



Richmond Water Resources

RESMP Permit Process

Quick Sheet

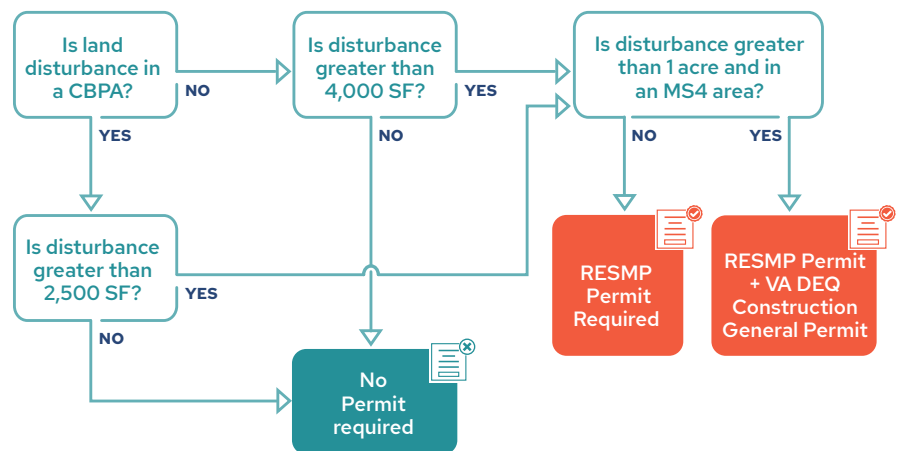
This quick sheet provides a simplified version for applying for a Richmond Erosion & Stormwater Program permit (RESMP). For more detailed information, our Guidance Manual outlines permitting, plan preparation, and regulatory compliance for all land disturbing activities within the city of Richmond. The manual explains in detail local, state, and federal water resources regulations - including erosion and sediment control, stormwater management, floodplain protection, and Chesapeake Bay Preservation areas (CBPA).

When is a Richmond Erosion & Stormwater Management Permit Required?

RESMP is required when:

- Land disturbance $\geq 2,500 \text{ ft}^2$ in CBPA
- Land disturbance $\geq 4,000 \text{ ft}^2$ in non-CBPA
- Any **construction, demolition, clearing, grading, or new impervious surfaces** may trigger permit needs.

Use the City's GeoHub to see if property is in a CBPA zone: <https://www.arcgis.com/home/webmap/viewer.html?webmap=10339f483a774998930b81accf227768>



Permit Submission Steps

1. Prepare required documents using [Stormwater Permit Intake Application Checklist](#)
 - Required documents include Environmental Plan Review Checklist, RLD form with proof of certification, Civil set of drawings with required/applicable plan sheets, Contractor's DPOR license, and Contractor's City business license
2. Submit via the [Online Permit Portal](#)
 - The required fee (based on the amount of land disturbance) will be invoiced.

3. Await plan review & invoice (See timeline below)
4. Submit the following items as applicable:
 - RLD certification and designation form
 - ESC bond package (per provided instructions)
 - SUMA with exhibit (per provided instructions)
5. Permit Issuance and Pre-Construction Meeting

Note: Certain projects may be eligible for the Streamline Review process. Upon submission of the required third-party review documentation, these projects may be exempt from the standard review procedure. Refer to the [Streamline Review Process Checklist](#) for more information. For further details, please contact Water Resources.

15 DAYS

Administrator will notify applicant of completeness 15 calendar days after receipt

60 DAYS

Administrator has additional 60 calendar days from notification of completeness to review plan and deem approved or disapproved and provide comments

15 DAYS

If plan is disapproved, the Administrator shall review revised plan within 15 calendar days of resubmission

45 DAYS

Administrator shall deem it approved or disapproved within 45 days of receipt

Required Plans & Submittals

- **General Information**
 - a. Site plan, application, and [Environmental Plan Review Checklist](#)
- **Erosion & Sediment Control (ESC) Plan**
 - a. Comply with [City of Richmond Code Chapter 14](#) and [Virginia Stormwater Management Handbook](#)
 - b. Must be signed and sealed by a licensed P.E.
 - c. Requires RLD certification and performance bond
- **Stormwater Management (SWM) Plan**
 - a. Required for sites in MS4
 - b. Show how post-construction runoff meets quantity and quality standards
 - c. Reference DEQ's Runoff Reduction Method
 - d. Follow Richmond's [Stormwater Management Design Manual](#), [City of Richmond Code Chapter 14](#), and [Virginia Stormwater Management Handbook](#)
- **Stormwater Pollution Prevention Plan (SWPPP)**
 - a. Required for sites ≥ 1 acre in MS4 areas
 - b. Submit signed Registration Statement
 - c. Includes site-specific BMPs, discharge controls, inspection schedules, and off-site activity assessments
 - d. May cross-reference Spill Prevention, Control, and Countermeasure (SPCC) rule or other approved plans
- **Stormwater Utility Maintenance Agreement (SUMA)**
 - a. Required for sites with permanent BMPs
 - b. Must be submitted to Water Resources for review by the City Attorney's office prior to signing
- **Chesapeake Bay Site Plan**
 - a. Required for all development in RPA/RMA
 - b. Includes Water Quality Impact Assessment (WQIA), landscape plan, and stream study (if reclassifying)
- **Floodplain Management**
 - a. Required for development in 100-year floodplain
 - b. Elevation certificate, no-rise analysis, hydrologic/hydraulic modeling, USACE permits for levee-adjacent projects
 - c. Floodproofing and flood insurance is likely required

Single-Family Dwelling (SFD)

- Detached single family homes, on 1 lot, less than 1 acre, not in a common plan of development.
- May use **Agreement In Lieu of Plan (AILP)** instead of complex engineering drawings
- Site plan must include:
 - Proposed dwelling
 - Adjacent parcels, streets, driveways, and alleys
 - Limits of disturbance (LOD)
 - North Arrow
 - Stamped by PE, Architect, or Surveyor
 - Erosion controls (like silt fence and construction entrance(s))

Exemptions (No Permit Needed If...)

- Less than 2,500 ft² disturbed in CBPA and not part of a common plan
- Less than 4,000 ft² disturbed outside CBPA
- Permitted surface or deep mining operations
- Routine maintenance (not expansion or drainage redesign)
- Agricultural/forestry use (with specific conditions)
- Emergency repairs
- Small home landscaping projects

Best Practices

- Coordinate with DPU Water Resources early via pre-submittal meetings
- Use Environmental Plan review Checklist to prepare plans
- Work on getting bonds, agreements and SUMA approved while plans are in review
- Streamline review - DPU will implement a streamline review process starting in July 2025. Stay tuned for more information.



Document Library

- [RESMP Permit Application](#)
- [Environmental Plan Review Checklist](#)
- [E & S Bond Package](#)
- [Responsible Land Disturber Form](#)
- [Streamline Review Process Checklist](#)
- [Stormwater Utility Maintenance Agreement \(SUMA\) Instructions](#)

Useful Links

- [Virginia Stormwater Management Handbook](#)
- [City of Richmond Code Chapter 14 - Floodplain Management, Erosion and Sediment Control, and Drainage \(Municode\)](#)
- [Department of Environmental Quality \(DEQ\)](#)
- [Runoff Reduction Method](#)
- [Interactive Chesapeake Bay Map](#)
- [Stormwater Management Design and Construction Standards Manual](#)
- [FEMA Floodplain Map Service Center](#)
- [VA Flood Risk Information](#)
- [NFWF Wetlands Inventory](#)
- [Planning & Development Review](#)