



Site Plan # _____ Name: _____

Fax #: _____

Best Management Practice (BMP) Installation Guidelines

The design engineer is responsible for including these guidelines in the final site plans that will be submitted to the general construction contractor.

A storm water best management practice (BMP) is a device required by Federal, State and Local laws used to reduce pollution in storm water runoff to improve water quality. Some examples of BMPs include, but are not limited to, Detention Ponds, Retention Ponds, Dry Ponds, Infiltration Systems, Grassed Swales, Biofiltration, Oil/Grit Separators, Porous Pavements, etc.

Failure to install a storm water BMP, as shown on an approved site plan, is a class 1 misdemeanor punishable by a maximum penalty of \$2500/day and/or 1 year in jail as per City Code 41.1.

Based on the requirement outlined on the approved site plan, 48-hours prior to installation of any storm water BMP, a pre-construction meeting must be arranged with the Division of Environmental Storm Water Management at 757-823-4000. During this meeting the following items will be addressed:

- BMP must be installed based on the set of city-approved site plans.
- Type & Location of BMP reviewed
- Prior to installation of any underground BMP, the contractor must notify the Division of Environmental Storm Water Management at 823-4000 to arrange an on-site inspection of the BMP **PRIOR** to covering with any fill material.
- Grading & Drainage for the site must correlate with compliance worksheet "C".
- Site shall not drain to adjacent private properties. (The site must drain to either City right-of-way or drainage easement.)
- Review details for BMP installation based on approved site plan (i.e. – filter fabric, monitoring wells, fill material, etc.)
- Deviations from the approved site plan must be approved by the Division of Environmental Storm Water Management Engineer.
- Prior to covering any "tie-in" to the City storm water system from a private storm water system, the contractor must notify the Division of Environmental Storm Water Management at 823-4000 to arrange on on-site inspection of the pipes. POC: Buz Rhees
- Prior to receiving a final occupancy permit from the City of Norfolk, the contractor must set-up a meeting, 48-hours in advance, with the Division of Environmental Storm Water Management to conduct a BMP Inspection for final occupancy release. The BMP must be installed according to the approved site plan and must be working as designed. For all BMPs that require special equipment to inspect (i.e. – large tops removed, special bolts removed, etc.), the contractor must ensure the BMP is accessible for scheduled inspection. POC: June Moser
- A copy of the signed BMP Maintenance Agreement (Declaration of Covenants) must be on file with the City Clerk's Office, and a copy must be supplied to the Division of Environmental Storm Water Management, prior to issuance of the final occupancy permit.
- The City inspectors are required to ensure the storm water BMPs are installed based on approved site plans and working properly as designed. If the storm water BMP is installed based on the approved site plan, but is not working properly as designed, the Project Design Engineer must be consulted for possible redesign of the BMP.
- An "As-Built" must be submitted to the Division of Environmental Storm Water Management for any open BMPs (i.e. Retention Ponds, Detention Ponds, Dry Ponds, etc.) AND for any structures that fall along the property lines. Proprietary BMPs (i.e. Vortech, Filterra, etc.) must have a certification letter from the manufacturer stating the structure is installed and functioning as designed.