



## **Erosion and Sediment Control Inspection Process/Procedures**

### **Pre-Construction**

Once a development plan is approved, the Development Review Coordinator assigns an inspector to the project based on workload of each inspector and the geographic location of the project. The County's Development Review Coordinator schedules a pre-construction meeting, which is held at the County's office. The County's Review Engineer leads the pre-construction meeting. The following are in attendance, when appropriate for the given project:

#### Non-County staff

Owner, or their representative

Responsible Land Disturber (RLD)

Virginia Department of Transportation (VDOT) representative

Western Virginia Water Authority (WVWA) Review Engineer and Inspector

#### County staff

Review Engineer

Project Inspector

During the meeting, the Engineer reviews the site inspection checklist with the owner and issues the actual Erosion and Sediment Control (land disturbance) permit card to the owner. The owner is advised to notify the County inspector when the project is expected to start, as a means to assist the inspector in scheduling the first inspection. This meeting allows the owner and his/her grading contractor/RLD to have an opportunity to meet the inspector, exchange contact information, discuss the expectations relative to Erosion and Sediment Control for the specific project, and discuss any other matters of import specific to the project.

The Review Engineer distributes five copies of the stamped, approved development/erosion and sediment control plan at the pre-construction meeting, as follows:

1 copy - County Project Inspector

2 copies - WVWA

2 copies - Owner

The Review Engineer advises the owner that a copy of the approved plan must be kept onsite at all times throughout the duration of the project.

## **During Construction**

Once the project starts, the inspector conducts inspections at the rate that was assigned by the Review Engineer during plan review, pursuant to the criteria provided in the Alternate Inspection Program (AIP). Most projects are inspected once every 2 weeks and always within 48 hours of any runoff-producing rainfall event.

The inspector inspects the project according to the approved plan and enters the inspection data into the County's online inspection log, known as Quickbase.

If corrective measures are required, the inspector is required to contact the owner/developer/responsible party for the project. The inspector advises them that corrective measures are required and that a follow-up inspection report will be mailed. This is the first step in the written process of enforcement. The inspector must document in his/her inspection log that he/she has either contacted the owner or attempted to do so. Subsequently, the inspector proceeds with the following process for written reports:

### **1. Inspection Report (IR):**

- Inspector must use Roanoke County's Erosion & Sediment Control Inspection Report form - see attached.
- All inspection reports must comply with the steps listed below in order to be legally binding:
  - Complete all current information including project name, file number, inspection date and time, and inspector's name.
  - Identify the erosion control measures that were inspected for proper installation, operation, and maintenance.
  - List all items that require correction.
  - Include the date by which corrections are to be completed.
  - Identify the contractor, developer, or personnel that were notified onsite of the needed corrections (if no one onsite, send a copy of the Inspection Report by certified and regular mail to owner's known address on file with the County).
  - List the number of pages included in the inspection report.
- Inspector shall indicate a re-inspection date on the inspection report.
  - Re-inspection must occur within 3 days of the inspection date, or earlier as needed.
- If corrections have been made since the previous inspection, document on the inspection report that no further enforcement action is needed.
- If corrections have not been made from a previous inspection, then proceed with NTC.

## **2. Notice to Comply (NTC):**

- Inspector must use Roanoke County's Erosion & Sediment Control Notice to Comply (NTC) form - see attached.
- The NTC form must be completed the day of the re-inspection.
- Complete all blanks available with current information, as also listed on the inspection report.
- Note that the NTC date must be within 1-3 days of the date on the inspection report
- List items still requiring corrections.
- Indicate the date by which corrections are to be completed.
- List the number of pages included in this report.
- Notify the owner/developer personnel onsite and send the NTC via certified mail and regular mail to owner's known address on file with the County.
- Inspector shall conduct discretionary follow-up inspections up to the noted re-inspection date shown on the NTC.
- The inspector shall make sure the owner/developer has an opportunity to be present at the re-inspection.
- At the re-inspection, if corrections have been made, the inspector shall indicate on the inspection report that no further enforcement action is needed.
- At the re-inspection, if corrections have not been made, then inspector shall issue a Summons.

## **3. Summons (SUM)**

- A Summons shall be issued to the owner if the corrective items are not completed within the time frame specified in the NTC.
- The inspector shall use Roanoke County's Erosion and Sediment Control Summons form, which includes the Fine Schedule - see attached.
- The Summons form is to be filled out immediately upon finding that the items in the NTC have not been met by the required date.
- The inspector shall complete all blanks available on the Summons form with current information and mark the appropriate violations.
- The inspector shall obtain owner's/developer's/representative's signature indicating receipt of the Summons or write on the Summons "Sent certified to ....owner's name."
- The Inspector shall send the first white copy of the Summons by certified and regular mail and have a hard copy served by the Roanoke County Deputy Sheriff to the owner's address on file with the County.
- The inspector must continue to monitor/inspect the site and report inspections in the County's database. Inspections shall be conducted as often as necessary, even daily, based on the severity of the violation, until the summons is closed.
- When the Inspector is notified that the violations have been rectified, the inspector must re-inspect the site for compliance as soon as possible.
- The Inspector must complete the Summons report on the same day as the re-inspection, ensuring to do the following:

- Sign the second white Summons form indicating final inspection relative to the Summons is complete.
- Multiply the applicable amount by the number of days each violation occurred and enter subtotal.
- Tally total fine amount and enter on the appropriate line.
- Total fine cannot exceed \$10,000 per Summons report.
- The inspector shall forward a completed Summons report to the Development Review Coordinator, who prepares the Notice of Violation and Assessment of Civil Penalty letter to accompany the Summons and has the Community Development Director sign it. The Director returns the Summons and the letter to the inspector.
- The Inspector sends the appropriate completed Summons report and letter, as indicated at the bottom of the Summons, to:
  - Owner, by certified mail and regular mail.
  - The Development Review Coordinator.
- The Development Review Coordinator sends the completed Treasurer's copy of the Summons report to:
  - Roanoke County Treasurer's Office for collection, which must be paid within 5 days.
- If unpaid within 5 days, the Treasurer's Office sends the completed Summons report back to the Development Review Coordinator, who then sends it to:
  - Roanoke County Attorney's Office for a collection letter to be written and mailed to the owner/violator indicating further action will be taken, which may result in the owner being required to appear in court and pay additional court costs.
- Once paid, the Summons is closed out.

The inspector proceeds with inspections for the duration of the project. Once the construction is completed, a final inspection is performed. If there are any corrections required, a punch list is given to the owner/developer/responsible party. Once the corrections are complete, the Engineer notifies the Development Review Coordinator to close the project and release the Erosion and Sediment Control surety.

The inspector must record every step and inspection in Quickbase every time there is activity related to the project until the project is closed.

**Attachments**

- *DEQ's Approval Letter for Roanoke's Alternative Inspection Program (AIP)*
- *Alternative Inspection Frequency - Tabular Rating System*
- *Alternative Inspection Program (AIP)*
- *Erosion and Sediment Control Project Meeting On-site form*
- *Erosion and Sediment Control Inspection Report form - IR*
- *Erosion and Sediment Control Notice To Comply form - NTC*
- *Erosion and Sediment Control Summons form (includes fine amounts) – SUM*
- *Sample letter - Notice of Violation and Assessment of Civil Penalty*

**DATA NEEDED FOR ANNUAL MS4 REPORT**  
**(Reporting period: July 1, 2014 - June 30, 2015)**

| Permit Condition Number | MCM | BMP         | Data Needed for Annual MS4 Report   | Contact Person(s)         | Data provided?     |
|-------------------------|-----|-------------|---|---------------------------|--------------------|
| II.E.3.b                |     |             | The status of compliance with state permit conditions, an assessment of the appropriateness of the identified best management practices and progress towards achieving the identified measurable goals for each of the minimum control measures.  | David, Cindy              |                    |
| II.E.3.d                |     |             | A summary of the stormwater activities the operator plans to undertake during the next reporting cycle.   | David, Cindy              |                    |
| II.E.3.e                |     |             | A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies.   | David, Cindy              |                    |
|                         | 1   | 1-6         | Stormwater Website statistics   | Gray                      |                    |
|                         | 1   | 1-5 and 1-7 | What % of target audience reached for the three high-priority water quality issues, sediment, bacteria, and nutrients   | Cindy, Elaine             |                    |
| II.B.3.f(2)             | 3   | 3-3         | Total # of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results  | Todd Morland, Matt        |                    |
| II.B.3.f(3)             | 3   | 3-4         | Illicit Discharge Enforcement Log (# of issues investigated; note if issues are closed or pending)  | Matt, Cindy               |                    |
| II.E.3.a(4)             | 3   | 3-1         | Number of new MS4 outfalls and associated acreage by HUC added during the permit year; also include ownership information, either public or private.  | Todd Morland              |                    |
|                         | 4   | 4-3         | # of Erosion and Sediment Control Plans Reviewed  | Matt, Denise              | 196                |
| II.B.4.f(1)             | 4   | 4-1         | <ul style="list-style-type: none"> <li>• # of regulated land-disturbing activities 189</li> <li>• # of Land-Disturbing Activity Inspections (SFR + commercial)</li> <li>• Total # of acres disturbed 66.307</li> <li>• Summary of enforcement actions taken including the total number and type of actions</li> </ul> | Matt, Denise              | LD Insps<br>14,131 |
|                         | 5   | 5-2         | Number of SWM plans reviewed  | Angie, Denise             | 185                |
|                         | 5   | 5-3         | # of Construction Inspections   |                           |                    |
|                         | 5   | 5-3         | # of SWMF construction inspections  | Matt                      |                    |
| II.B.5.e(4)             | 5   |             | Electronic database or spreadsheet of all stormwater management facilities <b>brought online</b> during the reporting year  | Todd Morland, Matt, Angie |                    |
|                         | 6   | 6-3         | <ul style="list-style-type: none"> <li>• Feet of line repaired</li> <li>• Feet of ditches repaired</li> <li>• Culverts replaced</li> <li>• BMPs Maintained</li> <li>• Storm Drain Inlets Repaired</li> <li>• Tons of Sediment Removed</li> </ul>  | Butch, Jeff               |                    |
| II.B.6.g(4)             | 6   | 6-4         | Summary report on the required training, including a list of training events, the training date, the number of employees attending training and the objective of the training   | Cindy                     |                    |

| Permit Condition Number | MCM | BMP | Data Needed for Annual MS4 Report  | Contact Person(s) | Data provided?         |
|-------------------------|-----|-----|--|-------------------|------------------------|
| II.B.5.e                | 5   |     | <p>Electronic database or spreadsheet of all stormwater management facilities that drain to the MS4, to include the following information:</p> <ul style="list-style-type: none"> <li>• SWM Facility Type</li> <li>• Facility location, either address or LAT/LONG</li> <li>• Acres treated by facility (include total acres treated + amount of impervious + pervious)</li> <li>• Date facility brought on-line (use June 2005, if actual date not known for all previously existing BMPs)</li> <li>• 6<sup>th</sup> Order HUC in which facility is located</li> <li>• Name of impaired water segment within each HUC to which SWM facility drains</li> <li>• List private or public ownership</li> <li>• Whether or not a maintenance agreement exists</li> <li>• Date of operator's most recent inspection</li> </ul> | Todd Morland      |                        |
| II.B.5.e(9)             | 5   |     | Total # of BMP inspections completed & # of enforcement actions taken (break out County-owned versus private)  | Matt              |                        |
| II.B.6.c(2)             | 6   |     | The acreage of lands upon which turf and landscape nutrient management plans have been implemented   | Mark Courtright   |                        |
| II.B.6.g(2)             |     |     | A summary report on development & implementation of the required SWPPPs  | Cindy             |                        |
|                         | 6   | 6-4 | A list of certified personnel for staff approving stormwater management plans, inspecting implementation of stormwater management plans, and reviewing stormwater management plans   | Denise            | Matt Cooper<br>David H |
|                         | 5   | 5-6 | <p>Provide a list of strategies to ensure long term maintenance of SFR BMPs other than the "traditional" maintenance agreement. The current strategies are:</p> <ul style="list-style-type: none"> <li>• Homeowner outreach and education through targeted mailings and PSA's</li> <li>• Maintenance information posted on website</li> </ul> <p>Provide a list of SFRs that do not use traditional maintenance agreements for their BMPs</p>  | Matt, Cindy       |                        |
|                         | 6   | 6-2 | Household hazardous waste collection event statistics and drug take-back statistics  | RVRA; WVWA        |                        |
|                         |     |     | Stormwater Volume & Pollutant Load Estimates for all water bodies with a WLA   | David             |                        |