

City of Hopewell Land Disturbing Activity Preconstruction Meeting (LDA Form 06)

CITY LAND DISTURBANCE PRECONSTRUCTION MEETING FORM

Instruction: This form shall be completed prior to the commencement of a land disturbance. The purpose of this form is to acknowledge responsibilities in accordance with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance. A copy of this completed form shall be maintained by the City VSMP Representative and the contractor and be readily available upon request. The following individuals are required to participate in the preconstruction meeting:

- City VSMP Representative;
- VAR10 General Permit Operator (or Duly Authorized Representative) or primary contractor for projects where the land disturbance activity is less than 1-acre;
- For land disturbance of an acre or greater, the Certified Inspector performing self-inspections for the Operator as required by the VAR10 General Permit ;
- The Responsible Land Disturber (RLD) identified on the ESC Plan;
- Representative of SWM facility design firm providing SWM facility certification, when applicable; and
- A list of additional attendees may be attached to this form, if desired.

Section 1 – Project Information

Project Name: _____ Date: _____

Project Location/Description: _____

City Representative: _____

Primary Contractor/ VAR10 General Permit Operator: _____

Responsible Land Disturber: _____

Representative for firm certifying stormwater facility (when applicable): _____

City Inspector: _____

Section 2 – Checklist

Check those available:

- Coverage Letter for the General Permit for Discharges of Stormwater from Construction Activity Available, when applicable for land disturbance \geq 1-acre
- Prepared site-specific and completed SWPPP for land disturbance of an acre or greater, when applicable for land disturbance \geq 1-acre
- Approved ESC Plan
- Approved SWM Plan, when applicable
- Identification of Responsible Land Disturber (Recorded in SWPPP, when applicable)
- Any off-site areas associated with this project have been identified.
- Conditions of termination of land disturbance form discussed.

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Discussion of responsibilities for SWM facility certifications (e.g. coordination with the design professional certifying the facility and the critical components of the installation of the facility)

Section 3 – Contractor Acknowledgement of Responsibilities

(To be completed by the Contractor/Operator)

I acknowledge my responsibilities to conduct the land disturbance activity in accordance with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance, the approved Plans, to seek approval from City for any significant changes to the plan, to adhere to the conditions of the VAR10 General Permit (when applicable), oversight of the maintenance of the Stormwater Pollution Prevention Plan (when applicable), coordination with the individual providing the as-built for any stormwater management facilities, and notifying the City Project Inspector upon:

- Installation of the initial ESC measures where applicable and as identified on the ESC Plan; and
- The occurrence of significant discharge of sediment or other pollutants from the site.

Name: _____

Signature: _____

Date: _____

Section 4 – City Approval of Completeness of the Land Disturbance Preconstruction Meeting

(To be completed by the City VSMP Representative)

I acknowledge the Land Disturbance Preconstruction Meeting has occurred and been conducted consistent with the City of Hopewell Stormwater and Erosion and Sediment Control Ordinance. The required documentation, as listed on this form, is complete and land disturbance can commence.

Name: _____

Signature: _____

Date: _____