**VPA Site Book Checklist**

**For**

**Biosolids/Industrial Residuals Land Application Permit Applications**

DEQ will consider a site book included with a VPA permit application complete if the following information is provided by the applicant:

| **Information Required** | **Included?** |
| --- | --- |
| **Yes** | **On File** | **N/A** |
| 1. Completed Land Application Agreement for Each Landowner
* Must use Form [Part D-VI, Rev 6/11/2018b](https://ris.dls.virginia.gov/uploads/9VAC25/forms/1e85a005673~4b.pdf)
* Each landowner must sign his/her own landowner agreement form (i.e. a married couple must sign separate landowner agreement forms)
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| 1. Provide name, address, and telephone number of each landowner
* Information is required on Form Part D-VI
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| 1. Provide name, address, and telephone number of the person who applies biosolids to the site, if different from the applicant
* This information is required if the person land applying biosolids is not an employee of the applicant, is an employee but is land applying on behalf of the company, or is a subcontractor of the applicant land applying under the VPA permit
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| 1. DEQ Control ID
* For existing sites and fields, provide the assigned DEQ control number
* For new sites and fields, DEQ will assign a control number during permit processing
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| 1. Applicant Field ID
* For each field within a site, provide a unique Field ID for each land application area
* A Field ID previously used shall not be used to identify a new or different land application area that does not include at least a portion of the previously identified area
* If different versions of the Field ID are provided in the application materials (i.e., “long” Field IDs provided in one portion and “short” Field IDs provided in another portion), please provide an explanatory statement or a specific list relating the two different Field ID versions
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| 1. Latitude and Longitude
* At minimum, provide latitude and longitude for each land application site. Latitude and longitude for each field within a land application site is acceptable. A “land application site” is defined as “contiguous land under common ownership” and therefore may be an entire farm
* Provide in decimal degrees, to three decimal places
* Identify the method of determination (field GPS, GIS, online maps, etc.)
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| 1. Gross Acreage
* Provide gross acres for all new fields in a summary table
* On at least one map in the site book, list gross acres for the fields presented on that particular map
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| 1. Site type and Agricultural Practices Description
* For each field, identify the site type (agriculture, silviculture, reclamation, public contact site, etc.)
* This may be accomplished in a table format that lists the Field IDs, gross acreages, landowners, tax parcel IDs, environmentally sensitive features, etc.)
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| 1. Sites subject to CPLR
* Note if a site has received prior biosolids applications subject to CPLR
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| 1. Nutrient Management Plan (NMP) and Approval Letter
* Submit a copy of an approved NMP and DCR approval letter when:
* Site is operated by owner or lessee of an animal feeding operation or poultry feeding operation (even if the site does not receive manure applications)
* Site will be land applied more frequently than once every three years at >50% agronomic rate
* Site specific conditions increase the risk of adverse impacts to state waters
* Land application is proposed at mined or disturbed land sites and applications will be greater than agronomic rates. The NMP and DCR approval letter must be for land application activities to occur after release from Virginia Energy or the reclamation plan
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| 1. Reclamation Plan
* Submit, with the application, a reclamation plan that establishes the biosolids application rates and other site-specific management practices that has been developed in consultation with the Virginia Tech Department of Crop and Environmental Sciences
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| 1. Map Legend
* Include at least one legend in each site book
* The legend must distinguish the various symbols used on the site maps. The various symbols should denote all the required map features that may be found at the site
* If a legend is provided on each map, it must be in the boundary or in a text box and not in the body of the map itself
* Ensure that the symbol or color used is legible on all maps
* Any symbol or color shall only be used to depict one feature (e.g. do not use a red line to depict the property line and a red line to depict the field boundary)
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| 1. General Location and Proposed Haul Route Map
* Include a map, at an appropriate scale, so that the location of the site location can be determined relative to nearby features, such as towns and major roadways
* Denote the proposed route that trucks delivering biosolids to the site will utilize
* Each map shall be correctly titled and oriented to the north (e.g. Topographic Map, Aerial Photograph, Soil Map, Tax Map, etc.)
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| 1. County Tax Map with Tax Parcel IDs
* Include a tax parcel map, at an appropriate scale, that includes the tax parcel IDs of all parcels that make up the site. The tax parcels shall be labeled with the tax parcel IDs and be legible
* Tax parcel maps must include all tax parcels within 400 ft. of the site
* Include “property cards” identifying the owner(s) of the parcels included in the site book (only for parcels proposed to receive biosolids)
* If a parcel crosses a county line, only that portion of the parcel that lies within the subject county may be included in the permit application
* It is preferred that the applicant’s assigned field ID be depicted on the tax map
* Each map shall be correctly titled and oriented to the north (e.g. Topographic Map, Aerial Photograph, Soil Map, Tax Map, etc.)
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| 1. USDA-NRCS Soil Survey Map
* Include a soil survey map, at an appropriate scale, showing each proposed field and the major soil types present
* Include a key denoting the soil symbol on the map to its corresponding soil type
* Denote any environmentally sensitive features present for the soil types depicted in the site book. This may be accomplished on the previously mentioned key or on a separate table
* It is preferred that the applicant’s assigned field ID be depicted on the soil survey map
* Each map shall be correctly titled and oriented to the north (e.g. Topographic Map, Aerial Photograph, Soil Map, Tax Map, etc.)
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| 1. Topographic Maps and Aerial Photographs
* Provide topographic maps and aerial photographs, at an appropriate scale, so that features are easily identified
* Topographic maps and aerial photographs must depict current conditions of the site
* If multiple pages are used to present a single field, the intersection of site boundaries shall be easily discerned
* Maps must depict any features present in the field, at an appropriate scale, as noted in 16.a – 16.j below
* Each map shall be correctly titled and oriented to the north (e.g. Topographic Map, Aerial Photograph, Soil Map, Tax Map, etc.)
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| 16.a) Property boundaries* Depict the property boundaries of the site
* On at least one map in the site book, the entire property boundary of the site must be depicted
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| 16.b) Surface Water Courses & Drainage Ways* Identify all surface waters and drainage ways (including ag ditches and swales)
* Depict public water supply segments and public water supply reservoirs, as they have increased setbacks. If public water supply segments and public water supply reservoirs are not known, they may be identified by DEQ during application review
* Setbacks for public water supplies and public

 water supply reservoirs shall be depicted, to scale, on the map: 100 ft. for public water supply segments and 400 ft. for public water supply reservoirs |  |  |  |
| 16.c) Water Supply Wells & Springs* Identify all water supply wells and springs
* Setbacks for water supply wells and springs shall be depicted, to scale, on the map: 100 ft. from water supply well or spring
* In the event a water supply well is near an occupied dwelling, the setback depicted for the occupied dwelling will suffice for the water supply well
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| 16.d) Roadways* Identify all roadways in the area depicted on the map
* Route numbers and/or road names shall labeled and legible
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| 16.e) Rock outcrops* Identify all rock outcrops in the area depicted on the map
* Include notation if rock outcrop is limestone
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| 16.f) Sinkholes* Identify all sinkholes in the area depicted on the map
* Closed sinkholes and open sinkholes shall have two different symbols depicted on the Legend, as the setbacks are different. If only one symbol is used, it will be assumed it is an open sinkhole
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| 16.g) Slopes* Identify all slopes >15% in the area depicted on the map
* Slopes >15% may be waived on a case-by-case basis. The slope waiver request should be made at the time of permit application, but no later than during site reviews of the site
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| 16.h) Frequently Flooded Areas* Identify all areas that may be subject to frequent flooding (based on USDA-NRCS designation) in the area depicted on the map
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| 16.i) Occupied Dwellings* Identify all occupied dwellings present within the site and within 400 ft. of the property boundaries of the site
* Setbacks for occupied dwellings shall be depicted, to scale, on the map: 200 ft. from occupied dwelling
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| 16.j) Odor Sensitive Receptors (OSR) and Publicly Accessible Sites (PAS)* Identify all odor sensitive receptors and publicly accessible sites within 400 ft. of the property boundaries of the site
* Setbacks for an OSR and/or a PAS shall be depicted, to scale, on the map: 400 ft. from building/structure and 200 ft. from property line.
* An OSR is defined by [9VAC25-32-10](https://law.lis.virginia.gov/admincode/title9/agency25/chapter32/section10/) as “…in the context of land application of biosolids, any health care facility, such as hospitals, convalescent homes, etc. or building or outdoor facility regularly used to host or serve large groups of people such as schools, dormitories, or athletic and other recreational facilities”
* A PAS is defined by [9VAC25-32-560](https://law.lis.virginia.gov/admincode/title9/agency25/chapter32/section560/) as “sites open to the general public and routinely accommodate pedestrians and include, but are not limited to, schools, churches, hospitals, parks, nature trails, businesses open to the public, and sidewalks.” Temporary structures, public roads, or similar thoroughfares are not considered publicly accessible
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