



Department of Environmental Services

DA Permit SWPPP Minimum Acceptance Criteria (MAC) Checklist

8/1/2015

Instructions: Complete this required Front Counter Minimum Acceptance Criteria (MAC) Checklist to ensure the intake of your plan upon submission at 1st submission. If applicable, also complete all attached MAC Checklists for requirements pertaining to the individual review of plan elements.

Project Name:	
Address:	Date:

General Items		yes	n/a	no	sheet
1	Completion of this Front Counter MAC Checklist and all applicable Plan Review MAC Checklists.				
2	Submit and sign the MAC Checklist with the civil engineering plan for first submittal only.				
3	Include a Cover Sheet with the following information				
a	Name of project				
b	Include the address, if known at the time of submission.				
c	Vicinity Map indicating the North arrow; label all streets				
d	Name, address, phone number and email of Contractor				
e	Name, address, phone number and email of Owner				
f	Name, address, phone number and email of Engineer				
g	Table of Contents/ Sheet Index				
h	Site plan/use permit number and/or which FBC if the project is pursuant to a 4.1 site plan, or a use permit, or a Form Based Code project.				
5	Include an Existing Conditions Plan Sheet, Demolition Plan Sheet and Site Plan Sheet				
6	Include the following within the Plan, on applicable Plan Sheets				
a	Graphic Scale on ALL plan sheets				
b	North Arrow on ALL plan sheets				
c	Current Field Survey Topography (certified)				
d	Site Areas (Post Dedication and Post Vacation)				
e	Total site area of property in sq ft and acres				
f	Existing and Proposed Easements on an exhibit				
g	Real Property Identification Map Number, RPC Numbers				
h	Legends				
8	Engineer's Seal/ Signature - Signed and dated on all sheets				

Erosion and Sediment Control Plan		yes	n/a	no	sheet
1	Include the Following on Erosion and Sediment Control Plan Sheets				
a	E&S Control Plan and Site Plans				
b	E&S Control Narrative				
c	E&S Control practices detail drawing (dewatering device, etc..)				

d	E&S Control Plan Legend				
e	Virginia Erosion and Sediment Control Handbook (VESCH) specification numbers				
f	Blank Responsible Land Disturber Letter				
2	General E&S Control Notes, General Land Conservation Notes, and Pre-Storm Erosion and Sediment Control Checklist.				
3	Landscape Conservation Plan with the following clearly indicated				
a	Determination of the critical root zone				
b	Tree protection fencing				
c	Signage				
d	Critical Root zone mitigation, such as root pruning, padding, or other root protection methods				
e	Note requiring county arborist inspection before any land disturbance activity				
f	Tree inventory of all trees larger than 3 inches DBH, either on site or with a critical root zone encroaching the limit of disturbance. This list will contain information on species, size, health, whether the tree is to be protected or not, and other issues, such as location in the RPA, disease concerns, or invasive species presence				
g	Tree canopy coverage calculation				
h	RPA delineation, if applicable				
i	For 4.1 site plans and use permits, a copy of all relevant approved conditions, including, but not limited to, the landscape plan and tree preservation plan				
j	For 4.1 site plans and use permits, a copy of the tree preservation plan and the calculation of the tree replacement value of removed trees approved by the County Board, if these were part of the approval				
k	For public projects which do not have a tree preservation condition approved by the County Board, a calculation of the tree replacement value of removed trees				

Stormwater Management Plan		YES	NO	N/A	sheet
1	Include the following on Stormwater Management Plan Sheets				
a	Runoff Reduction Spreadsheet				
b	Design details and reference of stormwater facilities listed in the Runoff Reduction Spreadsheet				
c	Facility detail, maintenance schedule, material specifications and construction inspection checklist for each stormwater facility proposed				
d	Drainage area boundary and runoff flow arrows				
e	Water Quantity Energy Balance Worksheet				
f	Waterproofing Note, if applicable				
g	Meet requirement for sheetflow and statement of no adverse impact to adjacent properties				
h	Indicate sump pump discharge location, tie into the public storm sewer system when possible.				
i	Indicate Floodplain boundary and floodplain study OR certification on plan that no floodplain is present				
j	Indicate Resource Protection Area (RPA) boundary on plan OR include certified note on plan that no RPA is present. If RPA is present, include Completed Water Quality Impact Assessment (WQIA) form with required elements. Include Completed Exception Request Form on plan (if required), and proposed RPA mitigation				
k	Blank Stormwater Facility Maintenance and Monitoring Agreement				
l	SWM# on the coversheet, once assigned after 1st review				
m	For 4.1 site plans and use permits, a copy of the conceptual SWM plan and calculations from the County Board-approved 4.1 or use permit plans for information only				

Pollution Prevention Plan

1	Include the following on the Pollution Prevention Plan				
a	Standard notes from Stormwater Manual Section 2.4				
b	Authorized Non-Stormwater Discharge (Section 2.0), Potential Sources of Pollution & Pollution Prevention Practices (Section 5.0), and Spill Prevention & Response (Section 7.0) from SWPPP Template (Appendix B) of the Stormwater Manual				

Attachments (one 8.5"x 11" hard copy stapled to the SWPPP plan)

a	Registration Statement for project with land disturbance equal to or greater than 1 acre				
b	Stormwater Management Facility and Site Data Spreadsheet				
c	Pollution Prevention Plan (P2P Template of the Stormwater Manual)				
d	Planning & Field Guide for Pollution Prevention (P2)				

I certify that the above is true and accurate to the best of my knowledge.

Signature

Date