



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7700 • FAX (540) 432-7777

COVID-19 Alternate Site Plan Acceptance and Permitting Procedures

In order to practice social distancing and minimize exposure, we are revising Notice of Site Plan Acceptance and Permitting procedures for the duration of the COVID-19 health situation.

Please submit any of the following items on the **NOTICE OF SITE PLAN ACCEPTANCE** that have been noted as required before the City can release your project for construction via email in pdf format as follows:

The following items can be submitted electronically for review:

- Bond estimate.
- Bond, letter of credit or other approved surety upon approval of amount (scanned copy of executed surety is acceptable).
- Completed Application for Land Disturbing Permit (scanned copy of signed application is acceptable).
- Stormwater BMP Maintenance Agreement (we will accept these in a draft format, do NOT notarize the agreements at this time. Execution and recording BMP Maintenance agreements will be deferred to time of project closeout.).
- Stormwater Pollution Prevention Plan (SWPPP) (If the files are too large to send via email, submit a link to your preferred file share site.).
- Signed DEQ Registration Statement (scanned copy of signed statement is acceptable.).
- Verification of offsite easements and/or permissions.
- Written assurance by the owner that an engineer has been engaged to monitor the construction of the BMP and provide the required as-built drawings and as-built certification.
- Other conditions will be handled on a case by case basis.

NOTE that certain documents may need to be finalized and executed or recorded prior to permitting. This will be determined later on a project by project basis.

The following items will be done in the following manner:

- A pre-construction meeting with affected parties will be held by phone conference. No in person pre-construction meetings are anticipated to be necessary at this time unless requested by the inspector.
- Payment of VPDES Permit Fee can be mailed to:
Department of Community Development
409 S. Main Street
Harrisonburg, VA 22801
(Make checks payable to City of Harrisonburg. Include the project name on the check.)

Submit your **Site Plan Acceptance** documents and related documents via email to the following email addresses:

- Matthew Huston, Engineer matthew.huston@harrisonburgva.gov
- Dan Rublee, City Engineer dan.rublee@harrisonburgva.gov
- Nyrma Soffel, Acting Office Manager nyrma.soffel@harrisonburgva.gov

As circumstances have been changing on a daily basis, we are having to adjust our processes in order to practice health safety protocols. We are working to minimize the disruptions to our customers and facilitate the release of your projects for construction in an efficient manner. We appreciate your support as we make these adjustments to our process.