



City of Charlottesville, Virginia Erosion and Sediment Control Plan Review Checklist

610 East Market Street, Charlottesville, VA 22902

Telephone 434-970-3182; Fax 434-970-3359

Project: _____

Developer/Designer: _____

Reviewer: _____

I. Narrative:

1. Project Description: Describes the nature and purpose of the land disturbing activity.			
	Yes	No	Comments or N/A
Time of year the project will start and conclude			
Estimated time for completion of this project			
Total impervious area created by development			
Ultimate developed conditions for this site are discussed			
2. Existing Site Conditions: Describes existing topography, vegetation, and drainage.			
	Yes	No	Comments or N/A
Indicates the percentages of slope(s) on the site.			
Vegetation that can be used for erosion control, or areas to be left undisturbed.			
Discusses the marking of all areas to be preserved.			
Describes the drainage areas in pre and post development giving acreage.			
Discusses existing drainage and erosion problems and how they will be addressed.			
Describes the orientation of all slopes existing and proposed (i.e. north or south facing).			
Discusses how existing conditions can be utilized to reduce erosion and how E&S controls will be designed to facilitate this site.			
Includes photographs of site.			

3. Adjacent Areas: Describes all neighboring areas such as streams, lakes, residential areas, roads, etc., that may be effected by this development.			
	Yes	No	Comments or N/A
Potential for off-site damage is discussed.			
All environmentally sensitive areas are discussed.			
Private and public lands adjacent to site are discussed addressing all possible problems to consider for traffic, dust, increased run-off, etc.			
Discusses all perimeter controls.			
4. Off-site Areas: Describes all off-site areas such as borrow sites, waste or surplus sites.			
	Yes	No	Comments or N/A
All off-site areas have an approved plan to supplement the overall plan.			
Proof of permitting provided for all off-site areas under a separate permit.			
Specifies location of all off-site areas.			
5. Soils: Briefly describes the soils on the site providing soil name, mapping unit, erodibility factor, permeability, depth, texture and soil structure.			
	Yes	No	Comments or N/A
Indicates references for soils information.			
Copy of Soils Map provided.			
Indicates the site plan page where soils are delineated.			
6. Critical Areas: Describes all areas on site that have serious erosion problems (i.e. steep slopes, channels, wet weather/ underground springs etc.).			
	Yes	No	Comments or N/A
Discusses all areas of the project, which may become critical during the project. For example, some areas of the site may have long or steep slopes during a certain phase of the grading.			
Indicates areas to be left alone until they can be graded and stabilized in favorable conditions.			
Discusses precautions to communicate limits of these areas to contractors and equipment operators.			
7. Erosion and Sediment Control Measures: Describes the methods that will be used to control erosion and sedimentation on the site.			
	Yes	No	Comments or N/A
Provides specification numbers for all control measures and indicates their			

locations.			
Discusses why these particular practices were selected.			
Discusses the sequence of installation; including maintenance and removal of each control.			
Indicates the type of seed for temporary seeding.			
8. Permanent Stabilization: Describes how the site will be stabilized after construction.			
	Yes	No	Comments or N/A
Provides adequate measures for final stabilization.			
Provides correct seeding times, consistent with the construction sequence.			
Includes any soil testing requirements.			
Includes seeding, fertilizer and liming specifications.			
Proposes an appropriate permanent vegetative cover.			
Discusses all areas that require stabilization by other means (non - vegetative stabilization, gravel, paving, etc.)			
9. Stormwater Runoff Considerations: Discusses whether the development will cause an increase in peak runoff rates. Describes any possible increase in runoff which may cause flooding or channel degradation downstream. Includes strategies to control stormwater runoff.			
	Yes	No	Comments or N/A
Discusses protection of downstream properties and waterways.			
Discusses how increased runoff will be managed during construction.			
Discusses permanent structures and provides site plan page references for these items.			
10. Calculations: Provides detailed calculations for the design of temporary sediment basins, permanent detention basins, diversions, channels, ,etc. Includes calculations for pre and post development runoff.			
	Yes	No	Comments or N/A
Provides calculation worksheets showing pre-development and post-development runoff.			
Clearly presents and organizes calculation methods.			
Calculations support the design in regard to adequate protection of downstream			

properties and waterways.			
11. Maintenance: Provides a schedule for maintenance of permanent control measures.			
	Yes	No	Comments or N/A
Indicates responsible party for maintenance during construction and after construction			
Provides a schedule for inspections.			
Lists maintenance items to check and perform as well as precautions for large storms			

II. Erosion Control Site Plan:

1. Vicinity Map: Locates the site in relation to the surrounding area, indicating roads and local landmarks which identify the site.			
	Yes	No	Comments or N/A
Provides a vicinity location map such as a reproduction From a topo map, road map etc.			
2. Indicates north:			
	Yes	No	Comments or N/A
Provides directional north indicator arrow on each sheet.			
3. Limits of Clearing: Areas that are to be cleared and graded.			
	Yes	No	Comments or N/A
Areas to be disturbed (limits of clearing and grading) are clearly marked on site plan.			
Notation made as to how the site will be marked in the field (i.e, staking and flagging).			
All areas not to be disturbed are clearly marked .Notation made how these areas will be identified in the field			
4. Existing Contours: Existing contours of the site before development.			
	Yes	No	Comments or N/A
Existing contours shown as broken (dashed) lines at intervals not exceeding 5 feet unless otherwise approved			
All pre-development drainage areas are clearly defined on plan.			
All potentially critical areas such as slopes are indicated.			
All cut and fill areas are clearly indicated			

5. Final Contours: All changes to the existing contours, including final drainage patterns			
	Yes	No	Comments or N/A
All final grades and drainage areas are clearly indicated			
Any pre-development drainage areas which has increased is clearly indicated on plan			
Shows any final grades which create critical areas for stabilization			
Provides specifications for vegetative cover for all slopes at final grade.			
6. Existing Vegetation: Existing tree lines, grassed areas or unique vegetation.			
	Yes	No	Comments or N/A
Shows all tree lines and existing vegetation			
Tree preservation indicated on plans. If yes: Is the letter from certified arborist attached? If no: Refer to planners on planning commission notes			
7. Soils: Boundaries for all different soil groups			
	Yes	No	Comments or N/A
Shows the mapping unit boundaries for all soil types. Provides soil classification information, shows borings if any.			
8. Existing Drainage Patterns: The dividing lines and the direction of flow for all existing drainage areas.			
	Yes	No	Comments or N/A
All existing drainage areas must be indicated by acreage and show the direction of flow.			
Plans shows all basins, traps and/or other structures necessary for erosion control			
Designs for all proposed structures are consistent with the requirements in the Virginia Erosion and Sediment Control Handbook, latest edition.			
Site plan indicates diversions for offsite drainage.			
9. Critical Erosion Areas: Highlights areas that have a serious erosion problem or the potential for a serious problem.			
	Yes	No	Comments or N/A
All critical, environmentally sensitive or			

prohibited areas are indicated on the plan. Notations state the reason for concerns.			
Special consideration given to stream crossings, other permitting requirements, soil stock piles, trash and debris removal, fuel storage etc.			
10. Site Development: Shows all improvements such as buildings, parking lots, access roads, and utility construction.			
	Yes	No	Comments or N/A
Site plan shows all improvements intended such as buildings, roads, temporary access roads, right-of-ways and temporary and permanent easements.			
All utility improvements proposed on-site and off-site are shown			
11. Location of Practices: The locations for all erosion and sediment controls and stormwater management practices proposed for site			
	Yes	No	Comments or N/A
All practices including vegetation are clearly labeled on site plans.			
Site plan contains a legend denoting symbols, line uses and other special characters			
12. Off-site Areas: Identifies all off-site land-disturbing activities such as borrow areas and waste sites. All necessary control devices must be depicted on plan or on a separate plan.			
	Yes	No	Comments or N/A
Provides a separate plan for proposed off-site borrow or disposal areas.			
Provides for adequate measure to stabilize off-site areas.			
The plan identifies the responsible party for off-site activities.			
13. Detailed Drawings: all proposed structural practices shall be referenced from the Virginia Erosion and Sediment Control Handbook, latest edition or additional details provided for all structures that are referenced in the handbook.			
	Yes	No	Comments or N/A
Details properly designed and clearly dimensioned to reflect the ability to be built in the field			
Proposed structures of alternative design have adequate details for constructing.			
All drawings, elevations and cross section details indicate design scale			
An outlet protection schedule is provided on the plans.			

The sizes for all proposed pipe, flume and slope drains provided on the plans.			
The plan details include VESCH specification numbers.			
Details of all practices being used provided on the plans.			
14. Maintenance, A schedule of regular inspections and repair of erosion and sediment structures should be set forth.			
	Yes	No	Comments or N/A
The plan indicates who is responsible for maintenance and repair of all E & S measures on the project			
The plan indicates who the preliminary contact for notification of problems and/ or emergencies will be.			
The plan provides a maintenance schedule and specifications for the proper clean out and maintenance of all major structures such as basins, traps, silt fence etc.			
The plan requires monitoring reports to be submitted From the RLD.			

III. Plan Review Minimum Standard Checklist:

Minimum Standard	Description	Yes	No	Comments
MS-1	Have temporary and permanent stabilization been addressed in the narrative? Are practices shown on the plan? Seed Specifications? Mulching? Gravel?			
MS-2	Has stabilization of soil stockpiles been addressed in the narrative? Are sediment trapping measures provided?			
MS-3	Has maintenance of permanent stabilization been addressed?			
MS-4	Are sediment trapping facilities to be constructed as a first step in land disturbing activity?			
MS-5	Has stabilization of earth structures been addressed?			
MS-6	Are sediment basins required where needed?			
MS-7& MS-9	Has stabilization of cut and fill slopes been adequately addressed? i.e. surface roughening, outlet protection			
MS-8	Are paved flumes, channels, or slope			

	drains required where necessary?			
MS-10	Is adequate inlet protection required on all operational storm sewer inlets?			
MS-11	Are channel lining and/or outlet protection required on stormwater conveyance channels?			
MS-12	Are in-stream construction measures required so that channel damage is minimized?			
MS-13	Are temporary stream crossings of non-erodible material required where applicable?			
MS-14	Note: This regulation requires that all applicable federal, state, and local regulations pertaining to working in or crossing live watercourses be followed.			
MS-15	Has re-stabilization of areas subject to in-stream construction been adequately addressed?			
MS-16	Is stabilization of utility trenches addressed?			
MS-17	Is the transport of soil and mud onto public roadways properly controlled? (i.e. construction entrance, wash racks, daily cleaning of roadways, transport of sediment to a trapping facility)			
MS-18	Has the removal of temporary practices been addressed? Has maintenance of practices been addressed? (i.e. repair of structures and removal of accumulated sediment)			
MS-19	Are properties and waterways downstream from development adequately protected from erosion and sediment deposition due to increases in peak stormwater runoff?			

Date Received:

Approved: _____ **Rejected:** _____ **Date Action taken:** _____

Comments: _____

