



**INSTRUCTIONS TO COMPLETE A SITE REGISTRATION APPLICATION FORM
FOR THE WV GENERAL WATER POLLUTION CONTROL PERMIT (THREE
ACRES AND GREATER ONLY)**

A. GENERAL INSTRUCTIONS

The Division of Water and Waste Management (DWWM) has developed and issued WV General Water Pollution Control Permit No. WV0116815 to regulate stormwater containing sediment flowing into the waters of the State from discharges associated with oil and gas construction activity. This General Permit was issued on May 13, 2013, became effective on June 12, 2013, and will expire on May 13, 2018.

Construction activities of oil and gas field activities or operations associated with exploration, production, processing or treatment operations or transmission facilities, disturbing one acre or greater of land area can elect to be regulated under the General Permit. Those operations or facilities must file a Site Registration Application Form with the DWWM. The DWWM reserves the right to require any operation or facility to obtain a WV Individual Pollution Control Permit. Operations or facilities not wishing to be regulated by the General Permit are required to apply for and obtain an individual permit.

All permittees will be required to develop a Stormwater Pollution Prevention Plan (SWPPP) for the project to be covered by the permit. Upon receipt of the site registration application form along with the Erosion and Sediment Control Plan, which together comprise the SWPPP, a review will be conducted by the DWWM to determine if the information provided meets the minimum requirements of the permit.

Persons with questions regarding the General Permit for Oil and Gas construction related activities should contact the DWWM Stormwater Program in Charleston at (304) 926-0495.

B. WHO MUST APPLY

Construction activities of oil and gas field activities or operations associated with exploration, production, processing or treatment operations or transmission facilities, disturbing one acre or greater of land area, are subject to coverage under the General Permit. Exceptions are those activities or operations regulated by other permits through the WV DEP Office of Oil and Gas or those covered under the WV NPDES Stormwater Construction General Permit. An Application Chart (attached) is provided to assist with determination of the correct form and time frames.

C. WHERE TO APPLY

Beginning on July 1, 2011, electronic submittal for construction stormwater site registration applications is required. The technical requirements for the ePermitting process are an internet connection, an email account, and internet browser software such as Microsoft's Internet

Explorer, Version 7.0 or higher. You may visit the WV DEP website at <https://apps.dep.wv.gov/eplogin.cfm> to sign up for a login id and/or view information regarding ePermitting.

If you do not have the above technical requirements and/or are unable to participate in the mandatory ePermitting process, you are required to submit a letter to the DWWM advising us as to the reason why. The DWWM will access the reasoning provided and will provide a written response. If you are approved for a hard copy submittal, please submit the following materials to the address below:

- One (1) **original** Site Registration Application Form with the **application fee** and **signature**
- Two (2) copies of the Site Registration Application Form
- Three (3) copies of the SWPPP with accompanying plans and drawings

**Division of Water and Waste Management
Stormwater Program
601 57th Street, SE
Charleston, WV 25304**

D. WHEN TO APPLY

The application for construction activities requiring coverage must be submitted at least 45 days prior to starting the project, except as follows.

In the following scenarios, applications must be submitted at least 90 days prior to start of construction in order to allow time for the public notice procedure:

- projects with 3 acres or greater disturbance that discharge to Tier 3 waters
- the project will disturb 100 or more acres
- the project will have an initial grading construction phase of one year or greater
- if an applicant submits a new registration or modification under the general permit that is part of a common plan of development with open registrations that will collectively disturb 100 or more acres in a drainage area, then that new registration or modification must go out to public notice.

If any of these conditions apply to the project, then a notarized, signed Statement For Billing form must be submitted with the application. After the application has been reviewed and determined to be technically complete, the public notice process will begin. The notice of the draft approval will be published in the local newspaper. A thirty-day comment period will begin the day after the notice has been published.

E. FEES

Prior to submitting the application, you may wish to obtain a copy of the Legislative Rules of the Division of Environmental Protection, Title 47, Series 26, Water Pollution Control Permit Fee Schedules, effective May 4, 2000. A copy of these Rules is available from the Secretary of State's Office, State Capitol Building, Charleston, WV 25305.

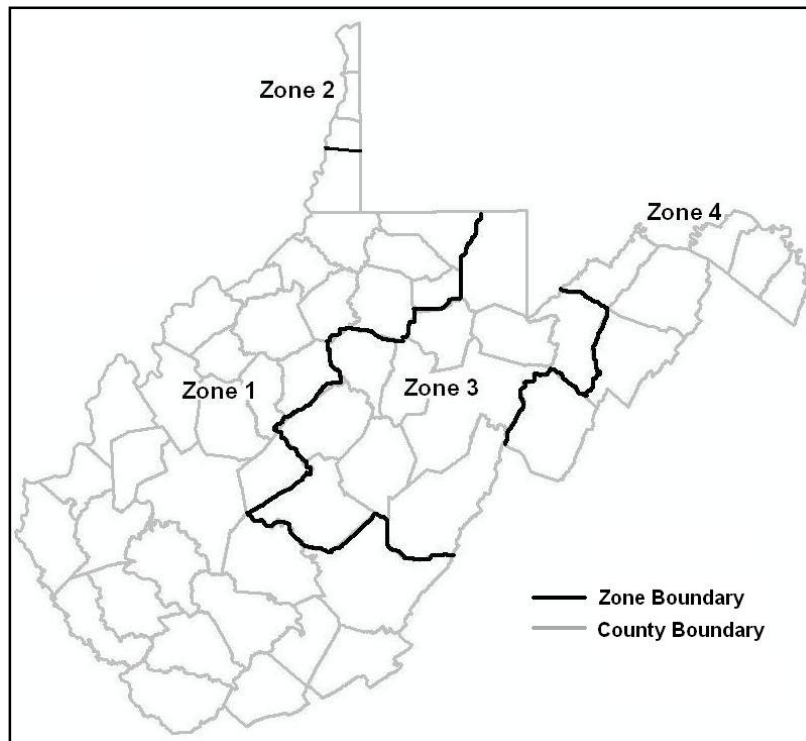
To help the applicant, the application fees have been calculated by acreage in each precipitation zone in West Virginia. These application fees have been prepared using the NPDES Fee structure to simplify the application submittal process. The following table lists the application fee by zone for acres of disturbed area. To determine which zone the project is located refer to the Precipitation Zone Map.

PERMIT APPLICATION FEES BY PRECIPITATION ZONE

<u>ZONE 1</u>		<u>ZONE 2</u>	
3-3.9 Acres	= \$ 700	3-4.9 Acres	= \$ 700
4-38.9 Acres	= \$ 1170	5-43.9 Acres	= \$ 1170
39-76.9 Acres	= \$ 1400	44-87.9 Acres	= \$ 1400
77 Acres or more	= \$ 1750	88 Acres or more	= \$ 1750

<u>ZONE 3</u>		<u>ZONE 4</u>	
3-3.9 Acres	= \$ 700	3-4.9 Acres	= \$ 700
4-31.9 Acres	= \$ 1170	5-45.9 Acres	= \$ 1170
32-63.9 Acres	= \$ 1400	46-90.9 Acres	= \$ 1400
64 Acres or more	= \$ 1750	91 Acres or more	= \$ 1750

PRECIPITATION ZONES IN WEST VIRGINIA



LINE BY LINE INSTRUCTIONS FOR COMPLETING THE SITE REGISTRATION APPLICATION FORM

1. PROJECT NAME

The project name is the official name such as "River City Parking Garage Site Preparation" or "River City Subdivision".

2. APPLICANTS NAME

The applicant is the corporation, company, governmental entity or individual (owner) with day-to-day oversight of the project and who is supplying the capital to finance the project. The owner is responsible for obtaining and complying with the permit. An operator of a construction site is the person (or persons) responsible for obtaining coverage under the General Water Pollution Control Permit for Oil and Gas related construction activities, and complying with the permit requirements. An operator is the person or persons that meet either of the following criteria:

Has operational control of construction project plans and specifications, including the ability to make modifications to those plans and specifications; or

Has day-to-day operational control of those activities at a project which are necessary to ensure compliance with a stormwater pollution prevention plan (SWPPP) for the site or other permit conditions (e.g., they are authorized to direct workers at a site to carry out activities required by the SWPPP or comply with other permit conditions).

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) – If you have a FEIN enter it on this line. All partnerships, corporations, sole owners or companies with employees must have a FEIN.

ADDRESS -- The address of the APPLICANT, OFFICIALS NAME, AND COMPANY TITLE (typed or printed).

TELEPHONE -- The number where the applicant can be reached. This person should be familiar with project, if not, give name of a knowledgeable person.

E-MAIL ADDRESS -- The email address of the applicant. DWWM now sends out all approval letters electronically.

3. CONTRACTOR

The contractor is the person or firm that will be doing the earthmoving and may also have day-to-day control over operations. The contractor can be the same as the applicant, but often the contractor is a different firm. If the contractor is unknown at time of application, the applicant should provide this information to DWWM when a contractor has been hired.

4. PREPARER'S NAME

The preparer is the person or firm that has written the Stormwater Pollution Prevention Plan (SWPPP). This may be a consultant or it may be the applicant. Include the name of the individual who should be the point of contact.

E-MAIL ADDRESS -- The email address of the person that prepared the plan. DWWM now sends out all approval letters electronically and plan preparers are carbon copied on email approvals.

5. TOTAL ACREAGE TO BE DISTURBED, RAINFALL ZONE AND FEE

Include ALL disturbed areas directly related to construction of the entire project (offsite borrow areas, offsite waste sites, access roads, utility installation, sediment controls etc.). For subdivided areas, this is total area of disturbance to be conducted by the developer, such as installation of utilities, roads, and other infrastructure, construction of sediment control facilities, and any other grading, fill or excavation required to prepare the site

Provide the rainfall zone in which the project occurs and the fee submitted. Refer to page 3 of these instructions.

6. LATITUDE, LONGITUDE AND TOPOGRAPHIC MAP

Locate accurately the center of the construction site on a United States Geologic Survey 7.5 minute topographic map. For precision, latitude and longitude should be given to the nearest seconds. (Example: latitude 38° 18' 46", longitude 81° 34' 13"). The local Natural Resources Conservation Service office may help if needed. Topographic maps can be obtained online <http://wvgis.wvu.edu/> and several other sources can be found at <http://nationalmap.gov/gio/viewonline.html>.

A copy of the part of the topographic map where the site is located must accompany the permit application. The minimum information required on each map will be the name of the map, the boundary of the site and a north arrow.

7. NEAREST TOWN, COUNTY, AND COUNTY ROUTE

List the name of the closest town as shown on the topographic map.

List the county where the project is located.

The official Division of Highways (DOH) designation may be found on a road sign at the nearest intersection, on the DOH county road map, or check with county maintenance garage.

8. RECEIVING STREAM(S)

Provide the official name from a USGS topographic map of all streams that will receive a stormwater discharge. If the discharge is not into a named stream, report the stream as an unnamed tributary of the first named stream that it flows into. (Example: Unnamed tributary (UT) of Laurel Run or UT of Laurel Run of the New River).

In urban areas the discharge may be to a municipal storm sewer. Identify the operator of the storm sewer system, such as "River City" and the ultimate receiving water, e.g. the Flowing River.

9. PROJECT DESCRIPTION

Provide a description of the nature of the construction activity. This description should include the total area of the project site, the part of the site that is expected to be disturbed and a description of all activities that will cause earth disturbance.

10. ESTIMATED START AND COMPLETION DATES FOR PROJECT

Provide the anticipated start and completion dates (month/year) for the proposed project. Applicants and preparers should remember that applications must be submitted at least 45 days (90 days for projects that go out to public notice) prior to the start of construction.

11. EXCAVATION, WASTE/BORROW SITE & SOILS REPORT

Furnish an estimate of the cubic yards of material to be excavated and the amount of any possible off site waste and/or borrow. Off-site waste and borrow sites are considered part of the permitted site and erosion and sediment control plans should be submitted for these areas.

Provide a soils report for the project area.

12. RELATIVE TIME LINE OF CONSTRUCTION ACTIVITIES

Provide a relative time line of the primary construction activities (i.e. number of weeks). These major activities include clearing, grubbing, rough site grading, final grading, sediment control practices, seeding and mulching, removal of sediment control devices, etc. If the major phase of grading will last for 1 year or longer, then please submit a Signed Statement for Billing with the application so that the project can be sent out for public notice prior to approval. The Statement for Billing form may be obtained from the construction stormwater website or by calling our office at (304) 926-0495. See Section D of the instructions for more information regarding the public notice process.

13. NARRATIVE DESCRIPTION OF EROSION AND SEDIMENT CONTROLS

The Stormwater Pollution Prevention Plan (SWPPP) and specifically the sediment and erosion controls for construction activities in this permit have five goals:

1. Limiting the amount of total disturbance
2. Diverting upslope water around disturbed areas of the site
3. Limiting the exposure of disturbed areas to the shortest duration possible
4. Controlling internal water and runoff
5. Removing sediment from stormwater before it leaves the site.

The sequence of construction (Item 14) describes the timing and manner of installation of the erosion and sediment control.

13 A. VEGETATIVE CONTROL (Temporary and Permanent)

This section of the narrative is a discussion of the vegetative practices that will be utilized during all phases of the project. As always, the initial effort should be to limit the amount of area disturbed by maintaining as much of the original vegetative cover as possible.

Vegetative Practices - a description of interim and permanent stabilization practices, including site specific implementation schedules of the practices shall be provided. Site plans should ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized as rapidly as possible. Stabilization practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Also include in the plan seedbed preparation requirements and the type and amount of soil amendments necessary to establish a healthy stand of vegetation.

The most useful, cost effective and productive erosion control is a vigorous vegetative cover. Keys to vigorous vegetation are good initial soil conditions, moisture, temperature, correct pH, available macro and micronutrients, organic material, mulch and runoff control. Effective sediment control cannot occur without good erosion control. It cannot be stressed enough that the sooner an area is seeded the better. All slopes should be seeded and mulched as soon as final grade is reached. Mulching with straw or hay contributes some organic material, retains moisture, and moderates temperatures.

A record of the dates when major grading activities will occur, and when construction activities temporarily or permanently cease on a portion of the site, and when stabilization measures will be initiated shall be included in the plan.

All diversions must be stabilized prior to becoming functional. Stabilization methods for all such diversions must be provided.

Except as noted below, stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 7 days after the construction activity in that portion of the site has temporarily or permanently ceased.

- (a) Where the initiation of stabilization measures by the 7th day after construction activities temporary or permanently ceases is precluded by natural causes, stabilization measures shall be initiated as soon as conditions allow.
- (b) Where construction activity will resume on a portion of the site within 21 days from when activities ceased, (e.g., the total time period that construction activity is temporarily halted is less than 21 days) then stabilization measures do not have to be initiated on that portion of the site by the 7th day after construction activities have temporarily ceased.
- (c) Areas where the seed has failed to germinate adequately (uniform perennial vegetative cover with a density of 70%) within 30 days after seeding and mulching must be reseeded immediately, or as soon as weather conditions allow.

The following items should be considered before vegetative practices are applied.

- Temporary grass seed mixtures and rate of application.
- Permanent grass seed mixtures and rate of application.
- Seed bed preparation.
- Type of mulch.

- Mulch rates in tons per acre or pounds per 1000 square feet
- Suppression or control of noxious weeds (reference Chapter 19, Article 12D).

13 B. STRUCTURAL CONTROLS

Prior to excavation, the contractor will need to install the appropriate structural sediment controls. Structural practices are designed to accomplish three goals. The first is to divert water from undisturbed upslope areas around the disturbed area. Second is to reduce flow path lengths and directions. And third, to remove sediment from runoff before it leaves the site. There are several ways of accomplishing sediment removal, including filtering through silt fence or some of the new silt fence replacement products on the market, ditch checks and check dams and by trapping and settling sediment in traps or basins. Structural devices (especially silt fence) must be installed properly and must be maintained and cleaned out at regular intervals.

All sediment-laden water must pass through an appropriate sediment-trapping device.

For locations on a site, which have a drainage area of 5 acres or less, a sediment trap that provides a storage volume equal to 3,600 cubic feet per acre of drainage area shall be installed. Half of the volume of the trap will be in a permanent pool and half will be dry storage. The inlet(s) and outlet(s) of sediment traps (and basins) must be protected against erosion by appropriate material such as riprap or other similar media. If necessary, diversions will be used to direct runoff to the trapping structure. Sediment traps do not require an engineering design for the outlets. The minimum size for the weir outlet is 4 feet wide and as a rule of thumb the weir should be 2 feet wide plus another 2 feet for every acre of drainage.

For drainage areas of greater than five acres, a sediment basin providing 3,600 cubic feet per drainage acre shall be installed. Half of the volume of the basin will be in a permanent pool and half will be dry storage. Sediment basins must be able to dewater the dry storage volume in 48 to 72 hours. A sediment basin must be able to pass through the spillway(s) a 25-year, 24-hour storm event, and still maintain at least one foot of freeboard. The emergency spillway will be constructed in original ground. Embankments must be built using best engineering and construction standards.

Provide all calculations used to size the sediment trapping structures.

For drainage locations served by a common drainage location where a detention structure providing 3,600 cubic feet of storage is not attainable, additional sediment and erosion controls within the project area are required in lieu of the required sized sediment basin. **Justification and a narrative description of the additional measures proposed must be provided for use of any practice(s) other than properly sized sediment basins or traps.**

Sediment trapping structures will be eliminated, and the area properly reclaimed and stabilized, when the structures are no longer needed (i.e. when the entire contributing drainage area is completely stabilized), unless the structure is converted into a permanent stormwater detention/retention structure. All trapped sediments will be disposed of in an upland area where there is no chance of entering nearby streams. Breaching the embankment to dewater the structure is not permitted. Dewatering and removal of the structure should not cause a violation of water quality standards. Provide a description of the procedures that will be used in removing these structures and the time frame.

Straw/hay bales will not be approved for sediment control.

Design and build fills so that the face of the fill is protected from erosion. Install diversions to divert runoff away from fill slopes to conveyance measures such as pipe slope drains or stabilized channels without eroding the face. As the fill comes up, slope the top (or berm it) to direct water away from the slope and to a stable conveyance. Seed and mulch the slope face every 7 days or 15 feet of fill.

Silt fence must not be used in areas where concentrated flows can be expected or to control areas of greater than 1/4-acre per 100 feet of fence. It is also imperative that silt fence is installed on the contour, perpendicular to the flow of the water.

The following is a sample of some of the practices that can be utilized in the SWPPP.

- | | |
|-----------------------------------|------------------------------|
| 1. Silt fence/Super Silt Fence | 8. Outlet protection |
| 2. Check dams | 9. Temporary stream crossing |
| 3. Sediment basins/sediment traps | 10. Ditch checks |
| 4. Diversions and waterways | 11. Level spreader |
| 5. Slope drains | 12. Rip-rap |
| 6. Earth dikes/berms | 13. Mulch |
| 7. Inlet protection | 14. Land grading |

All devices must be cleaned out when sediment occupies half of the wet capacity of the structure. Access to the structure for cleanouts must be maintained.

Pumped water from foundations, abutments, utility trenching, sediment basin/trap removal and other dewatering operations must be treated before entering a stream or waterway. There are several new products on the market that provide excellent sediment removal from pumped water.

DO NOT REMOVE SEDIMENT CONTROLS UNTIL THE CONTRIBUTING DRAINAGE AREA IS STABILIZED.

13 C. DISCHARGES TO TIER 3.0 WATERS

Construction activities discharging to Tier 3.0 waters will go through the Tier 3.0 antidegradation process. A list and maps of Tier 3.0 waters is available on the WV DEP website (Division of Water and Waste Management, Water Quality Standards) .

13 D. DISCHARGES TO IMPAIRED WATERS

Dischargers located in a watershed where a Total Maximum Daily Load (TMDL) has been developed and approved by the U.S. EPA may be required to implement additional BMP's and/or conduct additional monitoring activities, as necessary to comply with an applicable waste load allocation.

13 E. MAINTENANCE

A detailed plan and schedule for maintenance of all permanent and temporary sediment control structures is required by the permit. A description of procedures to maintain in good and

effective condition and promptly repair or restore all grade surfaces, walls, dams and structures, vegetation, erosion and sediment control measures and other protective devices must be identified on the site plan. At a minimum, procedures in the plan shall provide that all erosion controls on the site are inspected at least once every seven calendar days and within 24 hours after any storm event of greater than 0.5 inches of rain per 24 hour period.

14. SEQUENCE OF CONSTRUCTION

One of the fundamental parts of the SWPPP is the sequence of construction. The sequence of construction directs the timing of the installation of each sediment and erosion control practice within the framework of the construction project. Construction jobs usually fall into segments defined by time and space. The first operation is clearing and grubbing and/or stripping of topsoil. The sequence of events directs the contractor to concurrently install the first sediment control devices. Other critical events are; reaching final grade and seeding and mulching within seven days, ditch line stabilization and outlet protection, interim sediment control such as ditch checks, sediment traps and basins and temporary diversions, temporary seeding, and directing runoff away from fill slopes in non-erodible waterways, pipes or underdrains.

A basic sequence of events for Erosion and Sediment Control and Stormwater Management includes a plan and time schedule for: clearing and grubbing, installation of temporary stormwater control, installation of temporary sediment control structures, seeding and mulching schedules, installation of permanent erosion control, installation of permanent stormwater control, inspection schedules, maintenance schedules, and removal of temporary erosion and sediment control structures.

15. DETAILED SITE MAP(S) OF EROSION AND SEDIMENT CONTROLS

Provide site maps indicating drainage patterns and slopes prior to construction and anticipated conditions after grading activates. For projects with several phases of construction, an erosion and sediment control site map for each phase should be provided.

Site maps should identify the limits of disturbance, topsoil stockpiles, waste areas, borrow sites, and the locations of all sediment control structures and erosion controls identified in the narrative. Site maps should be a 1"=100' scale and must have minimum five-foot existing and proposed contours.

Typical details for all proposed erosion and sediment best management practices should also be included in the site plans.

16. SITE MAP OF FINAL STORMWATER

Attach a site map that includes all permanent stormwater management facilities, the location of impervious areas after construction is complete, and final stormwater routing. Permanent

stormwater structures include all ditches, pipes and culverts, basins and any other anticipated stormwater management structure. Delineate and identify each watershed and sub-watershed influenced by the project. Label or identify structures. (See next section.)

17. NARRATIVE DESCRIPTION OF FINAL STORMWATER MANAGEMENT AND POLLUTION PREVENTION

The applicant shall submit a description of measures that will be installed during construction to control stormwater discharges after the project is completed. All waterways and other runoff conveyance structures shall be permanently stabilized as appropriate for expected flows. In developing structural practices for stormwater control, the operator shall consider the use of, but not limited to: infiltration of runoff onsite; flow attenuation by use of open vegetated swales and natural depressions; stormwater retention structures and stormwater detention structures. A combination of practices may be utilized. Low impact development technology is encouraged to minimize alteration of the pre-development site hydrology. Velocity dissipation devices shall be placed at the outlet of all detention or retention structures and along the length of any outlet channel as necessary to provide a non-erosive velocity flow from the structure.

Projects located in areas that have local government requirements and/or criteria for post construction stormwater management should meet those requirements.

The applicant shall submit all calculations, watershed mapping, design drawings, and any other information necessary to explain the technical basis for the stormwater management plan. Design procedures shall follow professionally accepted engineering and hydrologic methodologies. Permanent stormwater management structures that will impound water (detention/retention basins or similar structures) shall be designed and certified by a Registered Professional Engineer. These structures shall also have a certified as-built drawing submitted with the Notice of Termination at the completion of the project. Permittees are only responsible for the installation and maintenance of stormwater management facilities prior to final stabilization of the site and termination of General Permit coverage; however the entity responsible for post-development maintenance should be identified.

The following items are the minimum that must be considered in the stormwater management:

1. Existing and proposed watersheds delineated and labeled. Label and relate culverts, ditches, ponds, etc. to these watersheds.
2. Existing water flow paths.
3. Proposed water flow paths.
4. Permanent stormwater pollution control measures. These measures should be installed as soon as practical.
 - a. Permanent seeding specifications.
 - b. All waterways must be permanently stabilized: i.e. ditch line protection w/grass and/or a rolled erosion control blanket specifically designed for concentrated water flows

- and/or properly sized rip-rap. Specific engineering requirements are needed to insure that the waterway will remain stable and not erode.
5. Waterway design calculations.. Use labels from site map to identify each calculation.
 6. Outlet protection from a pond, waterway, diversion or a culvert must extend as a properly stabilized waterway to a natural stable waterway.
 7. Pipe and culvert sizing and outlet protection. Use labels from site map to identify each calculation.
 8. Stormwater detention or retention structures design and calculations. Use labels from site map to identify each calculation.

Some resources available on the web are:

WV DEP's Construction Stormwater Web Site

http://www.dep.wv.gov/wwe/programs/stormwater/Pages/sw_home.aspx

West Virginia Erosion and Sediment Control Best Management Practice Manual 2006

http://www.dep.wv.gov/WWE/Programs/stormwater/csw/Pages/ESC_BMP.aspx

EPA's Stormwater Web Site

<http://water.epa.gov/polwaste/npdes/stormwater/>

18. PUBLIC NOTICE SIGN

Section G.4.b.5 of the General Permit states that “Within 24 hours of filing an NOI (one to less than three acres) or a Site Registration Application (three acres or more) with DWWM, all projects shall display a sign for the duration of the construction project near the entrance of the project or, for linear projects, at a location near an active part of the project that is accessible by the public, which contains the following information using the template found in the instructions: 1) the registrant’s name or the name of a contact person along with a telephone number; 2) A brief description of the project; 3) A statement indicating that the NOI or SWPPP as applicable, has been filed with the DWWM; 4) The address and telephone number of the agency where the NOI or SWPPP is maintained; and 5) That any person may obtain a copy of the NOI or SWPPP by contacting the DWWM at (800)654-5227. The sign shall be a minimum of two feet by two feet and at least three feet above ground level, clearly visible and legible from a public roadway or right-of-way. If it is not feasible to display a sign at or near the project, the registrant, with prior approval from the DWWM, may post a notice containing the foregoing information at a local public building, including, but not limited to, a town hall or public library.”

A template for the sign is as follows:

The top part of the sign, down to the words “Application Date” shall be worded and formatted as shown. Remaining text shall be filled in by the applicant (Date, Name of Registrant or Contact, Project Description, and Phone) in the size and format shown. High contrast colors must be used.

<p style="text-align: center;">For Info on Water Pollution Control Permit</p> <p style="text-align: center;">To comment on Pollution Control Plan: Call: 800-654-5227</p> <p style="text-align: center;">or DEP.Plan@wv.gov</p> <p style="text-align: center;">DEP 601 57th Street SE, Charleston WV 25304</p> <p style="text-align: center;">Application date: XX/XX/XX</p> <p style="text-align: center;"><i>Name of Project, Project Description</i> <i>(area code) Tele. No.</i></p>
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The sign will be at least 24" x 24" with 1.6" and .8" letters.

OTHER CONSIDERATIONS TO BE ADDRESSED IN THE PLAN:

1. Minimize in-stream construction.
2. Proper disposal of solid wastes.
3. Proper handling of hazardous waste.
4. Proper methods for disposal of excess cement.
5. Dust control.
6. Burning permit.
7. Permit for cement batch plants.
8. Are any local permits needed, i.e. subdivision, flood plain, stormwater, etc.
9. Will there be any stream work that would require a Public Lands Corporation Right-of Entry from the Real Estate Management Section of the Division of Natural Resources or a U.S. Army Corps of Engineers 404 permit?
10. Are there any wetlands? Wetland fills require a 404 permit from the Corps and 401 Water Quality Certification from the Division of Water and Waste Management.
11. Contact the Division of Culture and History's State Historic Preservation Office at 304-558-0220 for consultation on the Section 106 program.

Every county or municipality in the state has flood plain regulations. It is up to the applicant to check with the local authorities (county commission, planning commission, etc.) to see if the planned construction is within the 100-year flood plain.

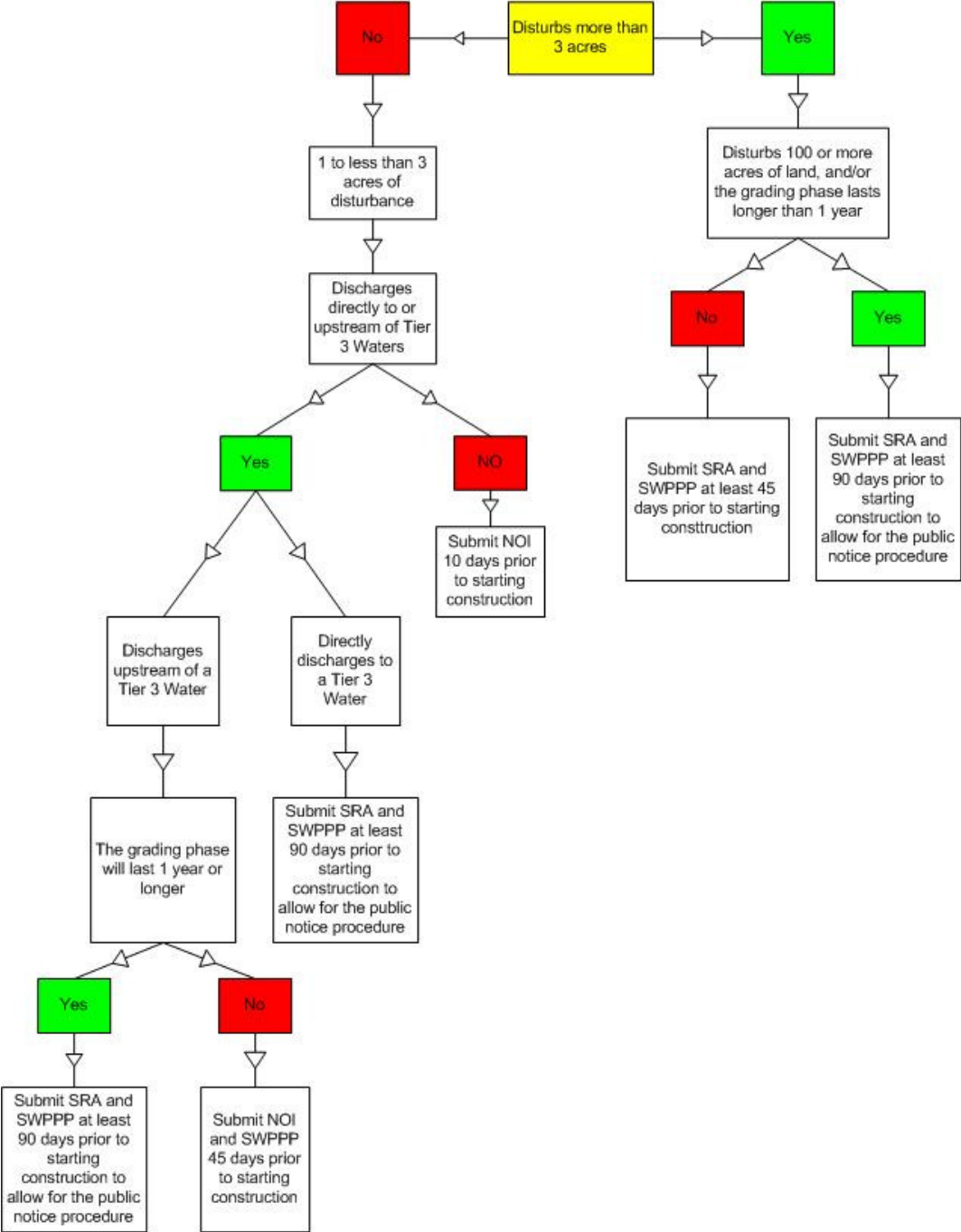
POLLUTION PREVENTION PLAN CHECKLIST

- Is the check made out to the WV Department of Environmental Protection?
- Is the application being sent to the correct address, DWWM, Construction Stormwater, 601 57th Street, SE, Charleston WV 25304?
- Is the plan signed by a responsible party such as a president, vice-president, secretary, treasurer or owner of the project? For public institutions, the plan should be signed by a person with similar duties, such as a director, chief, or a corresponding upper level management position. Local, lower level positions of statewide organizations are not allowed to sign the Site Registration Application Form.
- Are the correct number of copies of the Site Registration Applications being sent? See page two of the instructions above.
- Is a detailed sequence of construction events included that clearly explains when and where sediment controls will be installed? Is there a complete narrative?
- Install sediment control before initial clearing and grubbing. Do not remove sediment control until the contributing drainage is stabilized.
- Are standards and specifications for seeding and mulching, both permanent and temporary, included?
- Is silt fence installed in areas of concentrated flows? **Do not use silt fence in areas of concentrated flow.** The minimum standard is a maximum of 110 feet of slope above the fence. Do not use silt fence to control runoff from slopes greater than 2 to 1. Use rock check dams or sediment traps in areas of concentrated flows. Is silt fence shown placed on the contour?
- Are the volume calculations included for the basins and traps? Dewatering time for basins calculated?
- Is stormwater routing clearly shown on the drawings?
- Are all waste and borrow sites included in the plans? Will there be a need for additional haul roads not shown in the plans?

No sediment-laden water will be allowed to leave the site without going through an appropriate sediment trapping device.

General Permit Registration Application Options for Oil/Gas Related Construction Activities. Permit Number (WV0116815)

Projects disturbing less than 1 acre, and are not part of a common plan of development, then no permit coverage is required.



Questions regarding application options may refer to the oil/gas general permit.