

City of Alexandria Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY No 27-06

DATE: OCTOBER 16, 2026

TO: DEVELOPERS, ARCHITECTS, ENGINEERS, AND SURVEYORS

FROM: JESSE MAINES, DIVISION CHIEF, STORMWATER MANAGEMENT,
TRANSPORTATION AND ENVIRONMENTAL SERVICES

SUBJECT: STORMWATER MANGEMENT STANDARD CONDITIONS AND
COMPLETION MILESTONES

BACKGROUND

The City of Alexandria administers a Virginia Erosion and Stormwater Management Program and implements the stormwater requirements of Article XIII of the City Zoning Ordinance. Regulated projects must demonstrate compliance through the approved stormwater management plan, construct permanent stormwater management facilities in accordance with the approved plan, document the constructed condition, and establish enforceable long-term operation and maintenance responsibility.

PURPOSE AND APPLICABILITY

This memorandum establishes a menu of standard Stormwater Management conditions and identifies the normal project milestones for satisfying each condition. City staff will identify the conditions that apply to a particular project in plan review comments, staff recommendations, conditions of approval, or other formal written correspondence. A condition applies when it is expressly imposed or when the underlying requirement independently applies by ordinance, policy, permit, or approved plan.

The applicant remains responsible for satisfying all applicable federal, state, and City requirements. Project-specific conditions may supplement or modify the standard language when necessary.

EFFECTIVE DATE

This memorandum becomes effective and is binding on issuance and only seeks to move the Stormwater Management Standard Conditions from the previous format into this Memo to Industry. The standard conditions remain applicable to all site development plans and does not

change applicant requirements. All site development plans and grading plans remain subject to approved conditions, permits, recorded instruments, and applicable law.

STORMWATER MANAGEMENT STANDARD CONDITIONS

1. The City of Alexandria's stormwater management regulations for water quality are: (1) state phosphorus removal requirement and (2) Alexandria Water Quality Volume Default. Complying with the state phosphorus reduction requirement does not relieve the applicant from the Alexandria Water Quality Default requirement. Treat the Alexandria Water Quality Volume Default, as determined by the site's post-development impervious area, in a Best Management Practice (BMP) facility. (T&ES) *
2. The redevelopment phosphorus removal requirement is 40 percent from the predeveloped load (treatment of the first ½ inch of rainfall is required). New impervious must meet the required 0.41 lbs./ac phosphorus loading rate or the 40 percent reduction, whichever is more stringent. The site's entire water quality volume shall be treated. (T&ES) * *[Landmark/Van Dorn SAP site]*
3. Provide a BMP narrative and complete pre- and post-development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMPs and a completed Virginia Runoff Reduction Method (VRMM) worksheet showing project compliance prior to Final Site Plan release. The project must use hydrologic soil group "D" in the spreadsheet unless a soils report from a soil scientist or geotechnical engineer delineates onsite soils otherwise. (T&ES) *
4. Design all stormwater (BMPs to comply with the most recent standards and specifications published in the Virginia Stormwater BMP Clearinghouse. Provide complete design details for all BMPs, including site specific plan views, cross sections, planting plans, and complete design calculations for each BMP prior to Final Site Plan release. (T&ES) *
5. Provide a BMP table with a separate listing for each individual BMP that includes the name of the practice, total area treated (acres), pervious area treated (acres), impervious area treated (acres), phosphorous removal efficiency (percentage), phosphorous removal efficiency (percentage), phosphorous removed by the practice (lbs.), and latitude and longitude in decimal degrees, prior to Final Site Plan release. (T&ES) *
6. All BMP's must be accessible for regular maintenance and inspections. The final building design must include access points and maintenance accessibility for the green roof and any other BMPs. Access to green roofs may be by a door on the same

level as the green roof, an interior elevator, interior stairway with door through a penthouse, or by an alternating tread device with a roof hatch or trap door not less than 16 square feet in area and with a minimum dimension of 24 inches. Access to any portion of the green roof of other BMP shall not be solely through a private residence. (T&ES) (OCA) *[delete last sentence if not residential]*

7. Complete construction inspection checklists and associated photographic documentation for each stormwater BMP and detention facility. Submit all documents required by the City of Alexandria As-Built Stormwater Requirements including as-built plans, CAD data, BMP certifications, and completed construction inspection checklists prior to Performance Bond release. (T&ES) **
8. Construct and install the stormwater BMPs required for this project under the direct supervision of the design professional or their designated representative. Submit a written certification from the design professional to the Director of T&ES prior to Performance Bond release certifying that the BMPs are: (T&ES) **
 - a. Constructed and installed as designed and in accordance with the released Final Site Plan.
 - b. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized.
9. Install descriptive signage for surface-installed stormwater BMPs (e.g., Bio-Retention Filters, Vegetated Swales) prior to the submission of As-Built Plans to the satisfaction of the Director of T&ES. (T&ES) **
10. Submit the stormwater quality BMP and/or Stormwater Detention Facilities Maintenance Agreement to include the BMP Schedule and Guidelines Addendum with the Final Site Plan #2. Execute and record the agreement with the Land Records Division of Alexandria Circuit Court prior to Final Site Plan release. (T&ES) *
11. The Applicant shall be responsible for maintaining stormwater Best Management Practices (BMPs) until activation of the homeowner's association (HOA), and/or master association, if applicable, or until sale to a private owner. Prior to transferring maintenance responsibility for the BMPs to the HOA, master association, and/or owner, the applicant shall: (T&ES) **
 - a. Execute a maintenance service contract with a qualified private contractor for a minimum of three years, and transfer the contract to the HOA, master association, and/or owner.
 - b. Include a copy of the contract in the BMP Operation and Maintenance Manual.
 - c. Submit a copy of the maintenance contract to T&ES prior to Performance Bond release.

12. Provide the Homeowner's Association (HOA), and/or master association, with an Owner's Operation and Maintenance Manual for all on site BMPs. The manual shall include at a minimum: (T&ES)
- a. An explanation of the functions and operations of the BMP(s),
 - b. Drawings and diagrams of the BMP(s) and any supporting utilities,
 - c. Catalog cuts on maintenance requirements including any mechanical or electrical equipment,
 - d. Manufacturer contact names and phone numbers,
 - e. A copy of the executed maintenance service contract, and
 - f. A copy of the maintenance agreement with the City.
13. Provide each home purchaser with a brochure describing the stormwater BMP(s) installed on the site, outlining the responsibilities of the homeowners and the Homeowners Association (HOA), and/or master association, with respect to maintenance requirements. Upon activation of the HOA, the applicant shall furnish five copies of the brochure per unit to the HOA for distribution to subsequent homeowners. (T&ES)

[OR]

14. Provide an Owner's Operation and Maintenance Manual for all BMPs to the owner. The manual shall include at a minimum: (T&ES)
- a. An explanation of the functions and operations of the BMP(s),
 - b. Drawings and diagrams of the BMP(s) and any supporting utilities,
 - c. Catalog cuts on maintenance requirements including mechanical or electrical equipment,
 - d. Manufacturer contact names and phone numbers,
 - e. A copy of the executed maintenance service contract, and
 - f. A copy of the maintenance agreement with the City.
15. The applicant/owner shall install and maintain stormwater BMPs. The applicant/owner shall execute a maintenance service contract with a qualified private contractor for a minimum of three years and develop an Owner's Operation and Maintenance Manual for all BMPs on the project. The manual shall include at a minimum: (T&ES) **
- a. An explanation of the functions and operations of the BMP(s),
 - b. Drawings and diagrams of the BMP(s) and any supporting utilities,
 - c. Catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names, and phone numbers,
 - d. A copy of the executed maintenance service contract, and
 - e. A copy of the maintenance agreement with the City. Include a copy of the contract in the BMP Operation and Maintenance Manual. Submit a copy of the

maintenance agreement to the City prior to Performance Bond release. *[Non-Residential – Retail/Office Condition]*

16. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division prior to Performance Bond release. (T&ES) **

17. Submit a certification by a qualified professional that any existing stormwater management facilities adjacent to the project and associated conveyance systems were not affected adversely by construction operations prior to Performance Bond release to the satisfaction of the Director of T&ES. If maintenance of the facilities or systems were required to make this certification, describe the maintenance measures performed. (T&ES) **

Asterisks denote:

* Condition must be fulfilled prior to release of the Final Site Plan

** Condition must be fulfilled prior to release of the bond