



Rockingham County Land Disturbance Permit

Environmental Documentation & Permits

Contact the County Environmental Manager to confirm which documents and permits may apply.

- Stormwater Pollution Prevention Plan (SWPPP):** Outlines steps and techniques the operator will take to reduce pollutants in stormwater runoff from the construction site in order to comply with water quality and quantity requirements as outlined in the Virginia Stormwater Management Program. Document shall be developed and signed by a licensed professional engineer.
- Land Disturbance Permit (LDP):** Issued for any land disturbing activity equal to or greater than 10,000 square feet and less than one (1) acre in size.
- Construction General Permit (CGP):** Required for land disturbing activities equal to or greater than one (1) acre in size. Authorizes specifically permitted stormwater discharges and other special conditions for construction and support activities as outlined in the Virginia Stormwater Management Program and is issued by the Department of Environmental Quality.
- Erosion and Sediment Initial Controls Permit:** Outlines initial erosion and sediment control measures that must be first installed prior to starting any land disturbing activity.

Preconstruction Meeting Process

General Notes

- A preconstruction meeting **is mandatory** for all land disturbing activities and is typically conducted onsite of the project.
- All documents and permit applications shall be submitted to the County Environmental Manager located at the Rockingham County Administrative Building.
- Applicant and/or owner shall contact the Environmental Manager to schedule a preconstruction meeting. Additionally, the designated Certified Responsible Land Disturber (CRLD) for the project and the site superintendent shall be required to attend the meeting.

Prior to the Meeting

1. Applicant and/or owner shall submit the following to the County for approval:
 - a. Fees
 - b. Bonds
 - c. Nutrient credit purchases
 - d. Registration statement
 - e. Maintenance agreements
 - f. Stormwater Best Management Practices (BMP) Exhibit
 - g. Land Disturbance Permit application
 - h. Other documents deemed necessary by the County Environmental Manager
2. Applicant and/or owner shall submit the project's Stormwater Pollution Prevention Plan to the County for approval (shall be issued to the permittee at the meeting).

Day of the Meeting

3. All submitted documents pertaining to issuance of a Land Disturbance Permit shall be signed:
 - a. Applicant and/or owner's contact information
 - b. Certified Responsible Land Disturber's certification number and expiration date
 - c. Meeting sign-in sheet with attendees' contact information and project role

4. All submitted documents pertaining to the Stormwater Pollution Prevention Plan shall be signed:
 - a. Certification Statement
 - b. Delegation of Authority letter to perform required inspections (if not the permit holder)
5. The approved site plan shall be reviewed with the contractor, focusing on the following:
 - a. Phase I erosion and sediment initial controls
 - b. Phase II erosion and sediment controls (all other measures not covered in Phase I)
 - c. Requirements for stormwater Best Management Practices installation methods and timing
 - d. Any other special site conditions that were noted during plan review process (i.e., critical areas, project phasing, etc.)
6. The Stormwater Pollution Prevention Plan requirements shall be reviewed regarding posting of the Construction General Permit and County inspector access to the SWPPP inspection logs.
7. Applicant and/or owner shall ensure a copy of the approved site plan is maintained on site and made easily available.
8. At the conclusion of the meeting, the Environmental Manager shall provide the Construction General Permit and issue an Initial Controls Permit to the applicant and/or owner.
9. Once initial controls have been installed, contractor shall contact County Site Inspector to request an initial controls inspection.
10. Once initial controls inspection has been conducted and approved, the Land Disturbance Permit shall be issued to the applicant/owner and full-site grading may begin.



Rockingham County Land Disturbance Permit Application

Contact Information

Project Name: _____

Applicant: _____

Address: _____

Telephone: _____ **Email:** _____

Applicant is (circle one): Owner / Contractor / Other*: _____

**Permission letter from owner required*

Property Owner (if different from the applicant): _____

Address: _____

Telephone: _____ **Email:** _____

Earthwork Performed by Excavating Company: _____

Contact Person: _____

Address: _____

Telephone: _____ **Email:** _____

Site Plans Designed by Engineering Company: _____

Contact Person: _____

Address: _____

Telephone: _____ **Email:** _____

Acting as the Certified Responsible Land Disturber (CRLD) for Plan Approval Only? Yes / No

Certified Responsible Land Disturber (CRLD)

**Person Responsible for Implementing
the Erosion and Sediment Control Plan:** _____

Address: _____

Certificate #: _____ **Expiration Date:** _____

Permanent Stormwater Management Facilities

Type of Disturbance: Agricultural Commercial Residential Single-Family Home Grading Only

Permanent SWM Facility Maintenance Agreement Required? Yes / No **Master Plan Required?** Yes / No

Virginia Stormwater Management Program (VSMP) Coverage Necessary? Yes / No

(Requires a Construction General Permit for stormwater discharges from sites that disturb greater than or equal to 1 acre)

Property Information

Property Address: _____

Property Location: (N S E W) of (Road Name) _____ (Route #) _____

approximately _____ miles/feet (N S E W) of (Road Name) _____

(Route #) _____ Election District #: _____ Current Zoning District: _____

Property Tax Map Number(s): _____

Site Acreage: _____ Disturbed Acreage: _____

Hydraulic Unit Code: _____

VDOT Entrance Permit (to be completed by applicant/owner)

Sections [33.2-240](#) & [33.2-241](#) of the Code of Virginia govern the ability of private homes, commercial businesses, and agricultural activities to connect their private roads over and across the shoulders and unimproved parts of the State highway system to the paved or otherwise improved parts thereof. New entrances are obtained through a permitting process administered by the Virginia Department of Transportation (VDOT) that is intended to ensure that entrances are safe and appropriate.

This process is required for all construction entrances shown on the approved erosion and sediment control plan. Contact VDOT's local Harrisonburg Residency at (540) 434-2586 for issuance.

I hereby certify that the Rockingham County Erosion and Sediment Control permit processor has informed me of the necessity of obtaining an entrance permit from the Virginia Department of Transportation.

I have read and understand the above statement: _____

Rockingham County Floodplain Notification (to be completed by applicant/owner)

Any operation that is to take place in a [Federal Emergency Management Agency \(FEMA\)](#) designated floodplain must be in compliance with the Rockingham County Floodplain Ordinance which states, "with the special floodplain area no new construction or development shall be allowed unless it is demonstrated that the cumulative effect of the proposed development, when combined with other existing and anticipated development, will not increase the elevation of the one hundred (100) year flood more than one (1) foot at any point." In order to perform any operation, regardless of total disturbed square footage, in a FEMA designated floodplain the applicant must submit an engineer's designed plan proving the base flood elevation will not increase more than one (1) foot. In addition to this plan, the applicant shall file the appropriate paperwork with FEMA for conducting work within a designated floodplain.

I have read and understand the above statement: _____

Submitted By

Print Applicant's/Owner's Name

Applicant's/Owner's Signature

Date

