



CITY OF RICHMOND
Stormwater Management Division

Appendix B: Department of Community Development
Stormwater Management Division
900 East Broad Street-Room 500
Richmond, Virginia 23219
804 646-7586/ (fax) 804 646-5789

Erosion & Sediment Control Checklist for Plan Submission

Project Name & address: _____ Permit #: _____

Reviewed by: _____ Date: _____

Cover Sheet submittal requirements:

- In title block, show legal subdivision and common name with lots/blocks, parcels or other legal references: grading only or street only as applicable. Include Standard rough grading notes if applicable. Include address (or range of addresses) of parcel(s) to be developed.
- Owner/Permit application name, address, phone number, and contact person.
- Vicinity map with site outlined 1"= 2,000'.
- Engineer's, Architect's, Land Surveyor's, or Landscape Architect's stamp signed and dated on all plan sheets.
- List all related required permits.
- All drawings must be to scale (1" = 50' maximum)
- Provide a north arrow on every plan sheet
- Show all topography at (2' intervals maximum)
- Show property lines and owner. Legal description for adjacent properties.
- Provide detail schematic for plans that cover two or more sheets.



CITY OF RICHMOND ***Stormwater Management Division***

E & S and Drainage Plan Sheet:

- Show existing vegetation with any tree protection and undisturbed areas on plan.
- Provide adequate access, staging, and stockpiling areas with appropriate E & S measures on the plans.
- Show all 100-year flood plain limits. (No land disturbance or structures permitted in the floodplain limits without prior City Approval.)
- Provide E & S narrative per VAESCH to include the following:
 - Project Description*- describe the scope of work of land disturbing and area (acres) to be disturbed.
 - Existing Site Conditions*- topography, vegetation, drainage, improvements, etc.
 - Adjacent Site*- neighboring areas, streams, lakes, or road
 - Off-Site areas*- balanced or borrowed site, off site grading?
 - Soils*- brief description, names, mapping units, erodibility, depth, texture, and permeability
 - Critical areas*- describe critical areas with potential erosion problems.
 - Erosion & Sediment Control measures*- Describe methods and measures used.
 - Permanent stabilization*- describe how the site will be stabilized.
 - Stormwater run-off considerations*- Will site cause increase in peak run off rates?
 - Calculations*- all channels, basins, diversions, pre- and post-development run-off, etc.
- Show existing and proposed contours
- Provide a soils map
- Show limits of disturbance outlined and labeled. All E & S measures must be within the limits of disturbance
- Show and label all E & S control measures on plan sheet
- Show all existing and proposed easements (utilities, streets) and all improvements (buildings, ancillary structures, etc.) on plan sheet
- Show limits of wetlands and any Chesapeake Bay RMA and/or RPA buffer zones



CITY OF RICHMOND ***Stormwater Management Division***

- Show existing and proposed drainage patterns in acres with sub-areas, flow arrows, and c- factors
- Notate any off-site drainage areas (in acres) entering site
- All E & S measures within 20' of a building's foundations must be evaluated
- List key of E & S measures with quantities
- Sediment traps (Disturbed area with contributing drainage area of < 3 acres):
Provide proper in-flow point protection, proper outlet location (maximizing flow length from in-flow points.) Provide existing drainage area, developed drainage area, storage capacity, and all supporting calculations per VAESCH, Third Ed. 1992
- Sediment basins (Disturbed area with contributing drainage area of ≥ 3 acres):
Provide proper flow input protection, proper outlet location (maximizing flow length from inflow points), and baffles as needed. Provide basin data as follows:
Basin type, existing drainage areas, proposed drainage area, storage required, storage provided, weir crest elevation, storage depth, bottom dimensions, cleanout elevation, channel depth of flow, maximum side slopes (specify cut or fill), bottom elevation, embankment elevation, riser dimensions, barrel dimensions.
Pipe outlet traps require separate dewatering device. Provide all supporting calculations per VAESCH
- Temporary storm drain diversions: show profile, give invert elevations of temporary pipe into trap on plan view, and details. Add to Construction Sequence, schedule

Detail Plan Sheet:

- List construction sequence/ schedule specific to project and all phases
- Provide E & S measure during demolition of the site. This should be stated in the sequence of construction under the first phase
- Provide general notes 1-9 per VAESCH pg. V-15
- Provide standard E & S notes
- Provide all applicable 19 Minimum standards per VAESCH



CITY OF RICHMOND
Stormwater Management Division

- Provide details for all erosion & sediment control measures proposed per the VAESCH
- Provide E & S maintenance and seeding schedule

Supporting Documentation:

- Provide copy of the wetland permit and approved delineation
- Provide copy of the VSMP permit
- Provide copy of perennial stream determination letter
- Off-site grading requires written documentation of permission from adjoining owner, otherwise include on current permit, or separate land disturbing plan
- Work done within a City of Richmond Park will require the Direct of Parks and Recreation approval

