

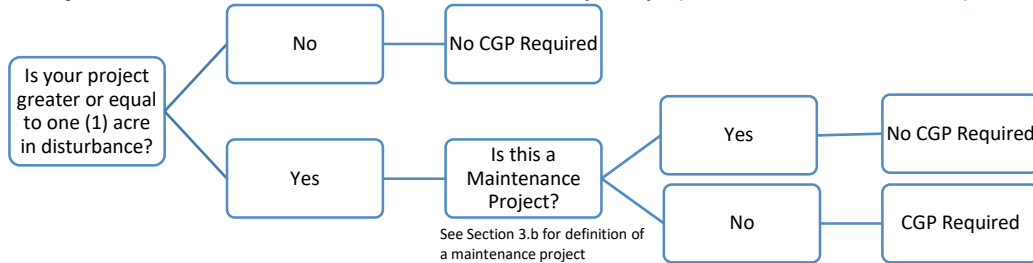
Quick Reference Guide to MS4 Bulletin #1

7 Simple Steps to ESC/SWM Compliance for construction projects at Fort Belvoir

1. Identify Project Size and Determine Required Plans and Review Authority (MS4 Bulletin #1 Section C.1)

Project Size	Plans Required	Review Authority
Less than 2,499 sq.ft.	None	DPW-Environmental Division
Between 2,500 sq.ft. and 9,999 sq.ft.	ESC & SWM	DPW-Environmental Division
Between 10,000 sq.ft. and 43,559 sq.ft.	ESC & SWM	VADEQ (for ESC portion only)
Greater than or equal to one (1) acre	ESC & SWM	VADEQ (for ESC & SWM)

2. Determine if you need a Construction General Permit (CGP) (MS4 Bulletin #1 Section C.2)



3. Review Requirements for Specific Plans and Prepare the Required Plans (MS4 Bulletin #1 Section C.3)

Stormwater Management Plan Quick Reference Checklist	Erosion and Sediment Control Plan Quick Reference Checklist
<ul style="list-style-type: none"> <input type="checkbox"/> If land disturbance is over 5,000 sf. Compliance with Section 438 of the Energy Independence and Security Act (EISA 438). <input type="checkbox"/> Incorporate Low Impact Development Best Management Practices <input type="checkbox"/> Address all components outlined in 9VAC25-870-55 <input type="checkbox"/> Utilize stormwater management BMPs from the Virginia BMP Clearinghouse <input type="checkbox"/> Use the Virginia Runoff Reduction Method (VRRM) Spreadsheet <input type="checkbox"/> Each stormwater outfall location on the project site must be evaluated for Channel Protection and Flood Protection to the defined Limits of Analysis. <input type="checkbox"/> Comply with Chapter 6 of the Fairfax County Public Facilities Manual (PFM) <input type="checkbox"/> Completed VADEQ SWM Plan Review Checklist <input type="checkbox"/> Plans appropriately sealed and signed by appropriate professional 	<ul style="list-style-type: none"> <input type="checkbox"/> Comply with the 19 Virginia Minimum Standards (9VAC25-840-40). <input type="checkbox"/> Utilize erosion and sediment control standards and specifications listed in Chapter 3 of the Virginia Erosion and Sediment Control Handbook (VESCH). <input type="checkbox"/> Nomenclature for erosion and sediment control measures shall be consistent with the VESCH and must follow the Virginia Uniform Coding System. <input type="checkbox"/> Comply with Chapter 11 of the Fairfax County Public Facilities Manual (PFM) <input type="checkbox"/> VADEQ ESC Plan Review Checklist completed by the designer and provided with plan submittal

4. Submit Plans for Review and Approval (MS4 Bulletin #1 Section C.4)

All Projects:

1. Submit one (1) hard copy and one (1) CD of the required plan(s) and supporting documentation to the DPW-ENV
2. Address comments made by DPW-ENV and resubmit plans as needed

Projects Requiring DPW Plan Approval Only < 10,000 square feet of Land Disturbance

Once the plans are determined to be adequate submit the following to the DPW-Environmental Division Stormwater POC:

- four (4) hard copies of the plans for signature by the Director of Public Works.
- one (1) CD that contains signed plans and any supporting documentation (calculations), if applicable.

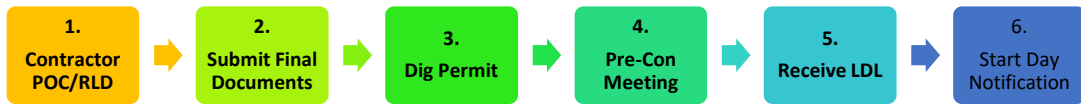
Projects Requiring DPW and VADEQ Approval >10,000 square feet of Land Disturbance

1. Submit all documents to VADEQ for Approval
2. Submit copies of ALL documents submitted to VADEQ to DPW-ENV
3. Address any comments received by VADEQ and resubmit as needed
4. Ensure to provide copies of all re-submittals to DPW-ENV

Projects > 1 Acre of Land Disturbance will also need to:

5. Submit Registration Statement for CGP to VADEQ
6. Prepare and submit Stormwater Pollution Prevention Plan to DPW-ENV

5. Submit final documentation to receive a DPW Land Disturbance Letter (LDL) (MS4 Bulletin #1 Section C.5)



1. Provide contractor POC responsible for insuring that SWM and/or ESC plans are executed. This POC should be a VADEQ certified Responsible Land Disturber (RLD). Provide RLD Certificate.

2. Submit and/or ensure DPW-ENV has received the following:

- VADEQ Plan Approval Letter
- VADEQ CGP Approval Letter (for sites ≥ 1 acre)
- SWPPP (for sites > 1 acre)
- RLD Certificate
- Excavation Permit (DIG Permit)
- Four (4) hard copies of the VADEQ Approved Plans
- One (1) CD containing all the above documents

**Construction may begin ONLY
after receiving the
Land Disturbance Letter (LDL)**

3. Submit a Fort Belvoir Excavation Permit Application

4. Schedule the Pre-Construction Meeting

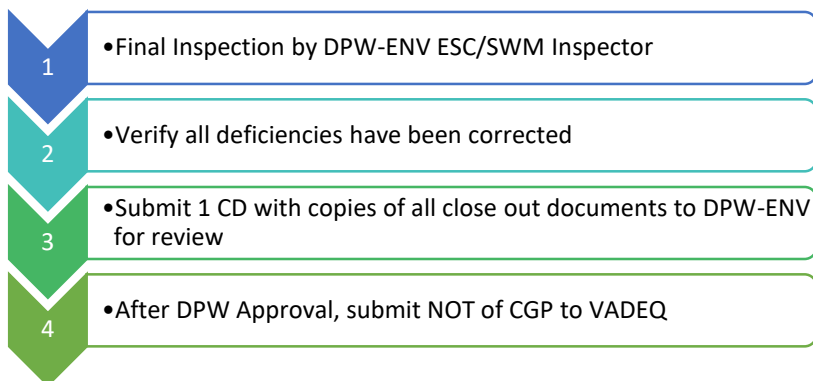
5. Receive LDL from DPW-ENV

6. Notify construction start day to DPW-Environmental Stormwater POC

6. Follow ESC/SWM Compliance during Construction (MS4 Bulletin #1 Section C.6)

- 1 Conduct Internal ESC/SWM Inspection and Maintenance
- 2 Assist, respond and address compliance issues in DPW Inspection Reports

7. Follow ESC/SWM Compliance upon Construction Completion (MS4 Bulletin #1 Section C.7)



Close Out Documents Checklist

- Notice of Termination Form
- Construction as-built drawings
- Manufacturer maintenance specifications for permanent SWM facilities, if applicable

Reminder CGP cant be close out until site has reached final permanent stabilization: "uniform, mature enough to survive and inhibit erosion".

Please refer to MS4 Bulletin #1 for more details. Most up to date Version can be found here:
<https://home.army.mil/belvoir/index.php/about/Garrison/directorate-public-works/environmental-division>