**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 at the end of each day and during 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 |

**7.0Spill 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. 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 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 804-674-2400

24 Hour Reporting Service

**Local Contacts**

Local Fire Department Insert Telephone Number

Local Police DepartmentInsert 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 24 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 24 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  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**

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| --- | --- | --- | --- | --- |
| 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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**General**

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to obtaining locality (e.g., City, County, Town) authorization to commence land disturbance.

**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.