



## MEMORANDUM

DATE: December 15, 2010

TO: Owners, Contractors and Agents

FROM: W. Travis Luter Sr., Building Official *WTL*  
Andre M. Greene, Director of Planning *AMG*

SUBJECT: Erosion and Sediment

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Owners, Contractors and Agents,

The following adjustments and/or new policies and procedures will be effective January 1, 2011:

- ❖ VDOT approval for the driveway culvert is required at the time a building permit application is submitted. Assurance that this permit is included in the submittal package will be the responsibility of the individual that accepts the building application. See MS-19(d) which states: *"The applicant shall provide evidence of permission to make the improvements."*
- ❖ Construction entrance materials that may be installed are (a) 6" of #1 VDOT stone, (b) 8-10" of #57 stone, (c) 12" of mulch or other approved material that are pre-approved by the Combined Administrator prior to installation. Regardless of the material used it must be maintained for the length of the project to prevent contaminants from entering the VDOT paved or public right of way.
- ❖ The sediment trapping measures that may be installed are (a) silt fence, or (b) straw bales. Straw bales are allowed for projects that last less than 90 days. If you wish to use straw bales for a project lasting more than 90 days they must be replaced prior to the 90<sup>th</sup> day. Once the new straw bales are installed an inspection shall be requested. Regardless of the material used it must be maintained for the length of the project to prevent sediment runoff. Once the project is completed these straw bales may be used to cover the seeded areas.
- ❖ The owner's presence will be required at the Erosion and Sediment Control pre-screening meeting. This meeting is scheduled by the Codes Compliance Specialist and held at the project location. The owner must sign the Agreement in Lieu of Plan Form if applicable.
- ❖ After the prescreening meeting and signing of the Agreement in Lieu of Plan form, the owner or RLD must call for an E&S inspection to verify that the E&S measures specified on the Agreement in Lieu

of Plan have been properly installed. The \$50 re-inspection fee applies to E&S inspections. E&S inspections will only be performed on Monday, Wednesday and Friday. No Building inspections will be performed until the E&S has been approved.

- ❖ Ignoring any E&S Notice of Violation will result in the posting of a Stop Work Order and **ALL** work shall cease. No land disturbing or building activity will be allowed to commence until all items listed on the E&S Notice of Violation have been corrected.