



STORMWATER MANAGEMENT PLAN COMPLETENESS CHECKLIST

PROJECT NAME & PLAN NUMBER _____

PROJECT ADDRESS/TAX MAP NUMBER _____

APPLICANT NAME & ADDRESS _____

SUBMITTING FIRM _____ Submission Date _____

REVIEW DATE _____ REVIEWER/ENGINEER _____

Note: The use of this checklist is mandatory and must be sealed and signed by the licensed professional preparing the plan and submitted with the plan. Each checklist item must be adequately addressed in the plan for the plan to be deemed complete and acceptable for review. According to Herndon Stormwater Management Ordinance Chapter 26 Article VIII §26-327(a)1, the applicant shall be notified within 15 calendar days of receipt whether the stormwater management plan is deemed complete. Compliance with these listed items does not ensure plan approval.

Exemption for land disturbance less than 2,500 square feet not part of a common plan of development or sale per §26-324(d)1

Professional Seal
and Signature

LINE	CODE SECTION	REQUIREMENT	PAGE #	OK	N/A	NOT OK
OUTFALL ANALYSIS WITH NARRATIVE						
1	§26-326(b)1 PFM §6-0204.1	Descriptions at each outfall from the site: type and location of stormwater discharges of both concentrated flows and non concentrated flows, pre and post developed drainage areas				
2	§26-326(b)1 PFM §6-0204.1A	Descriptions of downstream receiving water bodies, storm drainage facilities, and areas to which sheet flow is being discharged including an assessment of the condition of these features				
3	PFM §6-0204.1A	Descriptions and sketches of the major elements of each outfall drainage system, including any discharges of non-concentrated surface waters from the development				
4	PFM §6-0204.1B	Downstream review, divided into reaches, as required by PFM §6-0203				
5	PFM §6-0204.1B(1)	Descriptions of the existing surrounding topography, soil types, embankments, vegetation, structures, abutting properties, etc. which may be impacted by drainage				
6	PFM §6-0204.1B(2)	Provide sufficient cross section information, associated graphs, and computations to support the assertion of channel adequacy in accordance with PFM §6-0203.3				
7	PFM §6-0204.1B(3)	For inadequate downstream facilities and where the detention method is used, provide sufficient information to establish the existence of a defined channel or man-made drainage facility and demonstrate at least the minimum required improvement, as described in PFM §6-0203.4A(1)				
8	PFM §6-0204.1B(4)	Provide sufficient information to demonstrate that the prevention of flooding of existing dwellings, or buildings constructed under an approved building permit by the 100 year storm event, or that any existing flooding conditions will not be aggravated by drainage from the development site and an improvement is made in accordance with PFM §6-0203.5				
9	PFM §6-0204.1B(5)	Provide written opinion, certified, signed and sealed by the submitting licensed professional as to the adequacy of the downstream drainage system				
10	§26-326(b)2	Contact information, including name, address, telephone number, and tax map parcel number of the property affected by the plan				
11	§26-326(b)3	Narrative describing pre and post development stormwater conditions				

LINE	CODE SECTION	REQUIREMENT	PAGE #	OK	N/A	NOT OK
STORMWATER FACILITY NARRATIVE						
12	§26-326(b)4	General description and O&M of the proposed stormwater management facilities				
13	§26-326(b)5	Information on the proposed stormwater management facilities including facility type, location, acres treated and surface waters into which the facility will discharge				
HYDROLOGIC AND HYDRAULIC COMPUTATIONS						
14	§26-326(b)6	Pre and post development runoff computations				
15	PFM §6-0905	Pipe design calculations				
16	PFM §6-1110	Inlet computations				
17	PFM §6-1008	Channel design calculations				
STORMWATER QUALITY AND QUANTITY COMPLIANCE						
18	§26-326(b)7	Documentation and calculations verifying compliance with the water quality and quantity requirements of §26-329				
19	§26-329(a) PFM §6-0402.8	Water quality computations				
20	§26-329(a) PFM §6-0302	Water quantity computations				
21	§26-49(a)2 §26-49(b)19	Channel protection computations				
TOPOGRAPHY MAP						
22	§26-326(b)8	All contributing drainage areas shown				
23	§26-326(b)8	Streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains				
24	§26-326(b)8	Soil types and vegetative cover				
25	§26-326(b)8	Existing land use, existing structures and roads, utilities and easement locations				
26	§26-326(b)8	Adequate offsite topography to assess stormwater impact from site on offsite parcels				
27	§26-326(b)8	Limits of clearing and grading and proposed drainage patterns on site				
28	§26-326(b)8	Proposed buildings, roads, parking areas, utilities, and SWM facilities				
29	§26-326(b)8	Proposed land use with tabulation of % of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements				

Comments
