



PRE-CONSTRUCTION CONFERENCE AND INSPECTIONS

WHEN REQUIRED

A pre-construction is required prior to any land disturbance activity, unless specifically exempted by this office.

MAIN CONTACTS

All submittals, correspondence, and meeting requests will be directed through:

Alan Shaw, Environmental Inspector	Cole Hammonds, Environmental Inspector
100 East Main Street, Christiansburg, VA 24073	100 East Main Street, Christiansburg, VA 24073
ashaw@christiansburg.org	chammonds@christiansburg.org
540-382-6120 x 1153	540-382-6120 x 1160

PRECONSTRUCTION MEETING

The owner/developer/designer/contractor will contact one of the staff members listed above and request a preconstruction meeting. The preconstruction conference cannot occur until all permits have been issued, which is normally one week following submittal of the final plans for approval.

Town staff will then prepare an agenda and will schedule the preconstruction meeting. The following items must be completed in order to schedule the preconstruction meeting:

1. Prior approval (signed construction plans) by the Town.
2. Contact information for required attendees including Responsible Land Disturber certification, and contractor and subcontractor license information.
3. VSMP Permit Coverage for the site and any off site borrow or fill areas that require permit coverage. A repair bond may be required if the haul route includes residential streets or streets that may be damaged by repeated heavy wheel loads.
4. A Sequence of Construction. Review of the sequence will be a part of the meeting agenda and any revisions made based on the meeting will become an enforceable part of the plans.

Also included will be a discussion, with supporting documentation, of the project close-out requirements. The following information will be required prior to close-out of the project:

- As-Builts/Record Drawings
- Compliance Report - *Prepared based on the Record Drawings and Certified by the Engineer of Record*
- Easements – Provide copies of all executed and recorded conservation and drainage easements
- Stormwater Management Facility Capacity Update if using a regional SWMF

A permanent Certificate of Occupancy cannot be issued, nor can the surety be released, prior to completion and acceptance of these items.