

# SCP Review Fee and Check Submittal Guidelines

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

Effective January 1, 2021, we will be implementing new SCP Review Fee check submittal requirements:

- **All projects MUST submit a review fee check and form**, regardless of Preliminary SCP submittal date.
- **CHECK submittal:** Send the paper check and completed SCP Review Fee Form to the SFPUC Cashiers Unit at the address below. **Do NOT send the SCP to this address.**
  - Determine check amount per [2020-21 Review Fee table](#) (Schedule W-47)
  - Make check payable to “San Francisco Water Power and Sewer”
  - Complete and print [SCP Review Fee Form](#)
  - Send paper check and form to:

*SFPUC*  
*Attn: Cashiers*  
*525 Golden Gate Ave, 2<sup>nd</sup> Floor*  
*San Francisco, CA 94102*
  - NOTE: The Cashiers Unit will return checks that are not received with a completed Review Fee Form.

Stormwater Review staff will:

- Receive a scanned copy of the check and Review Fee Form from the Cashiers Unit, and;
- Send confirmation of receipt of check to the Project Applicant and Property Owner on record.

Submit SCPs per [SCP Submittal Guidelines](#). Please continue to direct any questions you may have about SCP submittals and process to [StormwaterReview@sfgwater.org](mailto:StormwaterReview@sfgwater.org). **The Cashiers Unit cannot answer SCP-related questions.**

Sincerely,

The Stormwater Review Team