

**SINGLE FAMILY RESIDENCE  
COMMON PLAN of DEVELOPMENT or SALE  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

**For Construction Activities At:**

*Insert Project/Site Name  
Insert Project/Site Location & Address  
Insert City, State, Zip Code*

Latitude: \_\_ . \_\_\_ N (decimal degrees)

Longitude: \_\_ . \_\_\_ W (decimal degrees)

**Construction Activity Operator:**

*Insert Company/Organization Name  
Insert Name  
Insert Address  
Insert City, State, Zip Code  
Insert Telephone Number  
Insert Email Address  
Insert 24-hour Emergency Contact*

**SWPPP Preparation Date:**

*Insert Month, Day, Year*

**CERTIFICATION**

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STORMWATER POLLUTION PREVENTION PLAN**  
Insert Project/Site Name

**1.0 SWPPP Documents Located Onsite & Available for Review**

SWPPP Document Type	Located Onsite & Available for Review?	
Registration Statement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> NA
Notice of Coverage Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Construction General Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Site Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Erosion & Sediment Control Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Stormwater Management Plan (or agreement in lieu of)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

**2.0 Authorized Non-Stormwater Discharges**

Type of Authorized Non-Stormwater Discharge	Likely Present at Your Project Site?	
External buildings wash down	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Untamminated foundation or footing drains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Untamminated excavation dewatering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Landscape irrigation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Others [describe]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**3.0 Pollution Prevention Awareness**

Employees will be given a “walk through” of the site identifying areas of possible pollution and will be shown Erosion and Sediment Controls and Pollution Prevention Practices (identified in Sections 4.0 and 5.0 of this SWPPP) that are applicable to their assigned job duties. A refresher meeting and “walk through” will be conducted on an as needed basis.

**4.0 Erosion & Sediment Controls**

Select all that apply	Erosion & Sediment Control	Estimated Installation Date	Estimated Removal Date	Responsible Party
<input type="checkbox"/>	Construction Entrance (Std. & Spec. 3.02)	Insert Date	Insert Date	Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Silt Fence (Std. & Spec. 3.05)	Insert Date	Insert Date	
<input type="checkbox"/>	Culvert Inlet Protection (Std. & Spec. 3.08)	Insert Date	Insert Date	
<input type="checkbox"/>	Outlet Protection (Std. & Spec. 3.18)	Insert Date	NA	
<input type="checkbox"/>	Temporary Seeding (Std. & Spec. 3.31)	As required by 3.31	NA	
<input type="checkbox"/>	Permanent Seeding (Std. & Spec. 3.32)	Insert Date	NA	
<input type="checkbox"/>	Sodding (Std. & Spec. 3.33)	Insert Date	NA	
<input type="checkbox"/>	Mulching (Std. & Spec. 3.35)	Insert Date	NA	
<input type="checkbox"/>	Others [describe]	Insert Date	Insert Date	

5.0 Potential Sources of Pollution & Pollution Prevention Practices

Pollutant-Generating Activity	Pollutants										Pollution Prevention Practice	Responsible Party
	Likely Present at your Project Site?	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other Toxic Chemicals		
Clearing, grading, excavating, and un-stabilized areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	X							X		(1)	Construction Activity Operator (See Cover Page of this SWPPP)
Paving operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X					X		X		(2)	
Concrete washout and cement waste	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X		(3)	
Structure construction, stucco, painting, and cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No			X	X				X	X	(4)	
Dewatering operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X						X		(5)	
Material delivery and storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X	X	X		X		X	X	(6)	
Material use during building process	<input type="checkbox"/> Yes <input type="checkbox"/> No		X	X	X		X		X	X	(7)	
Solid waste disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No								X	X	(8)	
Sanitary waste	<input type="checkbox"/> Yes <input type="checkbox"/> No		X		X			X			(9)	
Landscaping operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	X	X			X			X	X	(10)	
Others [describe]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	(11)	

**Pollution Prevention Practices:**

- (1) **Clearing, grading, excavating and un-stabilized areas** – Utilize erosion and sediment controls to prevent sediment laden or turbid runoff from leaving the construction site. Dispose of clearing debris at acceptable disposal sites. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities.
- (2) **Paving operations** – Cover storm drain inlets during paving operations and utilize pollution prevention materials such as drip pans and absorbent/oil dry for all paving machines to limit leaks and spills of paving materials and fluids.
- (3) **Concrete washout and cement waste** – Direct concrete wash water into a leak-proof container or leak-proof settling basin that is designed so that no overflows can occur due to inadequate sizing or precipitation. Hardened concrete wastes shall be removed and disposed of in a manner consistent with the handling of other construction wastes.
- (4) **Structure construction, stucco, painting and cleaning** – Enclose, cover or berm building material storage areas if susceptible to contaminated stormwater runoff. Conduct painting operations consistent with local air quality and OSHA regulations. Mix paint indoors, in a containment area or in a flat unpaved area. Prevent the discharge of soaps, solvents, detergents and wash water from construction materials, including the clean-up of stucco paint, form release oils and curing compounds.
- (5) **Dewatering operations** – Construction site dewatering from building footings or other sources may not be discharged without treatment. Sediment laden or turbid water shall be filtered, settled or similarly treated prior to discharge.
- (6) **Material delivery and storage** – Designate areas of the construction site for material delivery and storage. Place near construction entrances, away from waterways, and avoid transport near drainage paths or waterways.
- (7) **Material use during building process** – Use materials only where and when needed to complete the construction activity. Follow manufacturer’s instructions regarding uses, protective equipment, ventilation, flammability and mixing of chemicals.
- (8) **Solid waste disposal** – Designate a waste collection area on the construction site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterway. Ensure that containers have lids so they can be covered before periods of rain, and keep containers in a covered area whenever possible. Schedule waste collection to prevent the containers from overflowing.
- (9) **Sanitary waste** – Prevent the discharge of sanitary waste by providing convenient and well-maintained portable sanitary facilities. Locate sanitary facilities in a convenient location away from waterways.
- (10) **Landscaping operations** – Maintain as much existing vegetation as practicable. Apply permanent or temporary stabilization, sodding and/or mulching to denuded areas in accordance with the erosion and sediment control specifications and the general VPDES permit for discharges of stormwater from construction activities. Apply nutrients in accordance with manufacturer’s recommendations and not during rainfall events.
- (11) **Others** – *If applicable, describe your Pollution Prevention Practice.*

**6.0 Stormwater Management Controls**

Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Post-development Stormwater Management Controls provided by a Larger Common Plan of Development or Sale	NA	Common Plan Construction Activity Operator
<input type="checkbox"/>	Rooftop Disconnection	Insert Date	Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Sheetflow to Vegetated Filter (1 or 2)	Insert Date	
<input type="checkbox"/>	Grass Channel	Insert Date	
<input type="checkbox"/>	Rainwater Harvesting	Insert Date	
<input type="checkbox"/>	Permeable Pavement (1 or 2)	Insert Date	

**STORMWATER POLLUTION PREVENTION PLAN**  
 Insert Project/Site Name

Select all that apply	Stormwater Management Control	Estimated Installation Date	Responsible Party
<input type="checkbox"/>	Infiltration (1 or 2)	Insert Date	Construction Activity Operator (See Cover Page of this SWPPP)
<input type="checkbox"/>	Bioretention (1 or 2)	Insert Date	
<input type="checkbox"/>	Others [describe]	Insert Date	

**7.0 Spill Prevention & Response**

Most spills can be cleaned up following manufacturer specifications. Absorbent/oil dry, sealable containers, plastic bags, and shovels/brooms are suggested minimum spill response items that should be available at this location.

- 1<sup>st</sup> Priority: Protect all people
- 2<sup>nd</sup> Priority: Protect equipment and property
- 3<sup>rd</sup> Priority: Protect the environment

1. Check for hazards (flammable material, noxious fumes, cause of spill) – if flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
2. Make Sure the spill area is safe to enter and that it does not pose an immediate threat to health or safety of any person.
3. Stop the spill source.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. If possible, stop spill from entering drains (use absorbent or other material as necessary).
6. Stop spill from spreading (use absorbent or other material)
7. If spilled material has entered a storm sewer; contact locality's storm water department.
8. Clean up spilled material according to manufacturer specifications, for liquid spills use absorbent materials and do not flush area with water.
9. Properly dispose of cleaning materials and used absorbent material according to manufacturer specifications.

**Emergency Contacts:**

**Normal Working Hours**

DEQ Blue Ridge Regional Office (Roanoke)	540-562-6700
DEQ Blue Ridge Regional Office (Lynchburg)	434-582-5120
DEQ Northern Regional Office	703-583-3800
DEQ Piedmont Regional Office	804-527-5020
DEQ Southwest Regional Office	276-676-4800
DEQ Tidewater Regional Office	757-518-2000
DEQ Valley Regional Office	540-574-7800

**Nights, Holidays & Weekends**

VA Dept. of Emergency Management 24 Hour Reporting Service	804-674-2400
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**Local Contacts**

Local Fire Department	Insert Telephone Number
Local Police Department	Insert Telephone Number

**8.0 Inspections & Corrective Action Log (make additional copies as necessary)**

**Qualified Inspector**

Company/Organization: Insert Company/Organization Name  
 Name: Insert Name  
 Telephone Number: Insert Telephone Number  
 Qualifications: Insert Qualifications

**Inspection Schedule**

**Discharges to surface waters:**

- Once every 5 business days; or
- Once every 10 business days and no later than 48 hours following a measurable storm event.

**Discharges to impaired waters, surface waters within a TMDL watershed, or exceptional waters:**

- Once every 4 business days; or
- Once every 5 business days and no later than 48 hours following a measurable storm event.

**Inspection Date** Insert Inspection Date

**Measurable Storm Event** Insert Date & Rainfall Amount of Last Measurable Storm Event (if applicable)

Best Management Practices (BMPs)	In Compliance with SWPPP?	Corrective Action Needed; Responsible Party	Date Corrective Action Taken
Erosion & Sediment Controls (Section 4.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pollution Prevention Practices (Section 5.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Stormwater Management Controls (Section 6.0)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		

**Certification**

"I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**9.0 Grading & Stabilization Activities Log**

Date Grading Activity Initiated	Description of the Grading Activity (including location)	Date Grading Activity Ceased	Date Stabilization Measures Initiated	Description of the Stabilization Measure (including location)

**10.0 SWPPP Modification & Update Log**

Modification Date	Description of the Modification / Update	Modification Prepared By (name & title)

# **INSTRUCTIONS for COMPLETING the SINGE FAMILY RESIDENCE, COMMON PLAN of DEVELOPMENT or SALE STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

## **General**

A Stormwater Pollution Prevention Plan (SWPPP) must be developed prior to obtaining locality (e.g., City, County, Town) authorization to commence land disturbance.

## **Cover Page**

For a construction activity, enter the project/site name and physical address (if available), including city (or town), state and zip code. Enter the latitude and longitude in decimal degrees of the construction activity.

Enter the Construction Activity Operator's company/organization name, the Operator's name and mailing address, including city (or town), state, and zip code, telephone number, email address (if available), and a 24-hour emergency contact.

Enter the SWPPP preparation date.

The Construction Activity Operator identified on the cover page of the SWPPP is responsible for certifying the information contained therein. Please sign the certification in INK. Please note that state statutes require the SWPPP to be signed as follows:

- (1) For a corporation: by a responsible corporate officer;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively;
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.

## **Section 1.0 SWPPP Documents Located Onsite & Available for Review**

Utilize the provided checklist to ensure that the required SWPPP documents are located onsite and are available for review, if applicable.

## **Section 2.0 Authorized Non-Stormwater Discharges**

Identify the authorized non-stormwater discharges likely to be present at the project site. If an unlisted authorized non-stormwater discharge is likely to be present at the project site, provide it here.

## **Section 3.0 Pollution Prevention Awareness**

Provide employees with a "walk through" of the project site and identify areas of possible pollution, erosion and sediment controls, and pollution prevention practices which are applicable to their assigned job duties. Conduct refresher meetings and perform additional "walk throughs" on an as needed basis.

## **Section 4.0 Erosion & Sediment Controls**

Identify the erosion and sediment controls to be implemented at the project site. For each erosion and sediment control, enter the estimated installation date and estimated removal date. If an unlisted erosion and sediment control will be implemented at the project site, provide the applicable information here.

## **Section 5.0 Potential Sources of Pollution & Pollution Prevention Practices**

Identify the pollutant-generating activities likely to be present at the project site; implement and maintain the corresponding pollution prevention practices. If an unlisted pollutant-generating activity is likely to be present at the project site, describe it, identify the associated pollutant(s), and provide the corresponding pollution prevention practice(s) to be implemented and maintained.

## **Section 6.0 Stormwater Management Controls**

Identify the stormwater management controls to be implemented at the project site, if applicable. For each stormwater management control, enter the estimated installation date. If an unlisted stormwater management control will be implemented at the project site, provide the applicable information here.

## **Section 7.0 Spill Prevention & Response**

Most spills can be cleaned up following manufacturer specifications. The priority should be to protect all people, equipment, property, and the environment. Enter the telephone number of your local fire and police departments.

## **Section 8.0 Inspections & Corrective Action Log**

Enter the qualified inspector's company/organization name, the inspector's name, telephone number, and qualifications. Select the applicable inspection schedule, enter the construction activity inspection date, and enter the date and rainfall amount of the last measurable storm event (if applicable). Identify if the implemented best management practices are in compliance with the SWPPP. Enter corrective actions needed; the party responsible for implementing the corrective actions, and the date corrective actions were taken, if applicable. Make additional copies of the inspection and corrective action log as necessary.

## **Section 9.0 Grading & Stabilization Activities Log**

Enter the date grading activities were initiated, a description of the grading activities including location, the date grading activities ceased, the date stabilization measures were initiated, and a description of the stabilization measures including location.

## **Section 10.0 SWPPP Modification & Update Log**

Enter the SWPPP modification date, description of the SWPPP modification/update, and the name and title of the SWPPP modification preparer, if applicable.