9 Stormwater Control Plan Requirements
Submittal of a Stormwater Control Plan is required for all projects that create and/or replace 5,000 square feet or more of impervious surface. The SCP is reviewed by the SFPUC or Port to determine whether a proposed project meets performance requirements.

The San Francisco Public Utilities Commission (SFPUC) and the Port of San Francisco (Port) require the submittal of a Stormwater Control Plan (SCP) for all projects creating and/or replacing 5,000 square feet or more of impervious surface. Project proponents must complete a SCP to demonstrate that they have met all applicable stormwater performance requirements. The SCP allows the SFPUC and the Port to review projects that are subject to the SMR and evaluate compliance.
Typical SCP Submittal Process Timeline

The SCP review process consists of two review stages: **Preliminary SCP** and **Final SCP**. Figures 9 and 10 illustrate the SFPUC’s and Port’s typical SCP review processes, respectively. They are largely similar, except that the SFPUC has partnered with the San Francisco Department of Building Inspection (DBI) for enforcement and the Port houses its own enforcement mechanisms.

Before submitting a Preliminary SCP, design teams are encouraged to discuss the proposed stormwater management approach with SFPUC or Port staff at a **pre-application meeting**. Design teams should schedule a meeting early in the project planning phases. Early coordination minimizes design issues throughout the review process. SFPUC or Port review staff will provide technical assistance to the design team during the entire development of the site design and SCP (Preliminary and Final) to the extent feasible. Review staff will provide design guidance via email or phone calls to facilitate compliance with the Stormwater Management Requirements (SMR).

If project proponents with constrained sites in the combined sewer area wish to apply for the **Modified Compliance** option, they must submit a Modified Compliance Application before submitting a Preliminary SCP. The Modified Compliance Application, complete with submittal instructions, is available online at [www.sfwater.org/smr](http://www.sfwater.org/smr).

---

**Figure 9.** The SFPUC Stormwater Control Plan submittal and approval process
Project proponents typically submit a **Preliminary SCP** at the design development phase of the project; the Preliminary SCP must be approved by the SFPUC or the Port before a Site or Building Permit will be issued. The Preliminary SCP acts as a proof-of-concept of the overall stormwater management approach; plans should reflect the design level typical of a Site Permit (e.g. 100% design development). Formal review entails validation of stormwater calculations, confirmation of proper and safe design of Best Management Practices (BMPs), and assurance that there are no fatal flaws in the stormwater management concept. Some Preliminary SCPs may need to be revised several times to develop a sound stormwater management approach before they can be approved.

A **Final SCP** is typically submitted at the 100 percent construction document phase of the project. Whereas a Preliminary SCP must demonstrate that the proposed stormwater management approach is sound, a Final SCP must prove that the overall proposed design as well as BMP selection, sizing, and configuration account for site constraints and meets stormwater requirements. Final SCPs must be stamped by a California licensed engineer or landscape architect. If a Final SCP is reviewed and found to be acceptable it is Approved with Conditions. These conditions always contain the submittal of a **Certification of Acceptable Construction** and maintenance documentation.

In order to obtain SCP Final Approval, a Certification of Acceptable Construction and maintenance documentation must be submitted to the SFPUC or Port. The DBI and Port will not release the Certificate of Final Construction for the project until the SFPUC or Port approves the Final SCP.

---

**Figure 10. The Port Stormwater Control Plan submittal and approval process**
Certification of Acceptable Construction

The project's Civil Engineer or Landscape Architect must observe all stormwater BMPs at major stages of construction and upon completion to ensure that the BMPs have been built in general accordance with the Final SCP Approved with Conditions. This observation is documented by the submission of the Certification of Acceptable Construction form, which must be provided to the SFPUC or the Port upon completion of construction. If there are construction-related issues which indicate that the installation does not meet the intent of the Final SCP Approved with Conditions, the property owner is responsible for ensuring corrective action is taken. If the issues are not rectified, a Certification of Final Completion will not be issued by the DBI or Port, depending on jurisdiction.

Maintenance Agreement (SFPUC jurisdiction only)

Projects are required to install stormwater management controls and maintain those controls in perpetuity. Every Large Project subject to the SMR must sign and record a Maintenance Agreement to acknowledge and accept this maintenance responsibility. The Maintenance Agreement must be signed and recorded at the San Francisco Office of the Assessor prior to SFPUC approval of the Final SCP. For more information download the Maintenance Agreement Recordation Instructions available at www.sfwater.org/smr.

Operations & Maintenance Verification Documents (Port jurisdiction only)

Port project proponents (i.e., prospective lessees, licensees, or facility operators) may be required to install and maintain new stormwater management controls on Port property, and/or maintain existing stormwater management controls on Port Property in accordance with the terms of their lease agreement, management agreement, or license throughout the term of their agreement with the Port. The Port and Port project proponent will formalize and agree to operations and maintenance responsibilities for every Large Project subject to the SMR prior to Port approval of the Final SCP.
A swale in front of the San Francisco Public Utilities Commission's Channel Pump Station slows and treats stormwater before entering the Bay. Photo: SFPUC
SCP Components for Single-Parcel Projects

Components of an SCP are listed below along with a short description of what is required in each section. Visit [www.sfwater.org/smr](http://www.sfwater.org/smr) to download the complete SCP instructions, forms, templates, memoranda, and worked examples. There are separate SCP Instructions and Project Information Forms for single parcel and multi-phase (i.e. redevelopment) projects.

**Project Information Form**

The Project Information Form includes property owner and applicant contact information, project location and description, a checklist to ensure completion of all SCP components, and a Statement of Certification with the preparer’s name, license number and stamp.

**Project Narrative**

The Project Narrative is a concise description of the proposed project including existing conditions, opportunities and constraints for stormwater management, and overall stormwater management approach. A summary of the BMP selection process should be included to explain how the Combined or Separate Sewer Area BMP Hierarchy was used in selecting stormwater controls. Separate sewer area projects must also summarize how the LID Principles and Strategies outlined in Chapter 4: Green Infrastructure Design Approach, Task 4) have been incorporated into planning and design.

**Separate Sewer Area BMP Selection Form (for separate sewer area projects ONLY)**

The Separate Sewer Area BMP Selection Form aligns with the required Separate Sewer BMP Hierarchy outlined in Chapter 6: Separate Sewer Area Performance Requirements. It allows project applicants to demonstrate how they are proposing to use preferred BMPs to the maximum extent practicable. The Form presents thresholds, based on site conditions, which must be assessed before implementing a lower priority BMP.
**Calculation Summary and Table**

The Calculation Summary should clearly describe the stormwater control BMP performance calculation methods and assumptions. The table should clearly show that the proposed overall design meets the performance requirements and should summarize the stormwater runoff calculation results for each sub-watershed area, if applicable, and for the whole site.

**Stormwater Management Plan**

The Stormwater Management Plan is a site plan that tells the hydrologic story of the project site and demonstrates how the selected BMPs will manage runoff from their contributing areas. It is the only drawing required within the SCP that is not already created as part of the construction document plan set. The Stormwater Management Plan should define sub-watersheds and drainage management areas (DMAs), provide an Area Summary Table that summarizes surface area types and DMAs, and provide a typical detail for each type of BMP.

**BMP Inspection Schedule**

The BMP Inspection Schedule lists inspection activities and schedules. Projects can create an Inspection Schedule using the template in the Technical Report Templates or they can provide a custom BMP Inspection Schedule if necessary (e.g., for proprietary BMP systems such as vegetated roofs and rainwater harvesting systems). Refer to Appendix A: BMP Fact Sheets for recommended activities and frequency for standard BMPs. The Technical Report Templates are available online at www.sfwater.org/smr.

**BMP Maintenance Schedule**

The BMP Maintenance Schedule lists maintenance activities and schedules. Projects can create a Maintenance Schedule using the template in the Technical Report Templates or they can provide a custom BMP Maintenance Schedule if necessary (e.g., for proprietary BMP systems such as vegetated roofs and rainwater harvesting systems). Refer to Appendix A: BMP Fact Sheets for recommended activities and frequency for standard BMPs. The Technical Report Templates are available online at www.sfwater.org/smr.
Source Control Checklist
Projects are also required to implement source controls for all pollutant-generating activities and pollutant sources associated with the project. Everyday activities such as recycling, trash disposal, and vehicle and equipment washing generate pollutants such as trash, sediments, oil and grease, nutrients, pesticides, and metals, all of which can be mobilized by stormwater runoff. The Source Control Checklist, available for download with the Technical Report Templates lists each potential source of polluted runoff, associated pollutants of concern, and proposed source controls. Refer to the SMR Appendix A: BMP Fact Sheets for resources on required source control measures. The Technical Report Templates are available online at www.sfwater.org/smr.

Calculation Spreadsheets or Modeling Output
The calculation spreadsheets or a modeling output should demonstrate that the SMR performance requirements have been met. Design teams should ensure that the information in the spreadsheets is consistent with corresponding sections of the SCP. For accepted modeling outputs, refer to the SFPUC Accepted Hydrologic Calculation Methods, available online at www.sfwater.org/smr.

Supporting Documentation
As appropriate, additional site-specific documentation can be submitted to support the stormwater management design and assumptions, such as proposed BMP proprietary product information (e.g. cut sheets and operations & maintenance documentation), relevant geotechnical report findings and/or infiltration testing results, and BMP specifications.

Construction Document Drawings (excerpts related to stormwater management)
Construction Documents must be included as reference material to ensure that BMPs are fully incorporated into the site design. Construction Document drawings should depict the existing and proposed conditions that are relevant to compliance with the SMR.
SCP Components for Multi-Phase Redevelopment Projects

Proponents of multi-phase redevelopment projects must provide additional information beyond the components described for single-parcel projects. For these projects, the *Multi-Phase SCP Instructions* and *Project Information Form* (available at [www.sfwater.org/smr](http://www.sfwater.org/smr)) are required. Multi-phase redevelopment projects offer the greatest opportunity for regional LID elements (i.e., stormwater facilities serving more than one parcel), such as constructed wetlands. The SFPUC and Port will work with project proponents who are proposing large projects to develop a comprehensive SCP that integrates stormwater management across multiple parcels.