

## VCAP Application Submission Checklist

\_\_\_ Signed application (**Form 1**) and **W-9 form**

\_\_\_ Job Sheet (**Form 2**) - Include preliminary data such as resource assessment, ranking score, permits, and design/construction summary.

\_\_\_ **Design Plan** with the following components:

- Vicinity map (aerial with roads or roads map)
- **Aerial photo with sketch or outline showing the location of practice(s) and runoff flow paths**
- **Sketch and/or topo map of contributing drainage area and impervious area treated**
- **Sketch of practice(s) dimensions and specifications**
- **Photos of the site, including the resource concern(s)**
- Practice(s) cross section and/or profile showing the depth, slope, and inlet, outlet and overflow structures, where applicable
- **Material list**
- **Site constraints for construction should be identified** (utilities, right-of-way, etc.)
- Installation requirements including **construction sequence/timeline and site stabilization**
- **Pretreatment method** (when necessary)
- **Necessary computations:**
  - Practice(s) sizing based on 1-inch volume of runoff (Appendix A.1);
  - Practice(s) overflow weir/pipe sizing based on 10-year design storm (see appendix A.2 and A.3);
  - Adequate downstream conveyance calculations (Appendix A.4), when necessary
  - Any other calculations per the practice(s) standard (i.e. structural loading, pretreatment sizing, etc.)
- Soil map with description of soils
- **Infiltration test results** – minimum of 12" depth (for infiltration practices)
- **Landscape plan and schedule of planting**
- **Third-party professional certification of design** (when necessary)

\_\_\_ **Itemized cost estimates** from contractor, vendor, and/or supplier

\_\_\_ **Completed ranking sheet**

\_\_\_ **Signed Release Agreement** (Form 5), when necessary

**Items highlighted in yellow are part of VCAP application needed from participating landowner**

**Items highlighted in orange are also needed, depending on the practice**