**SINGLE FAMILY RESIDENCE**
**COMMON PLAN of DEVELOPMENT or SALE**
**STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

**For Construction Activities At:**

Insert Project/Site Name
Insert Project/Site Location & Address
Insert City, State, Zip Code

Latitude: _ _ . _ _ _ _ N (decimal degrees)

Longitude: _ _ . _ _ _ _ W (decimal degrees)

**Construction Activity Operator:**

Insert Company/Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Email Address
Insert 24-hour Emergency Contact

**SWPPP Preparation Date:**

Insert Month, Day, Year

**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: _____

Title: _____

Signature: _____

Date: _____

## 1.0 SWPPP Documents Located Onsite & Available for Review

| SWPPP Document Type | Located Onsite & Available for Review? | |
|---|---|---|
| Registration Statement | ☐ Yes | ☒ NA |
| Notice of Coverage Letter | ☐ Yes | ☐ NA |
| Construction General Permit | ☐ Yes | ☐ NA |
| Site Plan | ☐ Yes | ☐ NA |
| Erosion & Sediment Control Plan (or agreement in lieu of) | ☐ Yes | ☐ NA |
| Stormwater Management Plan (or agreement in lieu of) | ☐ Yes | ☐ NA |

## 2.0 Authorized Non-Stormwater Discharges

| Type of Authorized Non-Stormwater Discharge | Likely Present at Your Project Site? | |
|---|---|---|
| External buildings wash down | ☐ Yes | ☐ No |
| Uncontaminated foundation or footing drains | ☐ Yes | ☐ No |
| Uncontaminated excavation dewatering | ☐ Yes | ☐ No |
| Landscape irrigation | ☐ Yes | ☐ No |
| Others [describe] | ☐ Yes | ☐ 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 |
|---|---|---|---|---|
| ☐ | Construction Entrance (Std. & Spec. 3.02) | Insert Date | Insert Date | Construction Activity Operator (See Cover Page of this SWPPP) |
| ☐ | Silt Fence (Std. & Spec. 3.05) | Insert Date | Insert Date | |
| ☐ | Culvert Inlet Protection (Std. & Spec. 3.08) | Insert Date | Insert Date | |
| ☐ | Outlet Protection (Std. & Spec. 3.18) | Insert Date | NA | |
| ☐ | Temporary Seeding (Std. & Spec. 3.31) | As required by 3.31 | NA | |
| ☐ | Permanent Seeding (Std. & Spec. 3.32) | Insert Date | NA | |
| ☐ | Sodding (Std. & Spec. 3.33) | Insert Date | NA | |
| ☐ | Mulching (Std. & Spec. 3.35) | Insert Date | NA | |
| ☐ | Others [describe] | Insert Date | Insert Date | |

## 5.0 Potential Sources of Pollution & Pollution Prevention Practices

| Pollutant-Generating Activity | Pollutants | | | | | | | | | | Pollution Prevention Practice | Responsible Party |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | | |
| Clearing, grading, excavating, and un-stabilized areas | ☐ Yes ☐ No | X | | | | | | | X | | (1) | Construction Activity Operator (See Cover Page of this SWPPP) |
| Paving operations | ☐ Yes ☐ No | X | | | | | X | | X | | (2) | |
| Concrete washout and cement waste | ☐ Yes ☐ No | | | X | X | | | | X | | (3) | |
| Structure construction, stucco, painting, and cleaning | ☐ Yes ☐ No | | | X | X | | | | X | X | (4) | |
| Dewatering operations | ☐ Yes ☐ No | X | X | | | | | | X | | (5) | |
| Material delivery and storage | ☐ Yes ☐ No | X | X | X | X | | X | | X | X | (6) | |
| Material use during building process | ☐ Yes ☐ No | | X | X | X | | X | | X | X | (7) | |
| Solid waste disposal | ☐ Yes ☐ No | | | | | | | | X | X | (8) | |
| Sanitary waste | ☐ Yes ☐ No | | X | | X | | | X | | | (9) | |
| Landscaping operations | ☐ Yes ☐ No | X | X | | | X | | | X | X | (10) | |
| Others [describe] | ☐ Yes ☐ 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 overfilling.

(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 |
|---|---|---|---|
| ☐ | Post-development Stormwater Management Controls provided by a Larger Common Plan of Development or Sale | NA | Common Plan Construction Activity Operator |
| ☐ | Rooftop Disconnection | Insert Date | Construction Activity Operator (See Cover Page of this SWPPP) |
| ☐ | Sheetflow to Vegetated Filter (1 or 2) | Insert Date | |
| ☐ | Grass Channel | Insert Date | |
| ☐ | Rainwater Harvesting | Insert Date | |
| ☐ | Permeable Pavement (1 or 2) | Insert Date | |

| Select all that apply | Stormwater Management Control | Estimated Installation Date | Responsible Party |
|---|---|---|---|
| ☐ | Infiltration (1 or 2) | Insert Date | Construction Activity Operator (See Cover Page of this SWPPP) |
| ☐ | Bioretention (1 or 2) | Insert Date | |
| ☐ | Others [describe] | Insert Date | |

## 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.

1st Priority: Protect all people
2nd Priority: Protect equipment and property
3rd 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. <u>If serious hazards are present leave the area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.</u>
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 Blue Ridge Regional Office (Roanoke) | 540-562-6700 |
| DEQ Blue Ridge Regional Office (Lynchburg) | 434-582-5120 |
| DEQ Northern Regional Office | 703-583-3800 |
| DEQ Piedmont Regional Office | 804-527-5020 |
| DEQ Southwest Regional Office | 276-676-4800 |
| DEQ Tidewater Regional Office | 757-518-2000 |
| DEQ Valley Regional Office | 540-574-7800 |

**Nights, Holidays & Weekends**

| | |
|---|---|
| VA Dept. of Emergency Management<br>24 Hour Reporting Service | 804-674-2400 |

**Local Contacts**

| | |
|---|---|
| Local Fire Department | Insert Telephone Number |
| Local Police Department | Insert Telephone Number |

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

***Qualified Inspector***

Company/Organization: Insert Company/Organization Name
Name: Insert Name
Telephone Number: Insert Telephone Number
Qualifications: Insert Qualifications

***Inspection Schedule***

**Discharges to surface waters:**

☐ Once every 5 business days; or
☐ Once every 10 business days and no later than 48 hours following a measurable storm event.

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

☐ Once every 4 business days; or
☐ Once every 5 business days and no later than 48 hours following a measurable storm event.

***Inspection Date*** Insert Inspection Date

***Measurable Storm Event*** Insert Date & Rainfall Amount of Last Measurable Storm Event (if applicable)

| Best Management Practices (BMPs) | In Compliance with SWPPP? | Corrective Action Needed; Responsible Party | Date Corrective Action Taken |
|---|---|---|---|
| Erosion & Sediment Controls (Section 4.0) | ☐ Yes ☐ No | | |
| Pollution Prevention Practices (Section 5.0) | ☐ Yes ☐ No | | |
| Stormwater Management Controls (Section 6.0) | ☐ Yes ☐ No<br>☐ NA | | |

***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: _____ Inspector Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

## 9.0 Grading & Stabilization Activities Log

| Date Grading Activity Initiated | Description of the Grading Activity (including location) | Date Grading Activity Ceased | Date Stabilization Measures Initiated | Description of the Stabilization Measure (including location) |
|---|---|---|---|---|
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## 10.0 SWPPP Modification & Update Log

| Modification Date | Description of the Modification / Update | Modification Prepared By (name & title) |
|---|---|---|
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# INSTRUCTIONS for COMPLETING the
# SINGE FAMILY RESIDENCE, COMMON PLAN of DEVELOPMENT or SALE
# STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

**General**
A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to submitting a registration statement for coverage under the General VPDES Permit for Stormwater Discharges from Construction Activities.

**Cover Page**
For a construction activity, enter the project/site name and physical address (if available), including city (or town), state and zip code. Enter the latitude and longitude in decimal degrees of the construction activity.

Enter the Construction Activity Operator's company/organization name, the Operator's name and mailing address, including city (or town), state, and zip code, telephone number, email address (if available), and a 24-hour emergency contact.

Enter the SWPPP preparation date.

The Construction Activity Operator identified on the cover page of the SWPPP is responsible for certifying the information contained therein. Please sign the certification in INK. Please note that state statues require the SWPPP to be signed as follows:
(1) For a corporation: by a responsible corporate officer;
(2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively;
(3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.

**Section 1.0 SWPPP Documents Located Onsite & Available for Review**
Utilize the provided checklist to ensure that the required SWPPP documents are located onsite and are available for review, if applicable.

**Section 2.0 Authorized Non-Stormwater Discharges**
Identify the authorized non-stormwater discharges likely to be present at the project site. If an unlisted authorized non-stormwater discharge is likely to be present at the project site, provide it here.

**Section 3.0 Pollution Prevention Awareness**
Provide employees with a "walk through" of the project site and identify areas of possible pollution, erosion and sediment controls, and pollution prevention practices which are applicable to their assigned job duties. Conduct refresher meetings and perform additional "walk throughs" on an as needed basis.

**Section 4.0 Erosion & Sediment Controls**
Identify the erosion and sediment controls to be implemented at the project site. For each erosion and sediment control, enter the estimated installation date and estimated removal date. If an unlisted erosion and sediment control will be implemented at the project site, provide the applicable information here.

**Section 5.0 Potential Sources of Pollution & Pollution Prevention Practices**
Identify the pollutant-generating activities likely to be present at the project site; implement and maintain the corresponding pollution prevention practices. If an unlisted pollutant-generating activity is likely to be present at the project site, describe it, identify the associated pollutant(s), and provide the corresponding pollution prevention practice(s) to be implemented and maintained.

**Section 6.0 Stormwater Management Controls**
Identify the stormwater management controls to be implemented at the project site, if applicable. For each stormwater management control, enter the estimated installation date. If an unlisted stormwater management control will be implemented at the project site, provide the applicable information here.

**Section 7.0 Spill Prevention & Response**
Most spills can be cleaned up following manufacturer specifications. The priority should be to protect all people, equipment, property, and the environment. Enter the telephone number of your local fire and police departments.

**Section 8.0 Inspections & Corrective Action Log**
Enter the qualified inspector's company/organization name, the inspector's name, telephone number, and qualifications. Select the applicable inspection schedule, enter the construction activity inspection date, and enter the date and rainfall amount of the last measurable storm event (if applicable). Identify if the implemented best management practices are in compliance with the SWPPP. Enter corrective actions needed; the party responsible for implementing the corrective actions, and the date corrective actions were taken, if applicable. Make additional copies of the inspection and corrective action log as necessary.

**Section 9.0 Grading & Stabilization Activities Log**
Enter the date grading activities were initiated, a description of the grading activities including location, the date grading activities ceased, the date stabilization measures were initiated, and a description of the stabilization measures including location.

**Section 10.0 SWPPP Modification & Update Log**
Enter the SWPPP modification date, description of the SWPPP modification/update, and the name and title of the SWPPP modification preparer, if applicable.