)

(Please Type or Print All Information)

1. Construction Activity Operator

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

2. Location of Construction Activity

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

If street address unavailable: Latitude _____ Longitude _____

3. VSMP Stormwater General Permit Number: _____

4. The Reason for Terminating Coverage Under the General Permit (Note: The construction activity operator may only submit a Notice of Termination after one or more of the conditions below have been met):

- Final stabilization has been achieved on all portions of the site for which the operator is responsible;
- Another operator has assumed control over all areas of the site that have not been finally stabilized;
- Coverage under an alternative VPDES or VSMP permit has been obtained; or
- For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

NOTE: The Notice of Termination must be submitted within 30 days of one of the above conditions being met. Authorization to discharge terminates seven (7) days after the Notice of Termination is submitted. For the purposes of this permit, a Notice of Termination that is mailed is considered to be submitted once it is postmarked.

5. Certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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."

Print Name: _____ Title: _____

Signature: _____ Date: _____

(Please sign in INK. The person signing this form must be associated with the operator identified in Item #1 above.)

For Department of Conservation and Recreation Use Only

Accepted/Not Accepted by: _____ Date: _____



Department of Conservation & Recreation
MANAGING VIRGINIA'S NATURAL, HISTORICAL RESOURCES

INSTRUCTIONS for FORM DCR 199-147

VSMP General Permit Notice Of Termination - Construction Activity Stormwater Discharges

General

A VSMP General Permit Notice of Termination must be submitted when an operator no longer wishes to be covered under a VSMP General Permit for Stormwater Discharges From Construction Activities. Mail the completed form to: The Department of Conservation and Recreation, Stormwater Permitting, 203 Governor Street, Suite 206, Richmond, Virginia 23219.

Section 1 Activity Operator Information

Give the legal name of the person, firm, public organization, or any other entity that was issued the general permit for the site described in this Notice of Termination. Do not use a colloquial name. Enter the complete address and phone number of the operator.

Section 2 Activity Location Information

Enter the activity's official name and complete street address, including city, state and ZIP code. If the activity or site lacks a street address, indicate the latitude and longitude to the nearest 15 seconds of the approximate center of the site.

Section 3 Permit Information

Enter the existing VSMP Stormwater General Permit number assigned to the activity or site identified in Section 1.

Section 4 Reason for Termination

Check the appropriate statement indicating the reason for submitting this Notice of Termination. The Notice of Termination may only be submitted after one or more of the following conditions have been met:

1. Final stabilization has been achieved on all portions of the site for which the operator is responsible;
2. Another operator has assumed control over all areas of the site that have not been finally stabilized;
3. Coverage under an alternative VPDES or VSMP permit has been obtained; or
4. For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

The Notice of Termination must be submitted within 30 days of one of the above conditions being met. Authorization to discharge terminates seven (7) days after the Notice of Termination is submitted. For the purposes of this permit, a Notice of Termination that is mailed is considered to be submitted once it is postmarked.

Section 5 Certification

State statutes provide for severe penalties for submitting false information on this Notice of Termination.

State regulations require this Notice of Termination to be signed as follows:

For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (2) the manager of one or more manufacturing, production, or operating facilities provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; **[Note: If the title of the individual signing this form is "Plant Manager", submit a written verification that the authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures];**

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipality, state, Federal, or other public facility: by either a principal executive officer or ranking elected official.

The Department of Conservation and Recreation reserves the right to request additional information not directly addressed by the registration statement if, in its discretion, a facility or operation poses a potential impact on water quality.