



ROANOKE COUNTY

DEVELOPMENT SERVICES
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BUILDING PERMITS / INSPECTIONS
DEVELOPMENT REVIEW
ENGINEERING

Tarek Moneir
DIRECTOR

STORMWATER MANAGEMENT
STORM DRAINAGE
GIS/MAPPING

May 16, 2025

John Hull
WVRIFA
Via Email

Re: Project Name: Wood Haven Drainage Improvements
Project #: SP-2505007
Conditional Site Plan Approval

Dear Mr. Hull:

Roanoke County has completed its review of the submission of the Site Plans for the referenced project and it appears that all applicable standards and specifications have been met as the Virginia Licensed Professional Engineer has acknowledged by stamping and signing the plans. **A preconstruction meeting is required prior to any land disturbance occurring. To schedule a preconstruction meeting, all items below must be physically received in our office at least two (2) working days prior to the meeting being scheduled. Once all items are submitted, please contact Development Services – Office of Development Review to schedule this meeting. Final site plan approval will be given when the Erosion and Sediment Control Permit is issued at this meeting. Please address or submit the following items regardless of whether they have been submitted with your building permit package. It is best to provide a package of required items to Development Review to expedite the review of all submitted documents.**

1. The review and approval of building plans and retaining walls is handled separately through the Office of Building Safety. Building plans may be submitted along with the first site plan submission. Building plan approval and permits will be withheld until final site plan approval is obtained.
2. Hard copies (no digital) of all required originally signed items must be submitted to the Office of Development Review for review at least two working days prior to the preconstruction meeting being scheduled, except for the approved stamped plan. Every effort will be made to schedule within that timeframe.
3. A full digital set of plans with the owner's signature and the engineer's seal and digital sealed project calculations, with the DATE ON OR AFTER THE DATE OF THE APPROVAL LETTER, must be submitted for approval stamping. Digitally stamped approved copies of each, as applicable, will be provided to your civil engineer for your use and distribution to the appropriate parties and the preconstruction meeting.
4. Have your engineer print a full-size set of the stamped approved plan for the preconstruction meeting which will go to your RLD and then kept on the construction site after the preconstruction meeting.

5. **Failure to bring the plan set to the meeting may result in delay of the E&S permit issuance.** It is the developer's responsibility to ensure that the approved plan set is at the meeting and then on the construction site.
6. The developer/owner is responsible for acquiring and submitting all local, state and federal permits and any other permits and approvals required for the development of this project.
7. The Department of Environmental Quality (DEQ) requires any land disturbance of one acre or greater to obtain a VSMP General Permit through our office. The signed registration statement shall be submitted to Roanoke County for processing upon receiving your plan approval for Roanoke County to submit the request to DEQ for your coverage letter. Coverage under the VSMP General Permit must be obtained before beginning any land disturbance on the property. A copy of the VSMP General Permit, the coverage letter and the SWPPP must be on the job site and the VSMP General Permit Coverage letter must be posted. **A copy of the SWPPP is required at the precon.**
8. The name, address, telephone number, email address, certificate number and expiration date of the Virginia certified Responsible Land Disturber (RLD) must be submitted to Community Development – Office of Development Review. The RLD shall attend the preconstruction meeting.
9. The nutrient credit bill of sale must be submitted.
10. Sureties:
 - ◆ **Use surety forms located at <https://www.roanokecountyva.gov/317/Development-Review-Documents>**
Please email draft documents for reviewing prior to submitting (dsowder@roanokecountyva.gov). Agreements and sureties must be originals with wet sealed signatures; no photocopies or DocuSigned documents will be accepted.
 - ◆ The surety amount for the Erosion & Sediment Control Agreement is **8,619.00.**
 - ◆ The surety amount for the Site Agreement is **\$24,904.00.**

The Roanoke County Bonding Policy requires a bond, a letter of credit or a cash escrow to be submitted for this surety. Roanoke County has specific forms for the letter of credit and the bond. These documents can be found on the Roanoke County website under Development Services, Online Documents and Forms.

11. Agreements:
 - ◆ **Use surety forms located at <https://www.roanokecountyva.gov/317/Development-Review-Documents>**
Please email draft documents for reviewing prior to submitting (dsowder@roanokecountyva.gov). Agreements and sureties must be originals with wet sealed signatures; no photocopies or DocuSigned documents will be accepted.
 - ◆ The Roanoke County Erosion and Sediment Control Agreement must be signed, submitted to and approved by the Office of Development Review.

- ◆ The Roanoke County Site Agreement must be signed, submitted to and approved by the Office of Development Review.
- ◆ The Roanoke County Contractor/Owner Agreement must be submitted if the owner/developer will have their contractor provide the sureties and agreements to the County.

12. Any revision to the approved site plan after construction begins must be reviewed and approved by Roanoke County. This includes revisions affecting any County departments.

Once these items are addressed, please contact the Office of Development Review (540-772-2190) to schedule a preconstruction meeting to be held in Conference Room 215 of the Roanoke County Administration Center. Your grading (RLD) contractor must attend this meeting for the County to release the E&S Permit.

Provided all fees are paid and all other items are submitted within six (6) months, except for sureties and agreements, the approval of this development plan by Roanoke County is valid subject to conditions noted in Virginia State Code §15.2-2209.1 and §15.2-2261 and Roanoke County Code §23-3.1(b), as amended. The County reserves the right to require current cost estimates and reevaluate the bonding amounts if significant time has elapsed between the plan approval and the request for the preconstruction meeting to be scheduled.

If you should have any questions regarding the comments in this letter, please do not hesitate to call me at (540) 772-2190.

Sincerely,



Denise Sowder
Development Review Coordinator

pc: Kyle Mitchell, PE, Westwood
Tarek Moneir, Director of Development Services