

City of Newport News Engineering Department
Stormwater Management Facility
Construction Record Drawing Administrative Policy

Purpose

To provide guidance regarding the requirements for the submittal, review, and acceptance process of Construction Record Drawings for permanent stormwater management facilities constructed within the City of Newport News.

A Construction Record Drawing is required to be submitted for all permanent stormwater management facilities (SWMF) installed within the City in accordance with the requirements of Chapter 3.1 of § 62.1 of the Code of Virginia, Chapter 9VAC25-870-10 et seq. "Virginia Stormwater Program (VSMP) Regulation" of the Virginia Administrative Code, the City of Newport News Ordinance 37.1-36, and Department of Engineering Administrative Policy.

When to Submit Construction Record Drawing Package

Following final inspection by both City personnel and the engineer of record and found to be operating as designed with adequate permanent stabilization of the contributing drainage area to inhibit erosion.

Required components of a Construction Record Drawing Submittal Package

- Record drawing:
 - Must be drawn to scale; and
 - Shall include the original design data with emphasis placed on any deviations from the approved design, providing survey documentation for all items of construction associated with the overall function of the stormwater management facility; and
 - Shall be appropriately sealed and signed by an Architect, Landscape Architect, Land Surveyor, or Professional Engineer who is duly qualified and licensed in accordance with the Virginia Code; and
 - Shall include a certification statement attesting that the SWMF has been constructed in accordance with the approved stormwater management plan and is functioning as designed;
- Construction Record Drawing Component Checklist: completed, signed and dated (see attached)
- If a manufactured SWMF is part of the facility, submit a manufacturer-supplied activation letter certifying that the SWMF was installed and activated per the manufacturer standards and specifications.
- If this package is a resubmittal, include an annotated copy of the comment letter from the prior submittal describing how each comment was addressed in the resubmittal.

The complete Construction Record Drawing Submittal Package must be submitted as a .pdf file to the attention of the Site & Subdivision Office, via email address: siteandsub@nnva.gov,
developmentservices@nnva.gov

Review and Acceptance

A written response for each record drawing submittal will be issued within 15 business days. If not accepted, comments must be incorporated into the record drawing and the package resubmitted. If accepted, the applicant shall submit a digital file of the approved data in .dwg format. The .dwg file need not be sealed, but must otherwise match the submitted .pdf review file. A digital copy of the submitted .pdf file annotated "Record Copy" by the city will be provided to the applicant.

Certificate of Occupancy Issuance/Facility Activation

Prior to the Department of Engineering recommending a final certificate of occupancy, final acceptance of the Construction Record Drawing Submittal Package is required.

For projects with VPDES Construction General Permit coverage, permit termination is required prior to placing the SWMF in active status. Operators shall submit a completed DEQ "VPDES Construction Activities Notice of Termination" form digitally to the Department of Engineering-Environmental Services Division for review and approval.

Policy Issued: February 1, 2017
First Revision: September 2017

Approved: 
Everett Skipper, PE, BCEE - Director

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> <p>_____</p> <p>Name Signature</p> <p>_____</p> <p>Virginia License Date</p> <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@nva.gov.

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

 Applicant Printed Name

 Applicant Signature

 Date