



# Final Approval of Stormwater Management Facilities and Storm Drain Systems

We share your goal of getting the Certificate of Occupancy (CO) issued without delay at the completion of your project. There are three important steps you can take with respect to site work that will help avoid delays in final approval:

- (1) Before making field revisions, submit an amendment to your Comprehensive Development Plan for review and approval.
- (2) Ensure storm drain systems are inspected during installation and the contractor performing the work is on the contractor/subcontractor list for the project.
- (3) Provide as-built plans for review and approval.

## Field Revisions

Our development inspectors carefully compare what you construct in the field with what is shown on your site plan. When they don't match up, it delays final approval and completion of the project. It is therefore important that any field changes to storm drain systems or stormwater management facilities be submitted for review and approval *prior to installation*. We expedite review of plan amendments and can usually approve them quickly.

## Storm drain inspections

Storm drain systems and facilities must be inspected during installation. Inspections should be called in under the Land Disturbance permit number associated with the project. We generally respond to inspection requests on the same day or next day, depending on the time of day when the request is made.

Installation of storm drain systems must be performed by a contractor who is licensed by the Commonwealth of Virginia and has a City of Roanoke business license. Be sure the subcontractor performing the installation of storm drain features is listed on the subcontractors list. We can approve a storm drain inspection only when the subcontractor is listed.

## As-built Plans

Roanoke's stormwater management ordinance requires that no CO—either temporary or final—shall be issued until as-built plans of all new storm drain systems and stormwater management facilities are submitted and approved by our office. We have no flexibility to waive this requirement, so you should expect that no CO will be issued until we have the as-built plans. As-builts should be completed and submitted as soon as feasible. The field survey must be provided in the Stateplane Virginia South Coordinate System, NAD 1983, FIPS 4502 Feet, US Survey Feet, Datum NA 83 in the form of a paper copy and a digital AUTOCAD file.

The Engineer of Record for all projects with stormwater management facilities must provide a completed "BMP As Built Certification" for all BMPs per 9VAC25-870-55 D. This Certification form is available on the City's website at: <http://www.roanokeva.gov/1053/Applications-Forms>

If you have any questions regarding these requirements, contact our office at 853-1730.

Chris Chittum, AICP  
Planning Administrator

George Nevergold  
Development Review Coordinator