

This document has been prepared to help expedite the erosion and sediment control plan review process. The following information must be addressed in a clear and organized manner.

The erosion and sediment control plan must have two parts, a narrative and site plan sheets. These can be separate or the narrative can be included on one of the plan sheets. Only one set of plans are required for the approval process, once the plans have been approved two legible copies of the approved plan must be submitted.

The Carroll County Plan Approving Authority shall review erosion and sediment control plans submitted to it and grant written approval within 45 days of the receipt of the plan. If the plan is determined to be inadequate, written notice of disapproval stating the specific reasons for disapproval shall be communicated to the applicant within 45 days. The Plan Approving Authority shall act on any erosion and sediment control plan that has been previously disapproved within 45 days.

The following information must be included in the narrative portion of the plan.

1. The narrative must list the name of the project the address or tax parcel id(s) of the project, name of the land owner, contact information of the land owner (mailing address, phone numbers, e-mail etc.) Name and contact information of the plan preparer.
2. The first paragraph must be titled **Project Description**. Briefly describe the purpose of the land-disturbing activity telling the total amount of land-disturbance, in acres, that will be associated with the project. Give the total amount of impervious areas, in acres, that will be created under post construction (ultimate build out of the project site.)
3. The second paragraph must be titled **Existing Site Conditions**. Briefly describe the existing site conditions of the project (vegetation, topography, drainage, etc.) Tell of all drainage areas associated with the project site giving the sizes in acres of each and explain where each drainage area drains to (point of analysis.) Explain if any of the drainage areas will change under post construction. If so briefly explain which drainage areas will change giving the sizes of each in acres and where the new drainage areas will drain to (point of analysis.) If there are any existing drainage problems with any portions of the project site explain these and tell how they will be corrected.
4. The third paragraph must be titled **Adjacent Areas**. Give a brief description of neighboring areas which could be affected by the land-disturbing project (streams, ponds, residential areas, roads and highways, etc.) If any downstream areas might be affected explain what measures will be taken to help prevent off-site damages (sediment trapping measures, clearing and grading plan to reduce the amount of disturbance in certain areas of the project, vegetated buffer areas, etc.)

5. The fourth paragraph must be titled **Off-site Land-disturbing Areas**. Tell if any off-site land-disturbance will be associated with the project site (soil borrow areas, soil waste areas, etc.) Any off-site soil borrow or waste sites associated with the project must be included in the plan or a separate plan must first be submitted for approval.
6. The fifth paragraph must be titled **Soils**. Briefly describe the existing soils that are on the site (soil name, hydrologic unit, k-factor, etc.) telling if they are low, moderate or highly erosive. Indicate the references for the soils information and provide a copy of the soils survey map.
7. The sixth paragraph must be titled **Critical Areas**. Explain if there are any existing critical areas of the project or if any areas of the project will become critical (steep slopes, channels, wetland areas, water courses, etc.) If any exist or will exist explain how these areas will be protected and/or stabilized.
8. The seventh paragraph must be titled **Erosion & Sediment Control Measures**. List all of the erosion and sediment control measures that will be used through the duration of the project, giving each measures standard and specification number listed in Chapter 3 of the Virginia Erosion and Sediment Control Handbook. Give the sequence of installation for each measure, the maintenance of each measure and the removal of each measure.
9. The eighth paragraph must be titled **Permanent Stabilization**. Explain how each area of the project site will be permanently stabilized (vegetation, stone, pavement, etc.) If any areas will be permanently stabilized with vegetation, give the seeding specifications and rates, fertilizer rates, liming rates and mulch rates. Explain how any disturbed areas will be temporarily stabilized through the winter months, giving temporary seeding specifications and mulch rates or explain what type of material will be used as a temporary ground cover during winter months.
10. The ninth paragraph must be titled **Stormwater Runoff Considerations**. Explain if the developed site will cause an increase in peak runoff rates from pre-construction to post-construction for a two year and 10-year storm event. This must be shown for all drainage areas associated with the site. If calculations show an increase in stormwater runoff from post-construction compared to pre-construction explain how Minimum Standard-19 of the Commonwealth of Virginia's 19 minimum standards for controlling erosion and sediment during construction activities will be met.
11. The tenth paragraph must be titled **Calculations**. All calculations and engineering decisions must be clearly presented and organized. Please give the method used for the calculation used to determine runoff rates between pre and post-construction runoff (rational method, graphical peak discharge method, etc.) Post-construction runoff calculations must be based on ultimate development. Detailed calculations for proper design criteria, set forth in the Virginia Erosion and Sediment Control Handbook, must be shown for temporary sediment basins, traps, channels, culverts, outlet protection, etc.

The following information must be included on the site plan sheets.

1. A vicinity map showing the general location of the project site in relation to the surrounding area must be shown.
2. All site plan sheets must have a north arrow indicating the north direction in relation to the project site.
3. A legend denoting symbols, line uses, and any other special characters must be shown.
4. Limits of clearing and grading must be clearly marked on all applicable sheets for the entire project site.
5. A sheet showing all pre-construction drainage areas associated with the project site must be shown giving the sizes of each drainage area in acres, the direction of flow, the analysis point for runoff calculations, existing contours by dashed lines in intervals of 1 to 5 feet, soil boundaries and label of each soil type, the existing vegetation and any water courses or wetlands associated with the site.
6. A sheet showing all post-construction drainage areas under ultimate development (structures, parking lots, managed turf areas, natural areas, etc.) associated with the project site must be shown giving the sizes of each drainage area in acres, the direction of flow, analysis point for runoff calculations, changes to contours by solid lines of intervals of 1 to 5 feet.
7. A sheet showing the location of all erosion and sediment control measures to be utilized during construction. All erosion and sediment control measures must be marked with the standard symbols and abbreviations from Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
8. A sheet showing the location of all stormwater management practices to be utilized for post-construction. All stormwater management practices must be marked with the standard symbols and abbreviations from the Virginia Stormwater Management Handbook.
9. A sheet showing the standards and specifications for all erosion and sediment control measures and stormwater management practices from the Virginia Erosion and Sediment Control Handbook and the Virginia Stormwater Management Handbook. Each measure and practice must also give the maintenance requirements for each.