



# County of Roanoke

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DIRECTOR, ARNOLD COVEY  
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DEPUTY DIRECTOR OF PLANNING, PHILIP THOMPSON

BUILDING PERMITS/ INSPECTIONS  
DEVELOPMENT REVIEW  
ENGINEERING  
ENVIRONMENTAL MANAGEMENT  
PLANNING & ZONING  
TRANSPORTATION

## Application Process

### CONTRACTOR APPRECIATION PROGRAM

*Excellence in Stormwater Management and Erosion and Sediment Control*

#### PROJECT IDENTIFICATION

1. County Inspector identifies candidate projects during his/her regular inspections that appear to meet the selection criteria
2. County Inspector reviews records and inspection history of candidate projects to verify compliance with the selection criteria. Once verified, the County Inspector:
  - a. Completes and signs *Contractor Appreciation Program Application for Selection*
  - b. Attaches pictures to the application
  - c. Submits application to the Chairman of the Community Development Selection Panel, which is comprised of the following staff:
    - Deputy Director of Development Services
    - County Engineer
    - Stormwater Program Manager (*Selection Panel Chairman*)
    - Civil Engineer I (Inspector Supervisor)
    - Review Engineer

#### PROJECT SELECTION

1. Program Selection Panel meets on a monthly basis to evaluate candidate projects and to review previously-selected active projects to ensure continued compliance with the selection criteria.

Upon receipt of a new application, the Selection Panel:

- Reviews submitted application and photos
- Conducts a site visit with the nominating inspector and reviews inspection records
- Makes a final decision regarding acceptance into the Program

**Following selection to the Program, the Selection Panel:**

- Reviews all previously-selected projects on a monthly basis, until formal project close-out, to ensure continued compliance with the conditions, as specified in the Selection Criteria.
- Withdraws projects from the Program when/if selection criteria are not being met.

**PROJECT RECOGNITION**

1. Within two weeks of selection to the Program, the Selection Panel Chairman:
  - Posts a “Stormwater Clean Award” sign on the selected Project
  - Issues a Press Release announcing the selected Project and Contractor
  - Posts the name of the selected Project and Contractor on the County’s Stormwater website; said post shall remain in place for a period of at least 1 year after project completion
2. Once construction of the selected project is complete, the Selection Panel Chairman:
  - Announces the selection at a County-hosted contractor training event
  - Presents a “Certificate of Appreciation” and a complementary wall plaque to the project’s Contractor at a formal County meeting
  - Highlights the Contractor and the Project in an article in the County’s next edition of the Annual Stormwater Newsletter for Contractors