



## CONSTRUCTION GENERAL PERMIT (CGP) GUIDE



- Fill out the *Registration Statement*; attach a *Site Area Map*; and the *Plan Approval Letter*.
- If required under Section 820 of the Plan Approval Letter, attach an *Affidavit of Nutrient Credits*.

**SWPPP** submission is not required at this phase.



- Electronically submit the documentation package to *Environmental Management* via [EMDSubmissions@pwcgov.org](mailto:EMDSubmissions@pwcgov.org).
- An Inspector will contact the applicant after quality review of the submitted documentation package within **3 business days**.



- The applicant will receive back the approved (**stamped**) *Registration Statement* and package from the inspector.
- Send the approved documentation package to *Land Development Division* via [LDD@pwcgov.org](mailto:LDD@pwcgov.org).

Attaching a **SWPPP** with the documentation package submittal is optional.



- The applicant will be contacted by *Land Development* to pay an application fee noted on the plan approval Letter.
- The *Virginia Department of Environmental Quality* will email the **CGP Coverage Letter** within **5 business days**.



- Stormwater Pollution-Prevention Plan (**SWPPP**) will be reviewed during the *Pre-Construction* meeting.
- Land Disturbance Permit issuance is subject to all conditions noted in the Plan Approval Letter.

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY  
GENERAL VPDES PERMIT FOR DISCHARGES OF  
STORMWATER FROM  
CONSTRUCTION ACTIVITIES (VAR10)**

PERMIT #:	_____
PLAN/ID #:	_____

- Application type. (CHOOSE ONE)
- NEW PERMIT ISSUANCE
- MODIFICATION WITH ACREAGE INCREASE: Permit # \_\_\_\_\_
- MODIFICATION WITHOUT ACREAGE INCREASE: Permit # \_\_\_\_\_
- EXISTING PERMIT REISSUANCE: Permit # \_\_\_\_\_

**Section I. Operator/Permittee/Billing Information.**

<b>A. Construction Activity Operator (Permittee).</b> The person or entity that is applying for permit coverage and will have operational control over construction activities to ensure compliance with the general permit. A person with signatory authority for this operator must sign the certification in Section V (per Part III.K of the VAR10 Permit).	
Operator Name:	_____
Contact person:	_____
Address:	_____
City, State and Zip Code:	_____
Phone Number:	_____
Primary and CC Email(s):	_____
State Corporation Commission Entity Number (if applicable):	_____
<b>B. Electronic correspondence.</b> To receive an emailed coverage letter or to pay by credit card, you must choose <b>YES</b> and include a valid email. May we transmit correspondence electronically? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

**Section II. Construction Activity Information.**

<b>A.</b> Include a legible site map showing the location of the existing or proposed land-disturbing activities for which the operator is seeking permit coverage, the limits of land disturbance, construction entrances, construction support activities, and all waterbodies receiving stormwater discharges from the construction site.	
<b>B.</b> Project site location information.	
Construction Activity Name:	_____
Address:	_____
City and/or County and Zip Code:	_____
Construction Activity Entrance Location (description or street address):	_____
Latitude and Longitude (6-digit, decimal degrees format, e.g. 37.1234, -78.1234):	_____
<b>C.</b> Acreage totals for all land-disturbing activities to be included under this permit coverage. Report to the nearest one-hundredth of an acre.	
Total area of the construction site (including off-site area):	_____
Estimated area to be disturbed by the construction activity (on-site only):	_____
Off-site estimated area to be disturbed (if applicable; please also refer to Section III):	_____
<b>D.</b> Construction Activity Status:	<b>FEDERAL</b> <input type="checkbox"/> <b>STATE</b> <input type="checkbox"/> <b>PUBLIC</b> <input type="checkbox"/> <b>PRIVATE</b> <input type="checkbox"/>
<b>E.</b> Nature of the Construction Activity Description (i.e. commercial, industrial, residential, agricultural, utility, solar, linear, stream restoration, etc.):	_____

**CONSTRUCTION GENERAL PERMIT (VAR10) REGISTRATION STATEMENT 2024**

<b>F.</b> Municipal Separate Storm Sewer System (MS4) name(s) (if the construction activity is discharging to an MS4):	
<b>G.</b> Estimated Construction Activity Dates.	
Start Date:	
Completion Date:	
<b>H.</b> Is this construction activity part of a larger common Plan of development or sale?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>I.</b> 6 <sup>th</sup> Order Hydrologic Unit Code (HUC) and Receiving Water Name(s). Include additional areas on a separate page.	
<b>HUC</b>	<b>NAME(S) OF RECEIVING WATER WWATERBODY</b>

**Section III. Off-site Support Activity Location Information.**

List all off-site support activities and excavated material disposal areas being utilized for this project. Include additional areas on a separate page.	
Off-site Activity Name:	
Address:	
City or County:	
Off-site Activity Entrance Location (description or street address):	
Latitude and Longitude (6-digit, decimal degrees format, e.g., 37.1234, -78.1234):	
Is this off-site activity an excavated material disposal area?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
If this off-site activity is an excavated material disposal area, list the contents of the excavated fill material:	
Will a separate VPDES permit cover this off-site activity?	<b>YES</b> <input type="checkbox"/> <b>Permit #</b> _____ <b>NO</b> <input type="checkbox"/>

**Section IV. Other Information.**

<b>A.</b> A Stormwater Pollution Prevention Plan (SWPPP) must be prepared in accordance with the requirements of the General VPDES Permit for Discharges of Stormwater from construction activities <u>prior to</u> submitting the registration statement. By signing the registration statement, the operator certifies the SWPPP has been prepared.	
<b>B.</b> Has an Erosion and Sediment Control Plan been submitted to the VESC Authority for review?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
Erosion and Sediment Control Plan Approval Date: (for the estimated area to be disturbed; MM/DD/YYYY)	
<b>C.</b> Has land-disturbance commenced?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>D.</b> Standards and Specifications. If this project is utilizing approved Standards and Specifications (S&S), attach the completed S&S Entity Form.	
<b>E.</b> Will nutrient credits be used to comply with the water quality design criteria requirements (9VAC25-875-580)? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> (If yes, please include a copy of the letter of availability from an appropriate nutrient bank that nonpoint source nutrient credits are available.)	

**CONSTRUCTION GENERAL PERMIT (VAR10) REGISTRATION STATEMENT 2024**

**Section V. Certification.** A person representing the operator as identified in Section I.A and meeting the requirements of Part III.K of 9VAC25-880-70 must physically sign this certification. A typed signature is not acceptable. Please note that operator is defined in 9VAC25-875-20 as follows:

*“Operator” means the owner or operator of any facility or activity subject to the VESMA and this chapter. In the context of stormwater associated with a large or small construction activity, “operator” means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit or VESMP authority permit conditions (i.e., the person is authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions). In the context of stormwater discharges from an MS4, “operator” means the operator of the regulated MS4 system.*

9VAC25-880-70. Part III.K. Signatory requirements. All registration statements shall be signed as follows:

- a. *“For a corporation: by a responsible corporate officer. For the purpose of this chapter, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;*
- b. *For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or*
- c. *For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this chapter, a principal executive officer of a public agency includes (i) the chief executive officer of the agency or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.”*

**Certification:** "I certify under penalty of law that I have read and understand this registration statement and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

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

Signature (signed in ink): \_\_\_\_\_

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

**Section VI. Submittal Instructions.** Submit this form to the VESMP Authority. If the locality is the VESMP Authority, please send your registration statement submittal directly to the locality; do NOT send this form to DEQ. A list of local VESMP Authorities is available here: [VESMP Authorities](#).

If DEQ is the VESMP Authority, please send to:

**Department of Environmental Quality  
Office of Stormwater Management Suite 1400  
PO Box 1105  
Richmond VA 23218  
[constructiongp@deq.virginia.gov](mailto:constructiongp@deq.virginia.gov)**

If the locality is the VESMP Authority, please send to:

**The Local VESMP Authority (insert address below):**

Prince William County Public Works  
Environmental Management Division  
5 County Complex Ct, Suite 170  
Woodbridge, VA 22192

**CONSTRUCTION GENERAL PERMIT (VAR10) REGISTRATION STATEMENT 2024**  
**INSTRUCTIONS**  
***PLEASE DO NOT PRINT OR SUBMIT***

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This registration statement is for coverage under the General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Construction Activities (also referred to as the Construction General Permit). This form covers the following permit actions: new permit issuance, existing permit modification with an increase in acreage, existing permit modifications that result in a plan modification but do not result in an increase in disturbed acreage, and reissuance of an active permit coverage.

**Application type.** Select **NEW PERMIT ISSUANCE** to obtain a new permit coverage. Modifications are for modifying an existing, active permit coverage. Select **MODIFICATION WITH ACREAGE INCREASE** when the previously approved acreage(s) increases (permit modifications are not performed for decreases in acreage unless they result in plan changes – see Modification WITHOUT Acreage Increase). Select **MODIFICATION WITHOUT ACREAGE INCREASE** when there is a change to the site design resulting in a change to the approved plans with no increase in acreage(s). Select **EXISTING PERMIT REISSUANCE** to extend an expiring permit coverage for the next permit cycle and include the existing permit number.

**Section I. Operator/Permittee/Billing Information.**

A. Construction Activity Operator (Permittee). The person or entity that is applying for permit coverage and will have operational control over construction activities to ensure compliance with the general permit. For companies, use the complete, active, legal entity name as registered with a state corporation commission. Entities that are considered operators commonly consist of the property owner, developer of a project (the party with control of project plans and specifications), or general contractor (the party with day-to-day operational control of the activities at the project site that are necessary to ensure compliance with the general permit). If an individual person is listed as the operator, that person (or a legal representative of) must sign the certification in Section V. An operator may be one of the following:

*9VAC25-875-20. Definitions.*

*“Operator” means the owner or operator of any facility or activity subject to the VESMA and this chapter. In the context of stormwater associated with a large or small construction activity, “operator” means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit or VESMP authority permit conditions (i.e., the person is authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions). In the context of stormwater discharges from an MS4, “operator” means the operator of the regulated MS4 system.*

*“Owner” means the same as that term as defined in § 62.1-44.3 of the Code of Virginia. For a regulated land-disturbing activity that does not require a permit, “owner” also means the owner of the freehold of the premises of lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm or corporation in control of a property.*

*“Person” means any individual, partnership, firm, association, joint venture, public or state corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town, or other political subdivision of the Commonwealth, governmental body, including a federal or state entity as applicable, any interstate body or any other legal entity.*

B. May we transmit correspondence electronically? If you choose **YES** to this question and provide an email address in Section I. A., all correspondence, forms, invoices and notifications will be transmitted by email to the operator. This will also give the operator the ability to pay by credit card and to receive permit coverage approval letters immediately upon permit approval.

**Section II. Construction Activity Information.**

A. A legible site map showing the location of the existing or proposed land-disturbing activities for which the operator is seeking permit coverage, the limits of land disturbance, construction entrances, construction support activities, and all water bodies receiving stormwater discharges from the construction site must be included with the submittal of this form. Aerial imagery maps or topographic maps showing the required items are acceptable. Plan sheet sized site maps are not required. Please consult your VESMP authority if you have additional questions regarding site map requirements.

B. Construction Activity Name and location. Provide a descriptive name of the construction activity to be covered under the general permit (it is helpful to use the same naming convention as listed on the Stormwater Management plans), 911 street address (if available), city/county of the construction activity, and the 6-digit latitude and longitude in decimal degrees format for the centroid, main construction entrance or start and end points for linear projects (i.e., 37.1234, -77.1234).

C. Acreage totals for all construction site activities, on- and off-site, to be included under this permit. Acreages are to be reported to the nearest one-hundredth acre (two decimal places, i.e., 1.15 acres). Provide the total acreage of the construction site as approved on the Stormwater Management Plans and the estimated on-site acreage to be disturbed by the construction activity as approved under the Erosion and Sediment Control Plans. The off-site estimated area to be disturbed is the sum of the disturbed acreages for all off-site support activities to be covered under this general permit. The total area of the construction site includes the construction support activities located on-site and off-site. Permit fees are calculated based on your disturbed acreage total for all on- and off-site areas being disturbed under this permit coverage (the sum of all on-site and off-site disturbed acreages).

D. Construction activity owner status. The status of the construction activity property owner. Any property not owned by a government entity or agency (i.e. federal, state or local governments) is **PRIVATE**.

E. Nature of the construction activity description. Choose the designation that best describes the post-construction use of this project (you may choose more than one). (i.e. commercial, industrial, residential, agricultural, utility, solar, linear, stream restoration, etc.). Describe the post-construction use of the project (i.e. commercial – one new office building and associated parking and utilities; transportation – linear roads, sidewalks and utilities; agricultural – three poultry houses, etc.).

F. Municipal Separate Storm Sewer System (MS4) name(s) if discharging to an MS4. If stormwater is discharged through an MS4 (either partially or completely), provide the name of the MS4(s) that will be receiving water from this construction activity. The MS4 name is typically the town, city, county, institute, or federal facility where the construction activity is located.

G. Estimated construction activity dates. Provide the estimated construction activity start date and completion date in Month/Day/Year or MM/DD/YYYY format (i.e. 07/30/2019).

H. Is this construction activity is part of a larger common plan of development or sale? Per 9VAC25-875-20, “common plan of development or sale” means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules (i.e. a subdivision, commercial development, business park, etc.).

I. Sixth (6<sup>th</sup>) Order Hydrologic Unit Code (HUC) and associated Receiving Water Name(s). Provide all 6<sup>th</sup> order HUCs and receiving waterbody names, for the primary site and any off-site areas included under this permit coverage, that could potentially receive stormwater runoff discharging from this activity. The HUC can be either a 12-digit number (i.e., 0208010101) or 2-letter, 2-number code (i.e., JL52). Include additional HUCs or receiving waters on a separate page. You may utilize DEQ’s web-based GIS application to obtain this information.

- DEQ Environmental Data Mapper (EDM) application link: [Environmental Data Mapper](#)
- Instructions, help and resources for using DEQ’s EDM application link: [EDM Help & Resources](#)

### **Section III. Off-site Support Activity Location Information.**

This general permit also authorizes stormwater discharges from support activities (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas, etc.) located on-site or off-site provided that (i) the support activity specifically supports the construction activity that is required to have general permit coverage; (ii) the support activity is not a commercial operation, nor does it serve multiple unrelated construction activities by different operators; (iii) the support activity does not operate beyond the completion of the construction activity it supports; (iv) the support activity is identified in the registration statement at the time of general permit coverage; (v) appropriate control measures are identified in a SWPPP and implemented to address the discharges from the support activity areas; and (vi) all applicable state, federal, and local approvals are obtained for the support activity.

Off-site activity name and location information. Provide a descriptive off-site project name, 911 street address (if available), construction entrance location (address or description), city/county and the 6-digit latitude and longitude in decimal degrees (i.e., 37.1234, -77.1234) of all off-site support activities. Indicate whether the off-site support activity will be covered under this general permit or a separate VPDES permit.

If excavated material (i.e., fill) will be transported off-site for disposal, the name and physical location address, when available, of all off-site excavated material disposal areas including city or county; 6-digit latitude and longitude in decimal degrees (i.e., 37.1234, -77.1234) and the contents of the excavated material.

List additional off-site areas to be included under this permit coverage on a separate page. Off-site areas not included on this registration will need to obtain coverage under a separate VPDES permit.

### **Section IV. Other Information.**

A. A stormwater pollution prevention plan (SWPPP) must be prepared prior to submitting the registration statement per 9VAC25-880. See 9VAC25-880-70 Part II Of the General Permit for the SWPPP requirements.

B. If the Erosion and Sediment Control Plan for the estimated area to be disturbed listed in Section II. C has been submitted to the Virginia Erosion and Sediment Control Program (VESCOP) Authority for review and approval, choose **YES**. If you are submitting this application to reissue an existing permit coverage, please provide the date that the VESCOP Authority approved the Erosion and Sediment Control Plan for the estimated area to be disturbed. If land disturbance has commenced, choose **YES**. “Land disturbance” or “land-disturbing activity” means a man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.

D. If this project is using approved Standards and Specifications (S&S), attach the completed S&S Entity Form. If the S&S Entity is different from the operator identified in Section I.A., list the S&S Entity Name. The S&S entity is the entity or agency that holds the approved standards & specification. Please indicate if this project is also requesting a plan waiver.

- S&S Entity Form link: [Standards and Specifications Entity Information Form](#)

E. If nutrient credits will be used to comply with the water quality design criteria requirements (9VAC25-875-590), choose **YES**. In addition, include a copy of the letter of availability from an appropriate nutrient bank that nonpoint source nutrient credits are available. If nutrient credits will not be used, choose **NO**.

## Section V. Certification.

A properly authorized individual associated with the operator identified in Section I.A. of the registration statement is responsible for certifying and signing the registration statement. A person must physically sign the certification, a typed signature is unacceptable. State statutes provide for severe penalties for submitting false information on the registration statement. State regulations require that the registration statement be signed as follows per 9VAC25-880-70 Part III.K.1:

- “a. For a corporation: by a responsible corporate officer. For the purpose of this part, a responsible corporate officer means:*
- (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation; or*
  - (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedure;*
- b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or*
- c. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this part, a principal executive officer of a public agency includes:*
- (i) the chief executive officer of the agency, or*
  - (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.*

## Section VI. Submittal Instructions.

Submit this completed signed form to the VESMP/VSMP authority that has jurisdiction for your construction activity. The appropriate authority may be either the local government your locality depending on the location and type of project or DEQ. If your project is under the jurisdiction of a local VESMP authority, please contact the locality for additional submittal instructions. A blank area is provided for the local VESMP authority’s mailing address.

### **Who is the authority for my project? DEQ or the locality?**

- **DEQ:** DEQ is the VSMP Authority and administers permit coverage for land-disturbing activities that are:
  - within a locality that is not a VESMP authority;
  - owned by the State or Federal government; or
  - utilizing approved Standards and Specifications.

**Email the completed and signed form to: [constructiongp@deq.virginia.gov](mailto:constructiongp@deq.virginia.gov)**

- **The Locality:** The local government (locality) is the VESMP authority and administers permit coverage for all other projects not covered by DEQ as listed above. For these projects, please submit permit forms directly to the local VESMP authority. A list of local VESMP authorities is available on DEQ’s website here: [Local VESMP Authority List](#).