

SCP Submittal Guidelines

Dear Stormwater Control Plan (SCP) Project Applicants and Property Owners,

Effective January 1, 2021, hardcopy SCP submittals will no longer be required for projects using the [Parcel SCP Project Information Form](#). Projects using the [Multi-Phase SCP Project Information Form](#) must continue to submit both electronic PDF and hardcopy SCPs.

Please submit SCPs as follows:

- For projects submitting via **'Parcel SCP Project Information Form'**: Submit an **electronic PDF ONLY** of the SCP and [SCP Review Fee Form](#) to StormwaterReview@sfgwater.org.
- For projects submitting via **'Multi-Phase SCP Project Information Form'**:
 - Submit an **electronic PDF** of the SCP and [SCP Review Fee Form](#) to StormwaterReview@sfgwater.org **AND**
 - Submit a **hardcopy** SCP by mail to

*Attn: SCP Project Review Team
c/o Ken Kortkamp
SFPUC, Wastewater Enterprise
525 Golden Gate Ave, 11th Floor
San Francisco, CA 94102*

Additional guidance:

- Confirm SCP is complete per the [SCP Instructions](#) and [SCP Preparation Checklist](#).
- Provide electronic SCP package as a single collated PDF file.
 - Provide a Bookmark for all SCP section headers that match the 'Table of Contents' provided in the SCP.
 - Provide a 'Page Label' for CDs sheets that match the sheet number provided on the drawing.
 - Provide page orientation for on-screen review (i.e. not sideways).
 - Flatten and compress the PDF prior to sending.
 - Submit via company FTP site (preferred), or SFPUC Sharefile site (if needed and requested).
 - Provide electronic copy of the completed 'SCP Review Fee Form,' and copy of check if available.
- Submit check and completed 'SCP Review Fee Form' directly to SFPUC Cashiers Unit per [SCP Review Fee and Check Submittal Guidelines](#).

Please continue to direct any questions you may have about SCP submittals and process to StormwaterReview@sfgwater.org.

Sincerely,
The Stormwater Review Team