



# City of Poquoson

## Application for Land Disturbing Permit

A permit for land disturbance is required for any land disturbing activity which will disturb an area of 2,500 square feet or greater. An Erosion Control and Stormwater Management (ESM) Plan must be submitted to the Department of Community Development for approval before any land disturbance activity totaling more than 2,500 square feet can commence<sup>1</sup>. No person shall engage in any land disturbing activity until the plan has been approved. Once approved, the land disturbing activity shall be periodically inspected to ensure that all required measures are being met. Please note that the application must be completed in full. The applicant will be notified immediately upon completion of the review.

**Site Address:**

Address or Tax Map/Parcel Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Site Area (sq. ft.): \_\_\_\_\_ Total Disturbed Area<sup>2</sup> (sq. ft.): \_\_\_\_\_

Pre-Impervious Area (sq. ft.): \_\_\_\_\_ Post Impervious Area (sq. ft.): \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Plan Prepared By: \_\_\_\_\_

Description of Project: \_\_\_\_\_

**Land Owner:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Responsible Land Disturber: \_\_\_\_\_

Certificate No.: \_\_\_\_\_

1. Single family residential projects should complete an Agreement in Lieu of an Erosion and Stormwater Management Plan.
2. If site disturbs more than 1 acre (43,560 sq. ft.), Construction General Permit coverage is required.

**Notes:**

1. Issuance of this permit does NOT indicate absence of wetlands on this property. It is the Applicant's responsibility to have the site inspected for tidal and non-tidal wetlands and to protect any wetlands that may be present on site.
2. All projects shall conform to the laws of Virginia and the standards, specifications and other criteria adopted by the City of Poquoson unless a variance has been granted in writing by this locality.
3. A copy of this permit as well as (if applicable) the Construction General Permit (CGP) and Stormwater Pollution Prevention Plan (SWPPP) must be kept on the work site at all times and shown by request.
4. Perimeter Controls should be installed before any other site work is started. The City inspector will then conduct a preliminary site inspection ensuring perimeter controls were installed correctly. Only after the inspector has completed their inspection can the contractor begin other construction work.
5. The applicant is responsible for any and all damages to any other conservation measures already in place as a result of work covered by this permit.
6. The applicant must maintain the conservation measures in satisfactory operating condition until final, permanent stabilization is achieved.
7. This land disturbing permit may be revoked should the City determine that the project is not in compliance with the conditions of the approved plan.
8. It is the applicants' responsibility to coordinate this land disturbing activity with possessor of easements or owners of property affected by this activity and obtain the necessary permission or approval to perform this activity on said easements or property.

**The following attached items are made part of this Permit Application for City review:**

| <b>Single Family Homes</b>  | <b>All other Developments</b>   |
|---|---|
| A DEQ issued Construction General Permit (only if land disturbance is over 1 acre).   | A DEQ issued Construction General Permit (only if land disturbance is over 1 acre).   |
| A completed Agreement in Lieu of an Erosion Control and Stormwater Management Plan  | An approved Erosion Control and Stormwater Management Plan  |
| An Erosion & Sediment Control sketch of the site.   | An approved Site development plan and plat.   |
| A certified wetlands determination (If required by City Staff).   | A certified wetlands determination (If required by City Staff).   |
| Any other permits/approvals that may be required to commence land disturbance on the site depending on conditions at the site (Permits from the Army Corps of Engineers, Conditional Use permits, approval by the Board of Zoning Appeals, permits from the City Wetlands Board, etc.). | Any other permits/approvals that may be required to commence land disturbance on the site depending on conditions at the site (Permits from the Army Corps of Engineers, Conditional Use permits, approval by the Board of Zoning Appeals, permits from the City Wetlands Board, etc.). |
| -   | An approved Stormwater Pollution Prevention Plan (SWPPP).   |
| -   | If using offsite water quality credits, proof of purchase of said credits   |
| -   | A copy of the Responsible Land Disturber's certificate from DEQ.  |

**If the project requires an Erosion Control and Stormwater Management Plan:**

Section 34-88(a) of the City's Erosion and Stormwater Management Ordinance allows for the City to require the applicant to submit a reasonable performance bond in the amount determined by the City Engineer. The Performance Bond shall be conditioned to ensure conformance of any work to approved standards and specifications as specified in the approved Erosion Control and Stormwater Management Plan. The bond shall be paid with surety, cash escrow, letter of credit, any combination thereof, or any such other legal arrangement acceptable to the City Attorney. The Performance Bond for this project is hereby set at \$\_\_\_\_\_.

Final inspection of the site shall be made by City staff once the project is complete. The release of any Performance Bond is contingent upon the findings of such an inspection. Release of the bond will occur within 60 days after the completion of the requirements of the permit, the site is stabilized, and "as built" plans prepared by a registered Professional Engineer or certified Land Surveyor are submitted to the City.

I (property owner) \_\_\_\_\_, certify that I have read and understand the above requirements of this permit. I understand the provisions of the Poquoson Erosion and Stormwater Management Ordinance and I accept responsibility for carrying out all the Erosion Control and Stormwater Management features for the above-referenced project as approved. I also certify that I will allow City Staff on my private property to perform any inspections related to this permit that the City deems necessary and understand that additional Erosion Control and Stormwater Management features may be required if determined by City Staff.

Property Owner: \_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

I (Responsible Land Disturber) \_\_\_\_\_, certify that I meet the Virginia Department of Environmental Quality requirements for Responsible Land Disturbers:

Responsible Land Disturber: \_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

Certification Number: \_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)