

LDA Preconstruction Meeting Overview

The preconstruction process includes two (2) phases. The purpose of Phase 1 is to conduct an onsite review of the permit postings and site notice requirements; permit processes and conditions; the approved LDA plan set; the stormwater pollution prevention plan (SWPPP); proposed stormwater management facilities (SWMF); and proposed erosion and sediment control (ESC) and tree protection (TP) measures ("control measures") in relation to existing site conditions. The purpose of Phase 2 is to inspect the installed control measures and make any modifications as needed prior to the start of construction. County staff for these meetings will include the assigned Stormwater Management (SWM) Inspector and Urban Forester for the project. Additional County staff members may be in attendance, as applicable.

Preconstruction Instructions & Process

1. Contact the assigned SWM inspector listed on the LDA permit placard directly by phone/email to request the Phase 1 meeting. Refer to the **checklist items below** for the meeting. A meeting time will be confirmed by the SWM inspector to include the availability of additional County staff.
2. Once the Phase 1 meeting is held, authorization will be issued to **install control measures ONLY**.
3. After control measures have been installed, contact the SWM inspector and Urban Forester to request the Phase 2 meeting.
4. Upon approval, authorization will be issued to proceed with the start of construction and further land disturbing activity.

No land disturbing or construction activities may start until approval has been obtained from *BOTH* the SWM Inspector and Urban Forester. These activities include but are not limited to installation of silt fence, mobilizing equipment, clearing/grubbing, tree removal, demolition of existing structures, etc. Failure to abide by these conditions may result in issuance of a Notice to Comply/Notice of Violation, Stop Work Order, associated LDA inspection fees, or other legal actions authorized by law.

Attendees for the meetings should include but are not limited to: The builder/developer, site or general contractor, demolition contractor (if different), and the qualified personnel or person(s) responsible for implementing the SWPPP and conducting self-inspections.

Phase 1 of 2 Checklist

Verify items below are completed before the Phase 1 meeting. Failure to meet these requirements will result in a rejected inspection. **Do not install controls until the meeting is held and authorization is issued.**

1. Create an **Accela Customer Portal** account here: <https://aca-prod.accela.com/ARLINGTONCO/Default.aspx>
 - a. This portal will be used to manage LDA permit renewals and permit fees.
 - b. A separate and later **Stormwater Management Facility (SWMF) Pre-Installation Meeting must be requested through the Accela portal, prior to installation** of any post-construction BMP facility. Appropriate County staff will respond to confirm a meeting time, once requested in Accela.
 - c. **For all other inspection or meeting requests, contact the assigned SWM Inspector directly.**
 - d. As-built certification and supporting documentation for the project will also be submitted through the Accela portal.

2. Activate **ComplianceGo user account**. New users will receive an automated email from **support@compliancego.com** to activate a user account and will be assigned to the LDA project site. Existing account holders will be assigned to the LDA project site at time of LDA permit issuance. Contact the SWM Inspector to have appropriate personnel assigned to the project site and receive ComplianceGo email notifications.
 - a. Permit holders and assigned personnel with an account are **responsible for all SWPPP requirements, including uploading/updating SWPPP documents, conducting inspections, and closing action items issued by the County with photo documentation within the required timeframe.**
 - b. County inspection reports, corrective action items, LDA permit expiration reminders, and formal enforcement notices will be conducted, managed, and tracked through the ComplianceGo system. Notification of these items are also sent by automated email from support@compliancego.com. Do not respond directly to these emails. Contact the SWM Inspector directly with any questions.
 - c. For more information, refer to the [ComplianceGo User Guide](https://www.arlingtonva.us/Government/Programs/Building/Permits/Land-Disturbing-Activity-Stormwater/Land-Disturbing-ActivityStormwater-Permit-Details), located under the Construction Compliance section of the County website:
<https://www.arlingtonva.us/Government/Programs/Building/Permits/Land-Disturbing-Activity-Stormwater/Land-Disturbing-ActivityStormwater-Permit-Details>
 - d. Or watch the [ComplianceGo Tutorial Videos](https://compliancego.com/help/): <https://compliancego.com/help/>
3. All required **SWPPP documentation** shall be prepared, signed, completed, and **uploaded into ComplianceGo**.
 - a. For projects **disturbing less than one acre**, ensure the following SWPPP documents are included/uploaded:
 - i. Signed and completed Arlington County **Simplified** Pollution Prevention Plan Template
 - ii. LDA Permit
 - iii. Most recent approved LDA plan set
 - b. For projects **disturbing one acre or greater**:
 - i. Signed and completed Arlington County **Standard** Pollution Prevention Plan Template
 - ii. LDA Permit
 - iii. Notice of Coverage Letter
 - iv. Registration Statement
 - v. Copy of the Construction General Permit
 - vi. Qualified Personnel Certificate (or equivalent certification)
 - vii. Most recent approved LDA plan set
4. All **property corner pins** shall be revealed with wooden stakes labeled “Prop. Corner” or similar. Property pins are to remain revealed and staked throughout the duration of the project.
5. The **limits of clearing/grading or disturbance (LOD)** shall be clearly delineated with flagging tape as determined by a licensed surveyor.
 - a. If the project scope includes the 100-year flood plain or any RPA (Resource Protection Area), these areas must also be delineated.
 - b. Delineate any existing utility easements within the property.

6. A **permit board with information for public notice, access, and availability of SWPPP documentation** must be posted near the main entrance of the construction site. For linear projects, post near an active part of the construction site, visible from the public right-of-way. Include:
- Two-inch or larger house address lettering.
 - Laminated copy of LDA and all other applicable permit placards.
 - DEQ Construction General Permit Notice of Coverage letter (for projects disturbing one acre or greater).
 - Printed and laminated/protected site-specific **QR code generated from ComplianceGo** for SWPPP.
 - Log in with ComplianceGo user account. Navigate to the LDA project site, under “View Only Information” click View/Print.
 - Site notice titled “SWPPP and Emergency Project Contact Information”
 - Include two 24-hour emergency contacts and SWPPP contacts. Include name and phone number.
 - A spill kit is required on site and recommended to be kept near the permit board, along with the “Spill Prevention, Response, and Reporting” page (Section 7.0) from the Pollution Prevention Plan for emergency spills response and emergency contact information.
 - Permit board, ComplianceGo QR code, and contact information **examples**:



Site Notice

Test 1
Arlington County, VA

Permits



<https://app.compliancego.com/site/6a2d20c0-9899-40be-a5a4-cf99b69ebc08>

SWPPP and Emergency Project Contact Information

Name: Person 1

Phone Number: 123-456-7890

Email Address: 123@abc.com

Name: Person 2

Phone Number: 098-765-4321

Email Address: 321@abc.com

Phase 2 of 2 Checklist

- Contact the assigned SWM Inspector and Urban Forester directly by phone/email to request an inspection.
 - You must obtain approval from BOTH the SWM Inspector and Urban Forester. **Keep both parties informed and included in correspondences.**
- Verify all ESC and tree protection measures are installed per the approved LDA plan, and/or as discussed during the Phase 1 meeting. Any modifications to the approved ESC plan must be amended in the SWPPP.

3. Ensure all required and applicable [pollution prevention measures and best management practices](#) are provided and ready for implementation.
 - a. **Dewatering device**
Examples:
 - i. Filter bag placed on stone bed with haybales
 - ii. Portable sediment tank or other manufactured/customized system
 - iii. Turbidity monitoring and meter required for projects disturbing one acre or greater.
Document in ComplianceGo.
 - b. **Concrete washout facility**
Examples:
 - i. Lined hay bale structure
 - ii. Prefabricated/manufactured containment system
 - c. **Spill kit**
 - i. Kit should be labeled, accessible, and stocked with all tools required to clean up and contain spills
 - ii. Contents should include brooms, bags, absorbent compounds, etc.
 - d. **Portable toilets** situated in a secure area and maintained to prevent pollution releases
 - i. Kept away from storm drains
 - ii. Provide secondary containment (trays or equivalent)
 - e. **Waste receptacles and dumpsters**
 - i. Placed within project limits. Obtain a Moving Van/Container permit if placed within the street/ROW: <https://www.arlingtonva.us/Government/Programs/Building/Permits/Transportation-Right-of-Way/Moving-VanContainer-Permit>
 - ii. Minimize exposure to precipitation by closing or covering open container
 - f. **Temporary erosion control measures** for exposed soils/stockpile materials
Examples:
 - i. Haybales to temporarily close construction entrances prior to rain events
 - ii. Temporary seed, straw, soil stabilization blankets, erosion control matting, plastic sheeting, tarps etc.
 - g. **Water source** to control dust generated from demolition activities
Examples:
 - i. Construction **water meter** from Arlington County
 1. Call 703-228-3000
 2. Select/press "option 1"
 3. Transfer to Environmental Services / options menu
 4. Select/press "option 3"
 5. Request construction water meter, provide site address and company name
 6. Meter will be scheduled for installation and an account number provided
 - ii. A permitted **fire hydrant** with Arlington County approved backflow prevention device
 1. Call 703-228-3602 or email wssfireflow@arlingtonva.us
 - iii. Water truck, neighboring garden hose, or other substantial water source to control dust
4. Separate **Excavation (EXCV) or Transportation (TRES or TROW) Right-of-Way Permits** are required for any construction activity or work in the County right-of-way.
 - a. Obtain any additional or necessary EXCV, TROW, or TRES permits for any infrastructure or utility scope of work associated with the LDA permit
 - b. <https://www.arlingtonva.us/Government/Programs/Building/Permits/Excavation-Right-of-Way-Permit>
 - c. <https://www.arlingtonva.us/Government/Programs/Building/Permits/Transportation-Right-of-Way>