

**APPENDIX O: Example Construction Record Drawing Checklist for
Permanent Stormwater Management Facilities (BMPs)**

**Newport News
Stormwater Management Facilities
Construction Record Drawing Component Checklist**

This checklist is intended to assist an applicant in submitting a complete Construction Record Drawing Package; however, it does not preclude the applicant from reviewing and applying the requirements of Chapter 3.1 of § 62.1 of the Code of Virginia, Chapter 9VAC25-870-10 et seq. “Virginia Stormwater Management Program (VSMP) Regulation” of the Virginia Administrative Code and the City of Newport News Code of Ordinances, Section 37.1-36. The applicant shall sign this form indicating that all relevant items have been included in the Construction Record Drawing submittal package. The applicant shall submit this signed checklist, the signed application, a digital copy of the drawing (as a single file, not individual sheets) and other required documents to developmentsservices@nnva.gov.

✓	CHECKLIST ITEMS
	Each facility shall be identified by type and specification number (per the Bluebook if adhering to Technical Criteria IIC or the BMP Clearinghouse if adhering to Technical Criteria IIB) used in designing the facility.
	Topography of each Stormwater Management Facility to include: <ul style="list-style-type: none"> • Contours within the facility. • Elevations (e.g. top & toe of slope, bottom spot elevations) • Survey data for constructed elements (e.g. forebays, baffles, check dams, aquatic/safety benches, level spreaders, plunge pools, etc.) • Outfall receiving drainage area if any regrading was required to establish positive drainage.
	Invert and rim elevation data for components to include: <ul style="list-style-type: none"> • Inlet and outlet pipes. • Low-flow orifices. • Weirs and weir walls. • Check dams. • Underdrains. • Structures and other elevation-sensitive components.
	Spot invert elevation every fifty (50) feet for channels and swales.
	Depth or elevation cross sections for infiltration facilities to include: <ul style="list-style-type: none"> • Engineered Filter Media. • Soil Compost Amendment. • Infiltration Stone Layer(s). • Amended Soils. • Topsoil. • Mulch. • Filter Fabric Layer(s). • Other layers as per the approved design and/or specifications.
	If Soil Compost Amendment or Engineered Filter Media have been installed, the supplier’s material certification/soil test report(s) is provided to verify that the material meets the requirements of the specification.
	Identify the location of all inspection ports/cleanouts.
	Identify the installed plantings (e.g. aquatic bench, bio-retention, constructed wetlands and surface cover).
	Identify the funding source for future maintenance.
	Provide a list of scheduled maintenance tasks.
	Clearly identify stormwater management facility access points for future maintenance.

✓	CHECKLIST ITEMS
	Note the procedures for disposal of sediment and debris removed from the facility.
	Include a copy of the original Stormwater Summary Table from the approved plan with any minor deviations indicated due to the as-built conditions.
	<p>Provide the following certification statement on the construction record drawing: “Pursuant to 9VAC25-870-55, I hereby certify that to the best of my knowledge and belief the stormwater management facilities shown on these record drawings have been constructed in accordance with the approved plans and specifications.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Name</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Signature</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____</p> <p>Virginia License</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div> <p>Certify means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction.”</p> <p>*This certification statement is also available at the following Department of Environmental Quality link https://www.deq.virginia.gov/Portals/0/DEQ/Water/StormwaterManagement/CGP%20Links/Engineer%20Certification.pdf?ver=2017-12-01-082635-560</p>
	If an approved Proprietary/Manufactured Treatment Device has been installed, the manufacturer’s “activation” letter shall be provided as part of the construction record drawings submittal.

An incomplete plan submittal may cause additional submittals and delay the acceptance of the drawings. Be sure that all required elements are included in the submittal. For questions or assistance, please contact Development Services at (757) 933-2311 or developmentservices@nnva.gov.

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

Applicant Printed Name

Applicant Signature

Date