



**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**  
**Wastewater Enterprise/Collection System Division**  
**Construction Site Runoff Control Program**  
**PROJECT APPLICATION**

A construction site may be subject to various requirements such as the Statewide General Construction Permit (CGP), the Municipal Separate Storm Sewer System (MS4) Permit, and/or the Construction Site Runoff Control Ordinance. A Construction Site Runoff Control Permit is required for all construction projects disturbing 5,000 square feet or more of the ground surface. Completion of this form and an Erosion and Sediment Control Plan (ESCP) is required for permit application. Projects disturbing one acre or more of land within a separate sewer system may submit a Stormwater Pollution Prevention Plan (SWPPP) in lieu of an ESCP. For more information, visit SFPUC's Construction Site Runoff Control Program webpage, at <https://sfwater.org/index.aspx?page=235>.

**PROJECT INFORMATION**

Project Name:		Assessor Parcel Number (APN):	
Project Address:			
Property Owner	Name:	Phone:	
	Address:	Email:	
Applicant (if different from owner)	Name:	Phone:	
	Address:	Email:	
Primary Contractor	Name:	Phone:	
	Address:	Email:	
Subcontractor	Name:	Phone:	
	Address:	Email:	

**PART I. PROJECT DESCRIPTION**

Collection system type:     Separate Sewer System     Combined Sewer System     Both Separate and Combined  
*(Visit the SFPUC website to learn which sewer system serves your project: <https://sfwater.org/index.aspx?page=235>)*

Total project site area:	Total area of disturbed ground surface:
Anticipated project start date:	Anticipated project end date:

Indicate with a check mark any of the following site conditions applicable to the project.

<input type="checkbox"/> Shallow depth to groundwater table (<4')	<input type="checkbox"/> Slopes > 30%	<input type="checkbox"/> Maher Ordinance areas
<input type="checkbox"/> Existing special formations (receiving water, wetland, cliffs, rock outcroppings, etc.)	<input type="checkbox"/> Slopes < 30% but > 15%	<input type="checkbox"/> Site contamination (potential legacy pollutants in soil or groundwater)
<input type="checkbox"/> Slopes < 15%		

Will the project disturb one acre of ground surface or more and discharge to the Separate Sewer System?     Yes  No

If yes, your project is subject to both the Statewide Construction General Permit (CGP) and Construction Site Runoff Control Ordinance requirements. You must prepare a SWPPP, as is required by the CGP. Continue to Part III and submit this completed application and SWPPP to the Wastewater Control Inspector at [Eburton@sfwater.org](mailto:Eburton@sfwater.org)

<input type="checkbox"/> Will the project disturb > 5,000 square feet of ground surface?	<input type="checkbox"/> Will the project include grading, building demolition, clearing, filling, stockpiling, excavating or earth moving?
<input type="checkbox"/> Will construction materials be used that could negatively affect water quality if discharged from the site, such as paints, solvents, concrete, sawdust, or mortars?	<input type="checkbox"/> Will stormwater or urban runoff have the potential to contact any portion of the construction area, including washing and staging areas?

If you checked any of the above, your project is subject to the Construction Site Runoff Control Ordinance requirements. You must prepare an ESCP. Continue to Part II. If you did not check any of the above, you do not need a Construction Site Runoff Control Permit, however you should use construction site runoff best management practices (BMPs).

## PART II. EROSION SEDIMENT CONTROL PLAN CHECKLIST

Please check each applicable box before submitting the ESCP to [Eburton@sfgwater.org](mailto:Eburton@sfgwater.org) to confirm that all required elements are included.

### I. Site Conditions

- Vicinity map showing the location of the site in relationship the surrounding area's water courses, water bodies, and other significant geographic features. Include parcel boundaries.
- Map of critical areas (steep slopes, highly erodible soils, etc.)

### II. Project Description and Construction Activities

- Brief narrative of proposed project
- Nature and purpose of construction activities
- Construction schedule (identify major phases, if any)
- Highlight any serious considerations related to site planning and management (materials to be stored, waste to be handled)
- Map of areas to be disturbed
- List of applicable permits directly associated with grading, including CGP, State 401 Water Quality Certification, Army Corps 404 permit, and Fish and Game 1600 Agreement

### III. Erosion and Sediment Control BMPs and Implementation Schedule

- Proposed BMPs to be employed and rationale for their use, including soil loss calculations if necessary
- Phasing of or implementation schedule of BMPs

### IV. Site Plan

The site plan should be neat and legible. Several sheets may be used to illustrate the phasing of BMP implementation as construction progresses over time. When two or more sheets are used to illustrate the plan view, an index sheet is required. The site plan should include all of the following:

- Legend, north arrow, and scale of the drawing
- An outline of the entire property
- A "limit of disturbance" line to show the limit of soil disturbance and areas where existing vegetation is preserved
- All streams and drainage ways delineated
- All storm drain inlets and outlets
- State and federal wetlands, if any
- Drainage areas and direction of flow
- Anticipated discharge locations for construction wastewater (i.e., groundwater, stormwater, and construction wastewater such as dewatering byproducts)
- Locations and types of erosion and sediment controls, as well as dewatering and soil stabilization controls, where applicable
- Location of material storage areas (e.g., trash, soil, fuel, construction materials)
- Location of vehicle/equipment wash and maintenance areas
- Location of entrance/exits to the project area
- Locations where materials are directly exposed to stormwater
- Locations of contaminated soils or groundwater
- Location of building and activity areas (e.g., fueling islands, garages, waste container area, wash racks, hazardous material storage areas)
- Standard notes (see notes in Appendix 6.1 of the SFPUC (2013) *Construction BMP Handbook*)

### V. Maintenance and Inspection

- Summarize maintenance and inspection requirements for erosion and sediment control measures
- Identify a maintenance schedule or routine to be implemented
- Provide forms or records that would be used to record maintenance and self-inspections

### VI. Final Statements

- Include a note that specifies that SFPUC Wastewater Enterprise Collection System Division must be notified 48 hours prior to commencement of construction, via [Eburton@sfgwater.org](mailto:Eburton@sfgwater.org)
- Include the following statement: "Review and/or approval of the ESCP should not relieve the contractor from his or her responsibilities for compliance with the requirements of the Construction Site Runoff Control Ordinance, nor should an approved ESCP relieve the contractor from errors or omissions in the approved plan."
- Include a signed Owner's Certification that states: "I, the undersigned, certify that all land clearing, construction and development should be done pursuant to the approved plan."
- Include the following note: "If the approved plan needs to be modified additional sediment and stormwater control measures may be required as deemed necessary by the SFPUC."

### PART III. CERTIFICATION

Representative's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART IV. APPROVAL (OFFICE USE ONLY)

Approver's signature: \_\_\_\_\_ Permit #: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Date uploaded to SharePoint: \_\_\_\_\_