

Project Applicant Checklist for NPDES Permit Requirements
SAN MATEO COUNTYWIDE STORMWATER POLLUTION PREVENTION PROGRAM

I. PROJECT DATA

Project Name _____ **Project Address** _____

APN _____ - _____ - _____

Applicant Name _____ **Applicant Phone** _____

Applicant Address _____

Type of Development

- ☐ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Mixed-Use
- ☐ Streets, Roads, Highways, Freeways, etc.
- ☐ Significant Redevelopment Project (as defined by STOPPP's NPDES permit Provision C.3.c.i.3)

- ☐ Site Area _____ (sq. ft.)
- ☐ Disturbed Area _____ (sq. ft.)*
- ☐ Existing Impervious Surface _____ (sq. ft.)
- ☐ New Impervious Surface (created, added and/or replaced) _____ (sq. ft.)**

* If ≥ 1 acre (43,560 sq. ft.) of soil disturbance, please refer to Section III.

** If ≥ 1 acre (43,560 sq. ft.) of impervious surface is added and/or replaced, please refer to Sections IV and V. (This threshold is reduced to projects that are 10,000 sq. ft. or larger starting August 15, 2006.)

II. MINIMUM REQUIREMENTS FOR ALL PROJECTS – All projects must incorporate as many of the following measures as practical (check boxes that apply).

A. SITE DESIGN MEASURES. Project must incorporate the following measures to the maximum extent practicable:

- ☐ Protect sensitive areas and minimize changes to the natural topography.
- ☐ Minimize impervious surface areas.
- ☐ Minimize impervious areas from being directly connected to the storm drain system (e.g. direct roof downspouts to vegetated areas where feasible).
- ☐ Maximize permeability by preserving open space.
- ☐ Use permeable pavement surfaces where feasible.
- ☐ Use landscaping to treat stormwater.
- ☐ Use "Bay Friendly" landscape design, as indicated in "Bay-Friendly Landscape Guidelines - Sustainable Practices for the Landscape Professional".

B. SOURCE CONTROL MEASURES.

- ☐ Incorporate all applicable source control measures in [enter municipality name] Local Source Control Measures List.

C. PERMANENT STORMWATER TREATMENT CONTROL MEASURES. Project must consider incorporating the following measures:

- | | |
|---|---|
| <ul style="list-style-type: none"> ☐ Vegetated swale ☐ Extended detention basin (dry) ☐ Wet pond ☐ Media filter (sand, organic matter) ☐ Vortex separator (commercially available in-line treatment unit) ☐ Bioretention area | <ul style="list-style-type: none"> ☐ Vegetated buffer strip ☐ Constructed wetland ☐ Manufactured drain insert (may not be used unless part of a multi-step treatment process) ☐ Infiltration trench ☐ Other _____ |
|---|---|

Continued ➡

D. EROSION and SEDIMENTATION CONTROL. *If the project involves any land disturbance, project plans must incorporate all of the following requirements:*

1. Stabilize all denuded areas and install and maintain all temporary erosion and sediment controls continuously between October 15th and April 15th of each year, until permanent erosion control have been established.
2. Provisions for diverting on-site runoff around exposed areas and diverting off-site runoff around the site (e.g., swales and dikes).
3. Provisions for preventing erosion and trapping sediment on-site, such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, storm drain inlet protection, soil blankets or mats, covers for soil stock piles, and/or other measures.
4. Provide notes, specifications, or attachments describing the following:
 - a) Construction, operation and maintenance of erosion and sediment control measures, including inspection frequency;
 - b) Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material;
 - c) Specifications for vegetative cover and mulch, including methods and schedules for planting and fertilization;
 - d) Provisions for temporary and/or permanent irrigation.

E. CONSTRUCTION BMPs. *Project plans must incorporate all of the following BMPs as project notes. Additionally, project plan set must include STOPPP's Construction BMP page, available for download at [\(enter municipality website address\)](#).*

1. Store, handle, and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
2. Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, and non-stormwater discharges to storm drains and watercourses.
3. Use sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
4. Avoid cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
5. Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
6. Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
7. Perform clearing and earth moving activities only during dry weather.
8. Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
9. Limit construction access routes and stabilize designated access points.
10. Avoid tracking dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
11. The Contractor shall train and provide instruction to all employees and subcontractors regarding the construction BMPs.

III. CONSTRUCTION PROJECTS THAT DISTURB ≥ 1 ACRE OF AREA — *For all projects with 1 acre or more of disturbed area, applicants must file a Notice of Intent (NOI) with the State Water Resources Control Board to obtain coverage under the State General Construction Activity NPDES Permit, and must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). Note: Completion of this checklist does not imply certification of the adequacy of the SWPPP by the municipality.*

1. A copy of the project's NOI and SWPPP shall be submitted to the planning, building, or engineering department prior to issuance of a grading or building permit.
2. A copy of the project's NOI and SWPPP shall be kept on-site and make available for review by the municipal inspector upon request.

Continued ➡

IV. GROUP 1 PROJECTS: PROJECTS THAT ADD AND/OR REPLACE ≥ 1 ACRE OF IMPERVIOUS SURFACE-

- The following requirements apply to projects that add and/or replace 1 acre (43,540 sq. ft.) or more of impervious surface, and are therefore subject to the requirements of Provision C.3 of STOPPP's amended NPDES permit. If the project consists of a single-family residence that is not part of a larger plan of development, the project will be considered in compliance with Provision C.3, regardless of amount of impervious surface added and/or replaced, with the incorporation of appropriate pollutant source control and site design measures, and the use of landscaping to appropriately treat runoff from the roof and house-associated impervious surfaces (e.g., runoff from roofs, patios, driveways, sidewalks, and similar surfaces).

- | | |
|--|---|
| <p>1. Incorporate site design measures, as listed in Section II.A above.</p> <p>2. Incorporate all applicable source control measures listed in municipality's Local Source Control Measures List.</p> <p>3. Incorporate pesticide-reduction measures, such as using Integrated Pest Management.</p> <p>4. Enter into an agreement of responsibility and funding for ongoing implementation and maintenance of stormwater treatment control measures, as appropriate for the control measure.</p> <p>5. Treatment control measure design must be consistent with Vector Control Plan requirements.</p> | <p>6. Use of a hydraulically sized, permanent stormwater treatment control, as follows (see http://www.flowstobay.org/pdfs/bmp/Construction%20Series/stoppp_c3_handbook_final.pdf for more information):</p> <p>☐ A flow-based treatment control hydraulically sized to manage the flow of runoff produced by a rain event equal to at least 0.16, 0.2, or 0.36 inches per hour; or</p> <p>☐ A volume-based treatment control hydraulically sized to capture 80 percent or more of the volume of annual runoff, using local rainfall data.</p> <p>More hydraulic sizing information can be found at http://www.cabmphandbooks.com/Documents/Development/Section_5.pdf.</p> |
|--|---|

V. HYDROMODIFICATION MANAGEMENT – *In addition to the requirements under Section IV, the following requirement applies to applicable** Group 1 projects located in areas subject to hydromodification management. See figure 3-1 of STOPPP's Hydromodification Management Plan for exempted and non-exempted areas (generally, lands east of Alameda de las Pulgas are exempt and lands west are subject to hydromodification management requirements). The HMP is available at http://www.flowstobay.org/pdfs/bmp/Construction%20Series/stoppp_c3_handbook_final.pdf.*

1. Use a flow duration stormwater control measure designed such that post-project stormwater discharge rates and durations match pre-project discharge rates and durations. For sizing information, please consult the HMP. (In the future, include reference to Bay Area Hydrology Model (BAHM) download information.)

**The following types of projects are exempt from the requirements for hydromodification management:

- The construction of a single-family residence that is not part of a larger plan of development.
- A redevelopment project that does not increase the amount of impervious surface and the time of concentration of stormwater runoff.
- A transit type of development within $\frac{1}{4}$ to $\frac{1}{2}$ mile of a transit station and/or intermodal facility.
- A project within a "Redevelopment Project Area" that redevelops an existing brownfield site or creates housing units affordable to persons of low or moderate income.

Reviewed by:

Planning: _____ date / /

Engineering: _____ date / /

Building: _____ date / /