

January 2024 UPDATE

TYPICAL STORMWATER CONTROL PLAN (SCP) PROJECT REVIEW & APPROVAL PROCESS

The SFPUC Stormwater Management Requirements and Design Guidelines (SMR) Project Review Team reviews submitted SCPs based on the *Typical Project Review Process Diagram – January 2024 UPDATE* (see reverse). SCP reviews initiate after the City Planning Entitlement and parallel to the DBI Building Permit Application (BPA) process.

SMO Determination: Determine if the project is subject to the SMO - see [How to Comply With the Requirements](#).

Pre-application Meeting: Request and attend a pre-application meeting (email StormwaterReview@sfgwater.org to schedule). 1-hour timeslots are available Tuesdays 1-4pm or Thursdays 10am-1pm.

Preliminary SCP: Submit the Preliminary SCP after Planning Entitlement and prior to submitting a DBI Building Permit Application (BPA).

- Submit Modified Compliance Application (if applicable) PRIOR to Preliminary SCP submittal.
- CD Plans included with SCP should be approximately 50% to 100% DD level.
- Project schedules should reflect possible need for more than one SCP submittal prior to approval.
- Preliminary SCP must be 'Approved with Condition(s)' prior to submittal of a DBI BPA.¹

Final SCP: Submit the initial Final SCP parallel to: (1) the DBI BPA for 'Full Permit' projects, or (2) the associated DBI Addenda submittal (typically Foundation or Architectural) for 'Site Permit' with 'Addenda' projects. In either case, the initial Final SCP shall be submitted in the early part of the associated permit process.

- CD plans should reflect design level typical of a DBI Addenda or Building Permit (e.g. 100% CDs, DBI Addenda Permit CDs, etc.).¹
- Project schedule should reflect possible need for more than one SCP submittal prior to approval.
- Receive DBI PID documentation confirming 'Stormwater Plan' review is 'Approved'.²
- Final SCP 'Approved with Condition(s)' upon resolution of all comments.

Final SCP Conditions of Approval (COA): After the Final SCP is 'Approved with Condition' and prior to the issuance of Certificate of Final Completion (CFC) by DBI, the following mandatory conditions must be completed for full Final SCP Approval:

- The project team must submit a signed Certification of Acceptable Construction (CAC) upon completion of construction.
- After a CAC is submitted, the project team must schedule an SFPUC Post Construction Inspection.
- Once an inspection is complete and closed, the project team must submit a signed & recorded Maintenance Agreement (MA) per the [Maintenance Agreement Recordation Instructions](#).

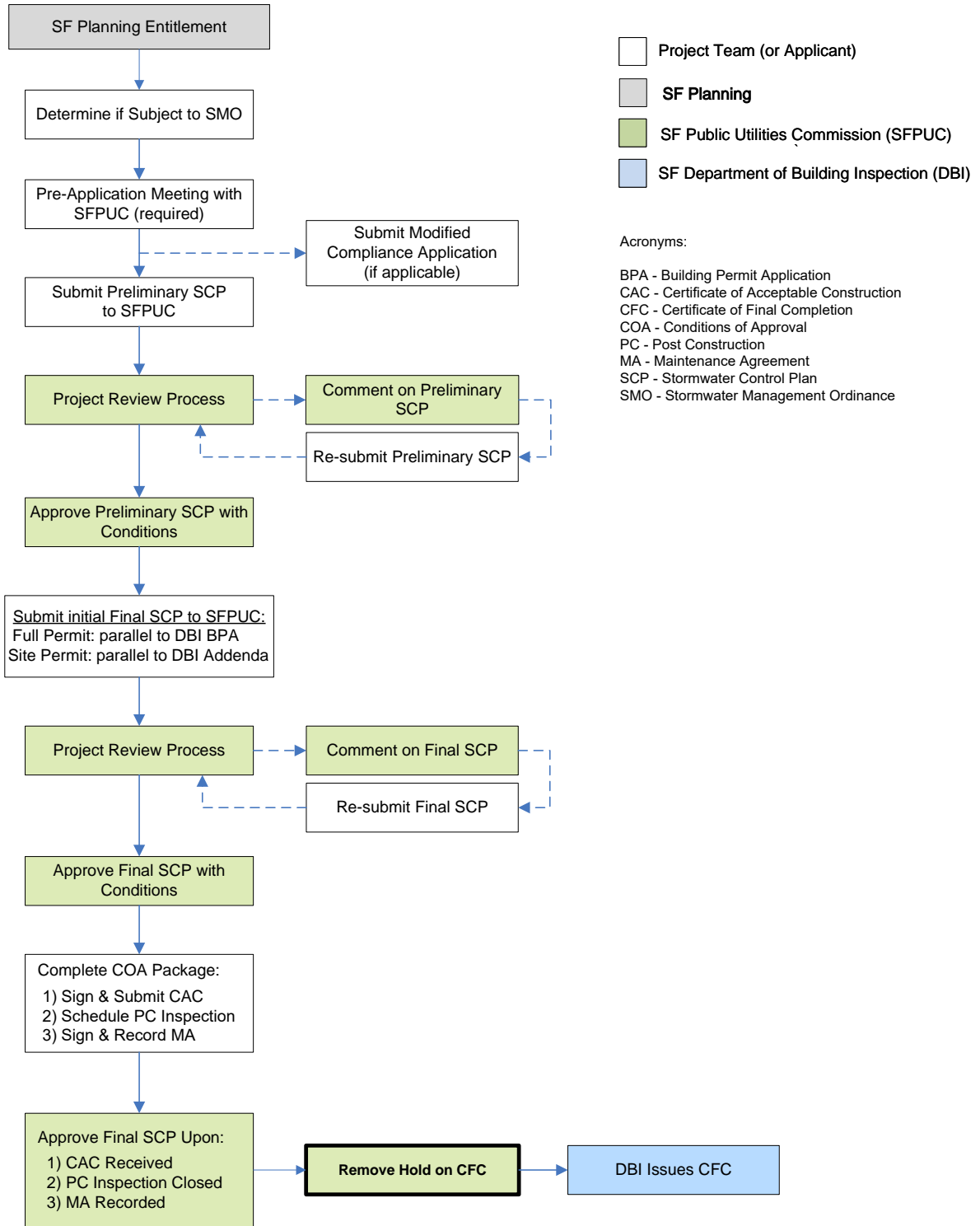
Final SCP Approval: After all COAs are completed, the project will receive SCP Final Approval and the SMO hold on the DBI CFC will be lifted. All materials required for Final SCP Approval are available at www.sfpuc.org/smr - SCP Resources section.

Fees: SCP Review Fee Form (www.sfpuc.org/smr, SCP Resources page) and payment must be included with each SCP or review will not start. Use total project gross square footage and Schedule W-47 at www.sfpuc.org/ratesbook to calculate fee for each submittal.

1. BPAs may be submitted as either a 'Full Permit' or 'Site Permit' with 'Addenda', refer to DBI Permit Services for application process.
2. Prior to FSCP approval, DBI PID requires a 'Stormwater Plan' to be submitted for design level review. Submit 'DBI Form 3' (i.e. Pink Form).

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Typical SCP Project Review Diagram



NOTE: Projects that are subject to SMO compliance, yet do not submit to the DBI for Building Permit Application (i.e. Universities, Hospitals, Federal, Port, etc.), must coordinate with the SMR Project Review Team to determine an appropriate SCP submittal process.