

**VSMP Registration Statement
MS4 Program Plan
Botetourt County, Virginia**

The following best management practices (BMPs) are set forth by Botetourt County, VA to meet the criteria within the general permit associated with the six minimum control practices which are (PART XV[section 1240, SECTION II B]).

1. Public Education and Outreach

1.1 Preconstruction Conferences

- 1.1.1** Each new project requiring a Land Disturbing Permit (LDP) within Botetourt County will begin with a preconstruction conference.
- 1.1.2** At these conferences, the Responsible Land Disturber (RLD) will be briefed on inspection schedules and special circumstances for the project.
- 1.1.3** RLDs who have not previously performed work in Botetourt County, shall be given a copy of the DCR brochure highlighting the nineteen minimum standards.
- 1.1.4** Preconstruction conferences will be recorded on the LDP tracking spreadsheet.
- 1.1.5** The Erosion and Sediment Control Administrator shall be the responsible party

1.2 Annual Reports

- 1.2.1** Botetourt County staff shall post the most recent annual report to the County's website.
- 1.2.2** The Project Specialist shall be the responsible party.

1.3 School Programs

- 1.3.1** A minimum of 250 students in Botetourt County schools shall participate in a stormwater program annually.
- 1.3.2** Programs shall involve stormwater, waste reduction and reuse, and recycling education.
- 1.3.3** Clean Valley Council (CVC) educators shall perform programs.
- 1.3.4** Botetourt County shall continue funding of the Clean Valley Council to facilitate these programs.
- 1.3.5** The Public Works Manager shall be the responsible party.

1.4 Educational Materials

- 1.4.1** Stormwater educational materials shall be made available to the public at Botetourt County Public Works and Botetourt County Public Libraries.
- 1.4.2** Materials should be checked quarterly and replenished accordingly.
- 1.4.3** The Project Specialist shall be the responsible party.

1.5 Stormwater Website

- 1.5.1** Stormwater education information shall be made available online at www.botetourt.org.
- 1.5.2** Materials shall be updated annually.
- 1.5.3** The Project Specialist shall be the responsible party.

2. Public Involvement/Participation**2.1 Clean Up Events**

- 2.1.1** Continue to partner with the Clean Valley Council to sponsor and promote two clean up events annually.
- 2.1.2** Provide free disposal of wastes collected by teams within Botetourt County at Botetourt County facilities.
- 2.1.3** The Project Specialist shall be the responsible party.

2.2 Upper Roanoke River Roundtable (URRR)

- 2.2.1** A member of Botetourt County staff shall hold a position on the Board of Directors and attend a minimum of 75% of meetings annually.
- 2.2.2** The mission of the URRR is to “serve as an advisory group in the upper basin that will identify and address issues of water quality and quantity and will make recommendations about appropriate management solutions to those whose decisions impact the upper basin of the Roanoke River. “
- 2.2.3** The Project Specialist shall be the responsible party.

2.3 Clean Valley Council (CVC)

- 2.3.1** A member of Botetourt County staff shall hold a position on the Board of Directors and attend a minimum of 75% of meetings annually.
- 2.3.2** The mission of the CVC is to “provides educational programming about litter prevention and reuse, recycling and reduction of the waste stream for all levels in both public and private schools.”
- 2.3.3** The Project Specialist shall be the responsible party.

2.4 Public Availability of MS4 Program Plan

- 2.4.1** An electronic copy of the MS4 Program Plan shall be posted on the Botetourt County website, www.botetourt.org, for review by the general public.
- 2.4.2** Comments and suggestions regarding the content of the plan may be submitted for consideration by an e-mail address provided on the website.
- 2.4.3** The Project Specialist shall be the responsible party.

3. Illicit Discharge Detection and Elimination

3.1 Household Hazardous Waste (HHW) Collection

- 3.1.1** Partner with area localities to sponsor at least one HHW collection annually.
- 3.1.2** The Public Works Manager shall be the responsible party.

3.2 Storm Sewer System Mapping

- 3.2.1** Create a GIS map of all storm sewer systems owned by Botetourt County using record drawings, as-built drawing, GPS data, and field verified data.
- 3.2.2** Map shall include—but is not limited to—outfalls, manholes, inlets, pipes, and stormwater management basins.
- 3.2.3** The Project Specialist shall be the responsible party.

3.3 Illicit Discharge Detection and Elimination Ordinance

- 3.3.1** Upon approval of state stormwater ordinance, Botetourt County shall evaluate its current ordinances and allow for changes to meet state requirements.
- 3.3.2** Per Botetourt County Municipal Code, Chapter 10, Sec. 10-34.1, stormwater infrastructure maintenance agreements must be recorded onto the plat of all new development and redevelopment areas with stormwater management systems. The maintenance and monitoring of these stormwater management systems is the sole responsibility of the property owner or persons signing the agreement.
- 3.3.3** Per Botetourt County Municipal Code, Chapter 10, Sec. 10-32 (a), Botetourt County adopts the Virginia Erosion and Sediment Control Regulations and the Virginia Erosion and Sediment Control Handbook, as amended from time to time.
- 3.3.4** The County Engineer shall be the responsible party.

3.4 Outfall inspection

- 3.4.1** Inspect all Botetourt County owned outfalls annually during dry weather and document the current condition of the outfall.
- 3.4.2** The County Engineer shall be the responsible party.

3.5 Corrective Action of Illicit Discharges

- 3.5.1** Document and take actions to correct any illicit discharges discovered during the inspection of outfalls or through other means.
- 3.5.2** The County Engineer shall be the responsible party.

4. Construction Site Stormwater Runoff Control**4.1 Erosion and Sediment Control (ESC) Plan Review**

- 4.1.1** Botetourt County shall require formal plan review on all construction sites requiring a Land Disturbing Permit (LDP).
- 4.1.2** All reviews will be performed to ensure that site plans address the nineteen minimum standards of ESC.
- 4.1.3** The Erosion and Sediment Control Administrator shall be the responsible party.

4.2 Erosion and Sediment Control (ESC) Inspection and Enforcement

- 4.2.1** All sites with an active LDP shall be inspected once every two weeks or within 48 hours of a runoff producing event.
- 4.2.2** Botetourt County retains the right given by DCR to conduct inspections based on an alternative inspection schedule.
- 4.2.3** The Erosion and Sediment Control Administrator shall be the responsible party.

4.3 Virginia Stormwater Management Program (VSMP)

- 4.3.1** All sites determined during plan review to be eligible for the VSMP permit issued by DCR will be reported to the Stormwater Compliance Specialist at the Staunton Regional Office.
- 4.3.2** Notice will be made via e-mail copy of plan approval letters for aforementioned sites.
- 4.3.3** The Erosion and Sediment Control Administrator shall be the responsible party.

5. Post-construction Stormwater Management in New Development and Redevelopment**5.1 Stormwater Ordinance**

- 5.1.1** Upon approval of state stormwater ordinance, Botetourt County shall evaluate its current ordinance and allow for changes to meet state requirements.
- 5.1.2** Per Botetourt County Municipal Code, Chapter 10, Sec. 10-32 (a), Botetourt County adopts the Virginia Erosion and Sediment Control Regulations and the Virginia Erosion and Sediment Control Handbook, as amended from time to time.
- 5.1.3** Botetourt County Municipal Code, Chapter 10 Sec. 10-34 (c) – (g), addresses stormwater management for new development and redevelopment areas.
- 5.1.4** The County Engineer shall be the responsible party.

5.2 Stormwater Infrastructure Maintenance Agreement

- 5.2.1** Per Botetourt County Municipal Code, Chapter 10, Sec. 10-34.1, each site requiring permanent stormwater management infrastructure shall be required to sign a maintenance agreement for the structures prior to the issuance of a Land Disturbing Permit.
- 5.2.2** The stormwater infrastructure maintenance agreement shall be recorded in Botetourt County Circuit Court Clerk's Office and shall constitute a covenant running with the land.
- 5.2.3** The Erosion and Sediment Control Administrator shall be the responsible party.

6. Pollution Prevention/Good Housekeeping for Municipal Operations**6.1 Hazardous Materials Inventory**

- 6.1.1** Utilities Division shall maintain an inventory of all hazardous materials stored at water treatment facilities.
- 6.1.2** All hazardous materials shall be handled according to the Materials Safety Data Sheets (MSDS).
- 6.1.3** MSDS shall be kept on site where materials are being stored.
- 6.1.4** All utility workers shall be properly certified by the Board of Waterworks and Wastewater Works.
- 6.1.5** The Utilities Manager shall be the responsible party.

6.2 Internal Recycling Program

- 6.2.1** Encourage all employees within Botetourt County facilities to recycle office paper and cardboard.
- 6.2.2** Each desk trash receptacle should be fitted with a recycling caddy.
 - 6.2.2.1** Trash receptacles shall be used for mixed paper.
 - 6.2.2.2** Caddy shall be used for non-recyclable waste.
- 6.2.3** Amount of waste per person shall be calculated annually using the tonnage from trash hauler billing information divided by the average number of employees at affected facility
- 6.2.4** Changes in annual waste per person will be evaluated and the recycling program adjusted based on changes in office configurations, recycling education, ease of recycling, etc.
- 6.2.5** The Public Works Manager shall be the responsible party.

6.3 Fertilizer Application

- 6.3.1** Soil samples from Botetourt County parks and recreational facilities shall be gathered and tested prior to fertilizer applications.
- 6.3.2** Fertilizer components shall be customized to prevent over-application of nitrogen and phosphorus.
- 6.3.3** The Director of Parks, Recreation and Tourism shall be the responsible party.

6.4 Household Hazardous Waste (HHW) Collection

- 6.4.1** Partner with area localities to sponsor at least one HHW collection annually.
- 6.4.2** The Public Works Manager shall be the responsible party.

These BMPs will be evaluated to determine their effectiveness before the end of the five year permit coverage period. Forms from the Municipal Separate Storm Sewer System (MS4) Program Evaluation Guidance developed by the U.S. Environmental Protection Agency shall be used to document the evaluation. The results of the evaluation will be used to develop BMPs for the next coverage period.