

FROM CONCEPT TO FINISHED PRODUCT: *Pathway for a Successful Project*

GATHER DATA / SURVEY SITE

- Conduct a topographic survey of the property to be developed.
- Set a temporary benchmark on-site to use during construction.
- Develop a base map from collected field data.
- Locate all existing utilities: water, sewer, electric, etc.

DESIGN PROJECT

- Determine existing on-site drainage patterns.
- Establish building configuration on the lot.
- Lay out grades to assure positive drainage away from structures.
- Conduct all necessary calculations to assure conformance with pertinent requirements of the following:
 - * Virginia Uniform Statewide Building (USBC) Code
 - * Virginia Erosion & Sediment Control (ESC) Program
 - * Virginia Stormwater Management Program (VSMP)
 - * Virginia Statewide Fire Prevention Code (SFPC)
 - * Virginia Department of Transportation (VDOT)
 - * Virginia Department of Health (VDOH)
 - * Western Virginia Water Authority (WVWA)

PREPARE PLANS

- Develop a Building Plan; refer to Building Permit Guides on the County's website. <https://www.roanokecountyva.gov/2598/Building-Permit-Guides>
- Develop an Erosion and Sediment Control Plan, if the project's land disturbance is 10,000 sq. ft. or more.
- Develop a Stormwater Management Plan, if the project's land disturbance is 1 acre or more.
- Prepare a Stormwater Pollution Prevention Plan (SWPPP), if the project's land disturbance is 1 acre or more.
- Ensure that all pertinent construction details are on the plans.
- Review all plans against the County's "Plan Review Checklist" to ensure all items have been addressed.

SUBMIT PLANS FOR COUNTY REVIEW AND APPROVAL

- Submit plans to Roanoke County's Department of Development Services for review and ultimate approval.
- Address County review comments in a timely fashion.
- Resubmit revised plans for County approval, as necessary.

Following Plan Approval:

- Pay fees, and submit sureties.
- Schedule a Preconstruction Meeting.
- Obtain Permits: Building, Erosion Control (ESC), Stormwater (VSMP).
- Schedule Initial Erosion & Sediment Control (ESC) Inspection.

CONSTRUCT PROJECT

- Schedule all building and trade inspections at the appropriate time/sequence.
- Carefully review the County's ESC and VSMP inspection reports for your project. Quickly address required corrective actions.
- Be proactive to correct issues to avoid enforcement measures.
- Ensure that the project is built in accordance with the various approved plans. This applies to all aspects of the project.
- If the project has a Stormwater Pollution Prevention Plan, make sure that required inspections are being done and documented.
- Convert temporary sediment basins to permanent stormwater basins per the approved site plan.

CLOSE PROJECT

- Provide an As-Built survey of permanent stormwater basins for County review and ultimate approval.
- Transfer pond ownership/maintenance responsibilities to the Homeowners Association (HOA), if applicable.
- Post a seed bond or submit an Early Termination Agreement, if the lawn areas are not fully vegetated.
- Request a final Erosion & Sediment Control (ESC) Inspection.
- Request a final Building Inspection.
- Submit a VSMP Termination Agreement, if applicable.
- Obtain a Certificate of Occupancy.



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