

**CHAPTER 17  
PRE-CONSTRUCTION MEETINGS**

**17.1 INTRODUCTION**

A pre-construction meeting is required before any regulated land-disturbing activity begins. The pre-construction meeting serves as the vehicle to bring operator representatives and County representatives together to discuss the project and review the Environmental Compliance Plan (ECP) and its implementation, as well as addressing administrative requirements listed below.

**17.2 APPLICABILITY**

In accordance with Sec. 10-48 of the Henrico County Code, the requirements of this chapter apply to all regulated land-disturbing activities. For help determining whether or not the proposed project is a land-disturbing activity, please refer to Chapter 3 of this Manual.

This section does not apply to construction on single family residential lots, including additions or modifications to existing structures.

**17.3 PRE-CONSTRUCTION MEETING REQUIREMENTS APPLICABLE TO ALL REGULATED LAND-DISTURBING ACTIVITIES**

A land-disturbing activity cannot begin until a preconstruction meeting has been held and the following items have been adequately addressed:

1. Prior to the preconstruction meeting, the limits of all wetlands, RPA, SPA, and other areas to be protected must be conspicuously flagged or otherwise identified as indicated on the plan. The limits of these features will be verified by the Environmental Inspector at the preconstruction meeting.
2. During the preconstruction meeting, the ECP requirements will be discussed, as applicable.
3. Prior to conclusion of the preconstruction meeting, the individual holding a Responsible Land Disturber (RLD) certificate of competence who will be responsible for carrying out the land-disturbing activity shall be identified and must sign each copy of the ECP;

#### **17.4 ADDITIONAL PRE-CONSTRUCTION MEETING REQUIREMENTS APPLICABLE TO VSMP LAND-DISTURBING ACTIVITIES**

In addition to the requirements described in the previous section, the following information must be addressed prior to the end of the pre-construction meeting for land-disturbing activities that are greater than one acre (or part of a common plan of development that disturbs more than one acre):

4. A Stormwater Pollution Prevention Plan (SWPPP) that satisfies the requirements of Chapter 13 must be available for review and all required additional information must be provided;
5. The name, phone number, and qualifications of the personnel who will be responsible for conducting inspections and who possess knowledge in the principles and practices of erosion and sediment and stormwater management controls and the skills to assess conditions at the construction site for the operator that could impact stormwater quality and quantity and to assess the effectiveness of any erosion and sediment control measures or stormwater management facilities selected to control the quality and quantity of stormwater discharges from the construction activity must be identified in the SWPPP and noted on the Pollution Prevention Plan (PPP) sheet;
6. The individuals or positions that will have delegated authority to sign inspection reports or modify the SWPPP in accordance with the signatory requirements of Chapter 18 must be identified and noted on the SWPPP;
7. The SWPPP must be signed and dated in accordance with the signatory requirements of Chapter 18.
8. A copy of the Notice of Coverage letter must be posted conspicuously near the main entrance of the construction site.
9. The frequency of the inspections conducted by the operator in accordance with Chapter 11 must be identified on the PPP sheet.
10. Identify and make any appropriate modifications to the PPP sheet and SWPPP.
11. The SWPPP must be made available at a central location on site for use by those identified as having responsibilities under the SWPPP whenever they are on the construction site.

#### **17.5 DISTRIBUTION OF THE APPROVED ECP**

Once the requirements of the pre-construction meeting are completed, the Environmental Inspector will sign each copy of the ECP and distribute approved copies of the ECP to appropriate parties, authorizing commencement of the land disturbance or a land-disturbing activity. Copies of the approved ECP will be distributed in accordance with the Pre-construction Distribution form.

**17.6 PRE-CONSTRUCTION CHECKLIST**

The following preconstruction checklist was developed by the County to ensure all necessary requirements are addressed during the pre-construction meeting and will be used by County staff to conduct the pre-construction meeting.



**PRE-CONSTRUCTION MEETING CHECKLIST**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Operator: \_\_\_\_\_ Phone # \_\_\_\_\_

Operator E-mail Address: \_\_\_\_\_

**FOR ALL REGULATED LAND DISTURBING ACTIVITIES**

1. Have all wetlands, RPA, SPA and any other protected areas been marked as shown in the plan? **YES**      **NO**
2. Has the RLD signed and dated all plan sets? **YES**      **NO**

**FOR VSMP LAND DISTURBING ACTIVITIES**

3. Is a SWPPP that satisfies the requirements of the GCP available for review? **YES**  
**NO**
4. Is the SWPPP signed and dated by the Operator? **YES**      **NO**
5. Is the Operator or his/her Delegated Authority present at the pre-con? **YES**  
**NO**
6. Have the names, numbers and qualifications of the Qualified Personnel been provided? **YES**      **NO**

## HENRICO COUNTY ENVIRONMENTAL COMPLIANCE MANUAL

7. Has a copy of the Notice of Coverage letter been posted near the entrance of the site? **YES**      **NO**
8. Has the Operator inspection frequency been identified? **YES**      **NO**
9. Has a central location for the SWPPP been designated for use by those that have responsibilities under the SWPPP? **YES**      **NO**