

## PROJECT REVIEW APPLICATION/ APPLICATION TO USE SFPUC LAND OUTSIDE SAN FRANCISCO

### Application Instructions

**Who should use this form:** This form is for parties wishing to conduct projects on, perform activities on, or otherwise use land owned by the San Francisco Public Utilities Commission (SFPUC) outside San Francisco. The SFPUC uses a separate application for San Francisco projects.

The SFPUC owns land for its own exclusive use and does not allow access or use without a successful application. Please complete this form if you are looking to install facilities, landscaping, infrastructure or use SFPUC land for parking, long-term access, or any other uses. After completing the application, you may need to submit additional documents and obtain multi-departmental approvals. An SFPUC staff member will guide you through the process.

**Completing this form:** Please complete this form as a digital PDF, print it and sign the declaration in Section 6, then scan and email it with all required attachments to:

Hetch Hetchy area: Kevin Bolter at [kbolter@sfgwater.org](mailto:kbolter@sfgwater.org) (reachable by phone at 209.989.2114)

Peninsula/South Bay/East Bay: Joanne Wilson at [jwilson@sfgwater.org](mailto:jwilson@sfgwater.org) (reachable by phone at 650.652.3205)

To ensure your project proceeds on time, please provide as detailed and complete information as possible. For questions regarding this form, please call the relevant staff member above.

**Processing fees:** Processing fees will not be charged for Project Review. Processing fees may be charged for applications to use SFPUC fee-owned land. Minimum fees range from \$750 - \$3,000 depending on the type of use.

### Section 1. Applicant's Contact Information

Name	<input type="text"/>	Office Phone	<input type="text"/>
Address	<input type="text"/>	Cell Phone	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
	Zip Code	<input type="text"/>	
		Email	<input type="text"/>
Title	<input type="text"/>	Organization	<input type="text"/>

Are you representing other entities (developers, contractors, joint venture partners, owners, municipal or state entities, etc.)? If you are not the project sponsor, please explain your relationship to the project sponsor and provide your complete contact information.

### Section 2. Site Information

Site Address or Physical Location

SFPUC Parcel No.  APN

SFPUC staff please check one:       Right of Way       Watershed       Other

### Section 3. Land Use/Project Information

#### A. Proposed Use of Site

#### B. Brief Project Description

Check all items that apply and either attach a detailed explanation of checked items or integrate the items into a comprehensive project description. Please attach drawings as applicable (see drawing requirements in Section 4).

- Work on or above water transmission pipelines/infrastructure
- Potholing, trenching or excavation of earth, asphalt, concrete, gravel, rock or sand
- Backfilling, including placement of sand, gravel or engineered fill
- On or off-site spoils disposal including vegetation, cuttings, grindings and soil
- Placement of asphalt, concrete, topsoil or vegetation to restore excavated and disturbed areas
- Land management activities including grading, digging, disking, plowing, weed-eating, planting, prescribed burns or fuel hazard reduction
- Hot work, welding, grinding or burning
- Installation and maintenance of fencing
- Landscaping and horticultural activities, including but not limited to: mowing, mastication, fertilizer application, pesticide or herbicide application, seed/propagule collection, natural resources restoration, vegetation planting or removal of trees greater than 4 inches in trunk diameter or taller than 20 feet
- Farming, tilling or grazing activities
- Future operations maintenance activities
- New parking/loading spaces. Maintenance or grading of existing roads, parking lots, trails and sidewalks
- Construction or maintenance of man-made ditches, culverts, swales, waterways, spillways, weirs, reservoirs and ponds, including shorelines and water intake & outlet structures. List all work in riparian areas
- Construction, removal or maintenance of existing monitoring wells including replacement of well components
- Dewatering, blow-off, discharge, diversion or drainage of water
- Construction, rehabilitation, restoration, relocation, demolition, sand blasting or painting of structures including monitoring equipment or small support structures such as sheds or docks
- Chemical and fuel storage during construction, maintenance and operation. Include all information on hazardous waste and underground storage tanks
- Other disturbance to watershed resources
- Utility installation, including water, sewer, gas, electric or telecommunications conduits
- Drainage facilities, including runoff collection, cut and fill, or grading
- Roadway construction

C. Proposed duration of Land Use (e.g. 90 days, 1 year, 5 years, etc.):

D. Has this project gone through CEQA review? Please explain. (Also see Section 4 for additional environmental review attachments):

## Section 4. Attachments List

This section lists the most common required attachments in addition to the detailed description of the items you checked above. Your project is more likely to proceed on schedule if you are able to provide as many of the following attachments with your initial application as possible. Applicants must submit completed attachments within 30 days of submittal and respond promptly to additional SFPUC requests for information; otherwise, the SFPUC may reject the application.

- Project Description (required).** Please attach a detailed project description that includes language describing the project objective, location, proposed use, work to be completed, facilities to be installed, equipment to be used (especially if heavy equipment is required), a proposed timeline for the work, and any other relevant details. You may integrate all checked items in Section 3 into one comprehensive project description document. Delays can be minimized with a well-prepared and detailed document.

- Maps and Drawings (required).** Please submit a drawing of the project site. This can be done by a licensed surveyor. If a survey is not available, it is helpful to have area corners and key locations such as roads, utilities, staging areas, spoils storage, trees, etc., marked by GPS coordinates (6 decimal degrees for developed areas, 5 decimal degrees for remote watershed areas). Please also include a scale, with distances marked, and key locations labeled. If your project is near an SFPUC pipeline, drawings prepared by a professional engineer or architect licensed by the State of California are required. These drawings must include a vicinity map, boundaries of the SFPUC right of way or other property, location of SFPUC pipelines, a plan, and cross-section of the proposed work. Please include elevation drawings of any new construction, grading or excavation. Drawings should identify maximum area of use requested and differentiate between temporary and long-term use. Please identify any access routes or staging areas.

- Environmental Review (required).** Please complete the Environmental Screening Form (attached on pp. 4-5).

- Photographs and Videos (if applicable).** Please include any relevant photographs of the project area along with links to video slideshows if available. For example, if your project is along a linear 2,000 ft. of SFPUC property, it may be helpful to have a photograph slideshow at 100 ft. intervals. Photographs of the project site and adjacent properties are helpful. Please label viewpoints.

- Entity type (if applicable).** The SFPUC will require entity organizational documents that have been properly filed with the State of California or other state of incorporation prior to entering into any lease, license or easement agreement.

- Fictitious business names (if applicable).** If the applicant is using a fictitious business name, please attach the relevant "doing business as" filings.

*Section 4 continued on next page*

- Insurance certificate (if applicable).** Users of SFPUC land are required to carry general liability insurance, and depending on your use, other types of insurance including workers' compensation, auto liability, or sudden pollution may be required. Please provide either a current certificate of insurance or documentation showing ability to retain insurance. This item may be submitted later in the application review stage.

### Section 5. General Terms

By receipt of this completed application, the SFPUC does not grant any consent or permission to use SFPUC property. This is not a representation that the subject property is available for use. All uses of SFPUC land are subject to our policies and approval. We cannot guarantee the approval of any application. By signing below, you consent to a credit check if recurring fees are to be collected as a result of this application.

### Section 6. Declaration

By signing this form, I agree to the General Terms of this application and represent that I have the authority to sign as the applicant or on behalf of the applicant. The information supplied on this form and as attachments to this form is true and correct to the best of my knowledge as of the date of this application.

Authorized Signature

Date

Name (corporate entities may insert their own signature block here if applicable)

Title/Company or Entity name

### Environmental Screening Form

Has a previous CEQA document been prepared that may cover the proposed work?

Yes  No

*If yes, provide name of project and link to file if available. SFPUC will review to determine whether activity is within the scope of the prior analysis.*

Was the CEQA document prepared by another jurisdiction besides CCSF?

Yes  No

*If yes, provide link to file. SFPUC will review to determine whether activity is within the scope of the prior analysis.*

Would the job consist solely of professional services, installation of computer hardware or software, interior electrical work or plumbing, equipment replacement-in-kind, minor repairs or maintenance inside an existing facility? *If yes, no additional project description information is required.*

Yes  No

Would the project entail exterior work?  Yes  No

Would the project increase conveyance or treatment capacity?  Yes  No

Would a staging area be needed for project equipment and materials?  Yes  No

*If yes, describe or provide location map.*

Would the project demolish or alter the exterior appearance of a building or structure?  Yes  No

*If yes, provide original construction date, if known. If building to be altered or demolished is more than 40 years old, provide photographs of exterior if available.*

Does the project include boilers or generators that are larger than the existing ones?  Yes  No

*If yes, attach energy efficiency/emissions specs.*

Would construction result in emissions of fumes? Dust?  Yes  No

Would construction require heavy equipment work outside of existing facilities?  Yes  No

*If yes, for how long and approximately how many vehicles?*

Would project require removal of any trees?  Yes  No

*If yes, estimate number of trees, species, trunk diameter, approximate height. Attach site plan indicating trees proposed for removal.*

Would project include exterior work between March 1 and August 31?  Yes  No

Would project require removal of vegetation other than trees? *If yes, describe.*  Yes  No

Would project require excavation or other soil disturbance?  Yes  No

*If yes, provide dimensions of excavation (length/width/depth) or area (acres or sf) of grading. If spoils or demolition debris will be off hauled, estimate volume/number of truck trips.*

Would project entail any pile driving? Jackhammering? Other particularly noisy equipment? *If yes, list equipment.*  Yes  No

Would any night or weekend work be necessary?  Yes  No

Would project entail work in public streets?  Yes  No

Would closure of traffic lanes or other traffic controls be required? *If yes, describe.*  Yes  No