

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 08-2014

DATE: 6/20/2014

TO: DEVELOPERS, ARCHITECTS, ENGINEERS, AND SURVEYORS

FROM: WILLIAM SKRABAK, DEPUTY DIRECTOR, INFRASTRUCTURE AND ENVIRONMENTAL QUALITY, TRANSPORTATION AND ENVIRONMENTAL SERVICES 

SUBJECT: VIRGINIA STORMWATER MANAGEMENT PROGRAM
CONSTRUCTION GENERAL PERMIT APPLICATION,
MODIFICATION AND RENEWAL PROCESS EFFECTIVE JULY 1,
2014

In accordance with new Virginia Stormwater Management Program (VSMP) Regulations, effective July 1, 2014, the City of Alexandria will administer construction general permits for discharges of stormwater from construction activities.

Who Must Apply for Construction General Permit Coverage?

Operators of construction activities resulting in land disturbance of 1 acre or greater are required to apply for coverage under a permit. Please note that a permit is not required for detached single-family home construction within or outside of a common plan of development or sale. For additional information visit the Virginia Department of Environmental Quality's Construction General Permit information page.

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPPermits/ConstructionGeneralPermit.aspx>

This permit is in addition to any other non-stormwater permits or plan approvals that are otherwise required from the City of Alexandria for development projects.

How do I apply for a Permit?

The City's permit application process requires an initial submittal of an unsigned registration statement and payment of the first 50% of the applicable fee with the minimum submission review of a final site plan or the first final submission of the grading plan. The submitted development plan should include the required stormwater pollution prevention plan (SWPPP) elements for review. Once the SWPPP has been approved, the applicant is required to submit a complete and accurate registration statement and the remainder of the permit fee no later than when the bond package is posted.

Please note that the State portion of the fee must be paid directly to VDEQ. Instructions as to how to pay this fee will be sent to the applicant by VDEQ via the email address provided on the registration statement once notified by the City that the registration statement and SWPPP are complete and approved. State fees cannot be paid prior to City approval of the registration statement and SWPPP.

How is a Permit issued?

Once a signed and completed registration statement and SWPPP has been approved by the City, the information provided in the registration statement will be uploaded by the City into the Virginia Department of Environmental Quality's E-Permitting database. VDEQ will then send an e-mail to the applicant and the City confirming that a complete registration statement has been received. VDEQ will also send a separate email to the applicant with instruction as to how to pay the State portion of the fee due. Once payment is received by VDEQ, a permit will be emailed by VDEQ to the applicant and the City within 2 to 4 days of receipt of payment. If no email address is provided by the applicant or if a paper copy is requested, VDEQ will mail the permit to the person and address listed on the registration statement.

How much are the Permit Fees?

There are two separate fees, one payable to the City of Alexandria, and the other to Commonwealth of Virginia (VDEQ). See the accompanying fee schedule. The fees are based on the amount of disturbance and the type of construction. Please note that the State portion of the fee must be paid directly to VDEQ.

Where do I submit the required plan(s), registration statement and City's fee?

T&ES Permit Counter, 4th floor, City Hall.*

*Please note that the required State fee should be paid directly to Virginia Department of Environmental Quality (VDEQ).

What Forms of Payment are accepted for the City Fees? Who do I make a check out to?

Credit Cards and checks are acceptable forms of payments. The City accepts Visa and MasterCard. Checks should be made out to "The City of Alexandria" with VSMP Fee in the memo line.

Where do I submit the required State fee?

Instructions as to how to pay this fee will be sent to the applicant by VDEQ via the email address provided on the registration statement once notified by the City that the registration statement and SWPPP are complete and approved. State fees cannot be paid prior to City approval of the registration statement and SWPPP. The City is not accepting payment of State fees.

When is the Permit Fee Due?

Payment of the first 50% of the City fee is due at minimum submission review of a final site plan or the first final submission of the grading plan. The second half of the City fee is due no later than when the bond is posted.

The State portion of the fee must be paid directly to VDEQ. Instructions as to how to pay this fee will be sent to the applicant by VDEQ via the email address provided on the registration statement once notified by the City that the registration statement and SWPPP are complete and approved.

What is the schedule for reviewing and issuing the permit?

The City will finish a completeness review of the submission within 15 calendar days of receipt of the application. Completeness notification will be provided via the email address given on the registration statement. Detailed comments on the elements of the SWPPP will be provided in the same timeframe and format as the existing site or grading plan review process (as applicable).

Prior to release of any portion of the final site development plan, including the phase I erosion and sediment control plan, the following stormwater/VSMP specific requirements must be submitted and approved;

- City Approved SWPPP
- City VSMP Fees Paid
- Complete and Accurate Registration Statement Submitted to the City
- State VSMP Fees Paid Directly To VDEQ
- Permit Issued By VDEQ
- Recorded BMP Maintenance Agreement

How do I terminate a permit?

Once construction is complete and all permit conditions have been satisfied, the applicant should submit a notification to terminate the construction general permit to the City. This can be submitted by email or in person at the T&ES Permit Center Counter (301 King Street, Room 4130).

What are the annual permit renewal fees?

See the accompanying fee schedule. Annual fees will be billed to the operator of any active permit in January of each calendar year. All annual fees are due by April 1. All annual fees are payable to the City at the T&ES Permit Center.

What are the permit modification fees?

See the accompanying fee schedule. Any modification fees will be due at the time of application for an amendment to an approved plan and are payable to the City at the T&ES Permit Center Counter.



DEPARTMENT OF TRANSPORTATION AND ENVIRONMENTAL SERVICES
Infrastructure and Environmental Quality
P.O. Box 178 – City Hall
Alexandria, Virginia 22313
<http://alexandriava.gov/Environment>

VIRGINIA STORMWATER MANAGEMENT PROGRAM
FEE SCHEDULE
EFFECTIVE JULY 1, 2014

The Virginia State Stormwater Management Regulations established fees in 9VAC25-870-800 for the administration of local stormwater programs. The City Council adopted the fees listed in this schedule on June 10, 2014. This fee schedule becomes effective as of July 1, 2014.

Payment of the total fee due is divided into two payments. The first portion of the fee is due when the Development Plan is submitted for minimum submission review (MSR) or Final One depending on the type of submission. The final portion of the fee is due at bonding, prior to release of the plan for construction. At this time, the City of Alexandria will not be collecting the State (VDEQ) portion of the total fee. It is the responsibility of the applicant to pay the State portion of the fee due directly to VDEQ. The City of Alexandria cannot release any portion of the final site plan (including Phase I Erosion and Sediment Control) until the State has acknowledged receipt of payment, and issued coverage under the state Construction General Permit, when applicable.

Please note that a registration statement is not required for detached single-family home construction within or outside of a common plan of development or sale, but that the City will still collect the scheduled fee as the projects still must adhere to plan review requirements and the requirements of the Construction General Permit.

INITIAL VSMP PERMIT TYPE	Total Fee to be Paid	Due at MSR / Final One Submittal	Due at Bonding Prior to Permit Coverage	Portion Paid to VDEQ
Single Family Residential Development with Disturbed Area equal to or greater than 2,500 square feet and less than 5 acres <i>No Registration Statement or Formal Construction General Permit Coverage required. Projects are still required to adhere to requirements of the General Permit. Applies to Single Family Residential within or outside of a common plan of development or sale.</i>	\$319	\$145	\$174	\$0
Development with Disturbed Area equal to or greater than 2,500 square feet and less than 1 acre <i>No Registration Statement or Formal Construction General Permit Coverage Required. Projects are still required to adhere to requirements of the General Permit. Applies to non-single family residential and commercial projects within or outside a common plan of development or sale</i>	\$319	\$145	\$174	\$0
Development with Disturbed Area equal to or greater than 1 acre and less than 5 acres <i>Registration Statement Required. Applies to non-single family detached projects within common plans of development or sale.</i>	\$2,970	\$1,350	\$864	\$756
Development with Disturbed Area equal to or greater than 5 acres and less than 10 acres. <i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i>	\$3,740	\$1,700	\$1,088	\$952
Development with Disturbed Area equal to or greater than 10 acres and less than 50 acres. <i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i>	\$4,950	\$2,250	\$1,440	\$1,260
Development with Disturbed Area equal to or greater than 50 acres and less than 100 acres. <i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i>	\$6,710	\$3,050	\$1,952	\$1,708
Development with Disturbed Area equal to or greater than 100 acres <i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i>	\$10,560	\$4,800	\$3,072	\$2,688

Fees for Permit Modifications

If the state permit modifications result in changes to stormwater management plans that require additional review by the City, such reviews shall be subject to the following fees. In addition to the permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial VSMP permit fee paid and the VSMP permit fee that would have applied for the total disturbed acreage in the fee structure above for initial permitting. All fees for modifications are to be paid by the applicant and submitted directly to the City. No state permit application fees will be assessed to:

1. State permittees who request minor modifications to state permits as defined in 9VAC25-870-10 or other minor amendments at the discretion of the VSMP authority.
2. State permittees whose state permits are modified or amended at the request of the VSMP authority or department by the board. This does not include errors in the registration statement identified by the VSMP authority, department, or board or errors related to the acreage of the site.

State permit modifications at the request of the state permittee resulting in changes to stormwater management plans that require additional review by the VSMP authority shall not be exempt pursuant to this section and shall be subject to the applicable fees.

STORMWATER MANAGEMENT FEES – MODIFICATIONS OR TRANSFERS:	Total Fee
<p>Single Family Residential with Disturbed Area equal to or greater than 2,500 square feet and less than 5 acres)</p> <p><i>Applies to Single Family Residential within or outside a common plan of development.</i></p>	\$22
<p>Development with Disturbed Area equal to or greater than 2,500 square feet and less than 1 acre</p> <p><i>Applies to non-single family residential projects within common plans of development or sale</i></p>	\$22
<p>Development with Disturbed Area equal to or greater than 1 acre and less than 5 acres</p> <p><i>Applies to non-single family detached projects within common plans of development or sale.</i></p>	\$220
<p>Development with Disturbed Area equal to or greater than 5 acres and less than 10 acres.</p> <p><i>Applies to sites or areas within common plans of development or sale.</i></p>	\$275
<p>Development with Disturbed Area equal to or greater than 10 acres and less than 50 acres.</p> <p><i>Applies to sites or areas within common plans of development or sale.</i></p>	\$330
<p>Development with Disturbed Area equal to or greater than 50 acres and less than 100 acres.</p> <p><i>Applies to sites or areas within common plans of development or sale.</i></p>	\$495
<p>Development with Disturbed Area equal to or greater than 100 acres</p> <p><i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i></p>	\$770

Annual Permit Maintenance Fees

The following annual VSMP permit maintenance fees are required to continue land-disturbing activities, and to maintain coverage under the State Construction General Permit, as applicable. These fees apply to each type of category identified below, including expired general permits that have been administratively continued. These fees shall apply until land-disturbing activities and/or general permit coverage is terminated. The total maintenance fee must be paid by the applicant to the City of Alexandria. Fees are due by April 1 annually for land-disturbing activities and permits that were active within any portion of the associated calendar year.

STORMWATER MANAGEMENT FEES – PERMIT MAINTENANCE:	Total Fee
Single Family Residential with Disturbed Area equal to or greater than 2,500 square feet and less than 5 acres) <i>Applies to Single Family Residential within or outside a common plan of development.</i>	\$55
Development with Disturbed Area equal to or greater than 2,500 square feet and less than 1 acre <i>Applies to non-single family residential projects not within common plans of development or sale</i>	\$55
Development with Disturbed Area equal to or greater than 1 acre and less than 5 acres <i>Applies to non-single family detached projects within common plans of development or sale.</i>	\$440
Development with Disturbed Area equal to or greater than 5 acres and less than 10 acres. <i>Applies to sites or areas within common plans of development or sale.</i>	\$550
Development with Disturbed Area equal to or greater than 10 acres and less than 50 acres. <i>Applies to sites or areas within common plans of development or sale.</i>	\$715
Development with Disturbed Area equal to or greater than 50 acres and less than 100 acres. <i>Applies to sites or areas within common plans of development or sale.</i>	\$990
Development with Disturbed Area equal to or greater than 100 acres <i>Registration Statement Required. Applies to sites or areas within common plans of development or sale.</i>	\$1,540

All incomplete payments will be deemed as non-payments, and the applicant shall be notified of any incomplete payments. Interest shall be charged for late payments at the underpayment rate set forth in Code of Virginia §58.1-15 and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent account, defined as over 90 days past due. The City is entitled to all remedies under the Code of Virginia in collecting any past due amount.