

Appendix

Appendix for Module 2

I: Sample Completeness Review Checklist

II: Sample Technical Plan Review Checklist

III: Sample BMP Review Checklists

**Virginia Stormwater Management Program
Sample Plan Completeness Review Checklist**

1. Applicant Contact Information

SWM Plan Submission Date _____ Notification Due Date _____

Project Name _____

Plan/Permit Number _____

Site Address _____

Applicant _____ Phone Number _____

Fax: _____ E-mail _____

Applicant Legal Address _____

Parcel ID/GPIN _____

Tax Map Number _____

Property Owner _____ Phone Number _____

Principal Designer _____ Phone Number _____

General Contractor _____ Phone Number _____

2. Plan Completeness Status

_____ Complete

_____ Incomplete

Legend:

✓ - Complete

Inc. - Incomplete

N/A - Not Applicable

3. Stormwater discharges

_____ Type(s) of stormwater discharge(s)

_____ Sheet flow, concentrated flow, etc.

_____ Residential, commercial, industrial, etc.

_____ Location(s) of stormwater discharges

_____ Outfalls

_____ Receiving stream(s) with Hydrologic Unit Codes and/or Local Watershed ID

_____ Karst terrain or other special features noted

_____ Predevelopment drainage areas

_____ Postdevelopment drainage areas

4. Narrative

_____ Description of current site conditions

_____ Description of final site conditions

_____ Other information provided and documented during the review process that addresses the current and final site conditions (if allowed by the VSMP authority)

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**Virginia Stormwater Management Program
Example Plan Completeness Review Checklist**

5. Proposed Stormwater Management Facilities

- General Description
- Mechanism through which the facilities will be operated and maintained after Construction (maintenance agreement or other document)
- Number(s) and the type(s) of facilities
- Location(s), including geographic coordinates
- Acres treated (by facility)
- Surface water or karst features into which each facility will discharge

6. Hydrologic and Hydraulic Computations

- Hydrologic computations
- Hydraulic computations
- Runoff characteristics

7. Documentation and Calculations Verifying Compliance

- Water Quality
- Water Quantity

8. Map(s) of the Site

- Existing and proposed topography
- Contributing drainage areas
- Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains
- Soil types
- Geologic formations (if karst features are present in the area)
- Forest cover and other vegetative areas
- Current land use including existing structures, roads, and locations of known utilities and easements
- Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels
- Limits of clearing and grading
- Proposed drainage patterns on the site
- Proposed buildings, roads, parking areas, utilities, and stormwater management facilities
- Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements

9. Off-site Compliance

- Letter of availability from the off-site provider if applicant intends to use off-site compliance options (per 9VAC25-870-63 or 9VAC25-870-66)

10. Plan Review Fee

- The SWM plan review fee and fee form (if required with the stormwater management plan submission in accordance with 9VAC25-870-700 et seq.