



## Sussex County Land Disturbing Activity Permitting Steps

1. Complete an Erosion & Sediment Control (ESC) Screening Form for the Virginia Erosion and Sediment Control Program (VESCP) Authority to review and determine what is required for this activity.
2. Contact a Certified Design Professional familiar with Virginia ESC Laws and Regulations to design an ESC Plan. Locations of borrow and waste areas **must** be included in the overall Plan if the borrow and waste areas are not already permitted by the State. Any questions regarding this issue should be discussed promptly to avoid noncompliance at a later date.
3. Submit an electronic ESC Plan which includes a separate narrative along with the site plans.
4. The Sussex County Planning & Zoning Department will send an invoice for the Site Plan or ESC Plan review fee to the applicant and payments should be made to the Treasurer's Office with invoice. The Treasurer's Office will send the receipt of payment to the Planning & Zoning Department.
5. Allow for review time of Erosion & Sediment Control Plan by applicable agencies (up to 45 days unless stormwater management is being reviewed by DEQ, allow 60 days).

If changes need to be made to the ESC Plan, resubmittal of the Plan will be necessary and the review time starts over. However, once the Plan is approved by all reviewing agencies, a notice will be submitted to applicant/design professional stating that the ESC Plan is in compliance with ESC regulations. If the total land disturbing activity exceeds one (1) acre, you will need to submit a Stormwater Management Plan to the Virginia Department of Environmental Quality (DEQ) at their Piedmont Regional Office at (804) 527-5086 for obtaining a VSMP permit.

6. Once the Erosion and Sediment Control plan is approved, please submit a land disturbance application and detail estimate for the cost of all Erosion & Sediment Control measures. Approval is contingent with DEQ approval for VSMP Permit when applicable.
7. Once the detail estimate is reviewed and adequate, please submit a letter of credit, surety bond, or cash escrow in the amount of 125% of the estimated cost of the erosion and sediment control measures to the Planning & Zoning Department for review prior to submittal of the original hard copy bond documents.  
Remainder: Obtaining the Land Disturbance Permit is contingent on Sussex County receiving a performance bond.
8. Once the letter of credit, surety bond, or cash escrow is submitted and deemed adequate, the land disturbance permit will be processed. The land disturbance permit will not be issued until associated fees are paid and the bond has been properly executed. Upon receipt from the Treasurer's Office, the land disturbance permit will be issued.
9. Prior to any land disturbing activities, you will need to schedule a pre-construction meeting with a representative of the VESCP authority where the signed and approved plans as well as the land disturbance permit will be given to the applicant.
10. Once the preliminary Erosion & Sediment Control Measures are installed, contact Sussex County Planning & Zoning Department to schedule an initial inspection of the measures. Once approved by a representative of Sussex County VESCP Authority, the project shall proceed.

11. Land disturbance may begin on the property and routine inspections by the Erosion and Sediment Control inspector will occur. If violations of the Sussex County Erosion & Sediment Control Ordinance occur at the property, Inspection Reports detailing violations will be submitted to the owner/applicant for correction. Most correspondence regarding Erosion & Sediment Control is sent via email with return receipt.
12. Passing the final Erosion & Sediment Control inspection is necessary to gain a Certificate of Occupancy if the land disturbing activity is occurring in conjunction with the construction of a building or residence.

All other applicable local, state, and federal laws for land disturbing activity must be met. Obtaining a Land Disturbing Permit does not relieve the operator/applicant of complying with all other local, state, and federal laws and regulations.

These guidelines are for your information and intended to provide an outline of steps necessary to maintain compliance with applicable Erosion and Sediment Control Laws and Regulations for your project. At times, you may have questions that cannot be answered by these guidelines. Please contact the Sussex County ESC Administrator at (434) 246-1043 for further assistance.