

**SITE DRAINAGE PLAN REVIEW**  
**CATEGORY 3 PROJECTS**

(Allow 7-10 business days for review)

(Definition of Category 3: Land disturbing activities of more than 1,000 square foot but less than 5,000 square foot)

Date: \_\_\_\_\_

All permits applied for through the City of Richmond Permits & Inspection department that are located inside the corporate limits of the City of Richmond or within the two mile fringe jurisdiction of the City of Richmond are required to submit for a site drainage plan review.

Any and all changes to the site plan located at the address below will be submitted to the RSD Engineer's office at least 7 days in advance with a complete copy of the required drainage plans and submittals. Any changes may require a Stormwater Permit to be issued shall be kept on file in the Department of Planning, Permits and Inspections after review.

OWNER NAME: \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Section/Township/Range: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

The Richmond Sanitary District considers your project a priority and strives to complete reviews as quickly as possible. We ask that you plan for a minimum review time of 7-10 business days to allow our office to conduct a full review of your project, although not every submittal will require the full minimum allowable review time. The more accurate and complete the application is, the more likely a quicker turnaround time can be realized. This review is independent of any other permit or state building release and can be submitted (directly to RSD) prior to or in conjunction with these applications.

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but less than 5,000 square foot*

Name of Project: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot Name / Lot Number: \_\_\_\_\_

Location and Description: \_\_\_\_\_

\_\_\_\_\_

**Owners Information**

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Design Professional Information (Architect/Engineer/Surveyor)**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**General Contractor Information**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(See General Requirements on Page 3)

This checklist is not intended to be comprehensive. The Stormwater Design Criteria Ordinance and the Ordinance for Erosion and Sediment Control, along with other sections of the Stormwater Development Manual, shall be referenced to assure all required elements are integrated into the submittal package.

Submitted by Applicant	For City Use Only			General Requirements
	Adequate	Deficient	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scope & Purpose of Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Sequence Including Phases
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Site map Including:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street/Road Names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing/ Proposed Structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing/ Proposed Storm Sewer System (Structures, Pipe Length, Size, Slope)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing/ Proposed Sanitary Sewers System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic or written Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend for all Symbols
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Stormwater BMP (Best Management Practices)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100- Year floodplains, Floodway Fringes, Floodways (note if none exist)

The following person is the responsible party for the Stormwater Prevention Plan (SWPPP). This person will be available onsite throughout the project, and has the owner's authority to make corrections to the plan as needed. The responsible party also agrees to the following:

1. Sediment discharge and tracking from lot shall be minimized throughout the land disturbing activities until permanent stabilization is achieved.
2. Sediment that is tracked or washed shall be redistributed or disposed of in a manner that is in compliance with all applicable statues and rule. Sediment shall not be flushed from the streets with water.
3. Adjacent lots disturbed by the lot operator shall be stabilized with temporary or permanent surface.
4. Final stabilization shall be installed prior to certificate of occupancy being issued.

Signature and Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_