

Attachment 8

<p style="text-align: center;">CITY OF SAN DIEGO, CALIFORNIA</p> <p style="text-align: center;">Standard Operating Procedure</p>	<p>NUMBER SOP- 6</p>	<p>DEPARTMENT Public Works- Engineering & Capital Projects</p>
<p>SUBJECT</p> <p style="text-align: center;">Storm Water Compliance</p>	<p>PAGE 1 of 8</p>	<p>EFFECTIVE DATE 03/01/2011</p>
<p style="text-align: center;">Construction Management Field Engineering Division</p>	<p>SUPERCEDES SOP - PAGES</p>	<p style="text-align: right;">DATED</p>

1.0 PURPOSE:

The goal of this SOP is to identify and explain the duties and responsibilities of Field Engineering staff in implementing the federal, state, and local storm water regulations; and ensuring the contractor's compliance with the subject regulations.

2.0 SCOPE:

This procedure outlines the steps to be taken by the construction management team to ensure that new projects are being constructed using Best Management Practices (BMP's) aimed at reducing or eliminating pollutants from entering into the City's storm drain conveyance system and/or receiving waters in compliance with applicable regulations. The procedure also discusses the role of the construction management staff in the inspection, coordination, documentation, and reporting of temporary and permanent storm water BMP's for private and public construction projects.

3.0 BACKGROUND:

The Federal Clean Water Act (CWA) was enacted in 1948 and expanded in 1972 to regulate water quality standards for surface waters. It is unlawful to discharge any pollutant to waters of the United States. The State of California began regulating storm water runoff under the CWA in 1990 by issuing State and Municipal Storm Water Permits. The California State Water Resources Control Board issues the State Construction Permit and the San Diego Regional Board issues the Municipal Storm Water Permit.

The construction projects within the City are required to comply with the construction requirements in the Municipal Storm Water Permit, Order No. R9-2013-0001 (Municipal Permit) and the State Construction General Permit Order No. 2009-0009-DWQ (CGP).

4.0 RESPONSIBILITY:

The Field Engineering Division is responsible for enforcing the storm water regulations associated with construction within the right-of-way, for private development (non-building related), grading, public improvements associated with Engineering Permits, Subdivision improvements, and CIP construction projects inspected by the division.

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The Storm Water Group for the Division shall be responsible for coordinating and documenting the necessary training and for the annual reporting for storm water compliance in the Division.

The Construction Management (CM) team is responsible for thorough inspection of construction projects to ensure proper implementation and documentation of temporary construction BMPs in accordance with the City's Storm Water Standards Manual, Chapter 5 and proper installation of permanent BMPs (storm water quality features) in accordance with the plans and specifications. Additionally, the CM team is responsible for maintaining all required Storm Water records for their projects including updating data in the Storm Water database in SD Share.

5.0 PROCEDURE:

This procedure discusses the steps to be taken by the CM team to ensure the Contractor's compliance with the Storm Water regulations as stipulated in the contract documents or the Engineering Permit and subdivision plans.

Project Identification

The RE shall review the plans and specifications before construction activities begin to determine the storm water requirements and required inspection and documentation.

Verify the Site Priority:

The RE shall verify the construction site priority (low, medium, high) as noted on the plans and included in the SWPPP or WPCP. The site priority determines the minimum inspection frequency per Attachment 8.2.

Verify the Grading Requirements:

The RE shall verify the grading requirements of the site. If the project intends to exceed the City's maximum disturbed area limit of five acres during the rainy season, a Weather Triggered Action Plan (WTAP) with a BMP Implementation Plan (BIP) is required in accordance with the City Storm Water Standards Section 5.2. prior to exceeding the maximum disturbed area limit.

Update the Storm Water Database:

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The RE shall enter the project into the SD Share SWPP database with all relevant information and add the Storm Water notices in to the data base on a regular basis.

Pre-Construction Meeting: The RE shall discuss the Storm Water Pollution Prevention requirements at the pre-construction meeting and emphasize the site priority for the project and the Risk Level. The pre-construction meeting agenda shall include a discussion with the Contractor on the proper Storm Water Pollution Prevention documentation and the contractor shall provide the required documents prior to the beginning of construction.

Storm Water Documents Submittal

All required Storm Water documents shall be submitted by the Contractor at the pre-construction meeting or prior to construction as agreed upon.

Projects subject to *only* the Municipal Permit, less than one acre: The WPCP shall be submitted to the RE, along with the name and contact information for their Qualified Contact Person (QCP).

CIP Projects subject to the CGP, equal to or greater than one acre: All Storm Water documents required by the CGP shall be submitted by the Contractor prior to the pre-con meeting, (ref: Whitebook section 6-1.8 Pre-construction Meeting) see attachment 8.6, as follows:

- Contractor shall submit the Risk Level Analysis, SWPPP and other required Project Registration Documents (PRDs).
- The Contractor shall submit the names and contact information for their Qualified SWPPP Developer (QSD), Qualified SWPPP Practitioner (QSP) and Data Submitter (DS).

The RE shall review all submitted PRD within 20 days of receipt. RE may consult with Project Implementation/Environmental Permitting Section (PI/EPS) regarding SWPPP review to ensure the SWPPP meets the project's Risk Level Requirements.

- The RE gives a recommendation of approval, rejection or revisions of submitted PRDs to the Approved Signatory (AS).
- Contractor's Data Submitter (DS) uploads the approved PRDs onto SMARTS.
- AS to verify RE's recommendation, certify and submit PRDs onto SMARTS on behalf of the Legally Responsible Person (LRP).

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- The RE shall coordinate with the contractor to provide the fee and mail the check to the State Water Resources Board no later than seven (7) days prior to the start of construction.
- When construction is complete and the site is stabilized in accordance with the CGP requirements the QSD shall file the Notice of Termination.

Private Projects Subject to the CGP: It is the responsibility of the private developer or their representative to obtain coverage under the CGP. City Staff is not the LRP and/or AS for private development projects. The City is responsible for verifying enrollment under the CGP by doing the following:

- RE shall obtain a copy of the Notice of Intent and WDID to ensure site's coverage under the CGP.
- RE shall request the names and contact information of the site's QDS and QSP, keep this information available, as the QSD and QSP are responsible for implementing the construction BMPs, and other requirements under the CGP.
- RE shall request a copy of QSD and QSP certifications to verify that they are certified as required by the CGP.

Other Submittal Requirements: When a project will be grading 5 acres or more during the rainy season, the contractor shall submit a Weather Triggered Action Plan (WTAP) along with BMP Implementation Plan (BIP) to the RE, see grading requirements above. Additionally, if a project will be utilizing Advanced Treatment System (ATS), the Contractor shall submit the ATS Plan to the RE to ensure that the ATS meets the requirements of the City Storm Water Standards, section 5.2.

Construction BMPs Inspection

The RE shall inspect the project on a regular basis to ensure compliance with the construction BMP requirements in accordance with the site's SWPPP or WPCP. The RE shall inspect the site and issue BMP Inspection Notices as needed and at a minimum the required frequency based on the project priority ranking, see attachment 8.2. BMP Inspection Notices shall be thorough and comprehensive to accurately document the inspections results and any corrective actions required. It is recommended to include photos of the site, particularly when BMP deficiencies are noted.

If inadequate or deficient BMPs are observed on the site, the RE must document deficiencies on the BMP Inspection Notice and require corrective action from the Contractor. The RE shall provide a copy of the BMP Inspection Notice to the Contractor

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and file a copy in the project file as well as in the SWPP database. When corrective actions are required, the RE shall re-inspect the site within 48 hours of the BMP Inspection Notice issuance.

If the Contractor fails to comply with the RE’s request for corrective action, or if the RE observes that the Contractor’s negligence threatens to cause pollutants or sediment to leave the project site, the RE shall notify the Supervising Engineer and issue another BMP Inspection Notice. In cases where a potential for significant pollution is imminent or it is likely to have a sediment discharge, the RE shall notify the Section Head and recommend the issuance of a Stop Work Order to the owner/contractor with the Deputy Director’s authorization. See Attachment 8.9 Non-Compliance Escalating Enforcement Matrix

If an active pollutant discharge from a construction site is observed by an RE at any time, the RE shall immediately report it to the Storm Water Division, Enforcement Section, by calling the hotline at 619-235-1000 or report it on line at <http://www.sandiego.gov/stormwater/services/servicerequest> .

When a project will be exceeding the City’s maximum disturbed area limit of five acres during the rainy season, the RE shall enforce the requirements of the site’s WTAP and BIP. The WTAP and BIP shall be deployed within 24 hours of a prediction of 40% chance of rain.

When a project is equal to or greater than one (1) acre and is either a) tributary to CWA section 303(d) water body segments impaired for sediment (Los Penasquitos Watershed) or b) is within or adjacent to or discharging directly to coastal lagoons or other receiving waters within Water Quality sensitive areas, the RE shall enforce the implementation of additional controls, including but not limited to,

- Installation of high performance erosion control methods such as bonded fiber matrix or anchored erosion control blankets on all exposed slopes.
- Installation of at least two lines of defense for sediment control such as two parallel lines of silt fence along the perimeter or silt fence barriers strategically located upstream of a protected inlet.
- Stockpiles shall be fully protected and shall be located at a sufficient distance from the perimeter that is near the sensitive water body.

Permanent BMP Inspection

The RE shall review the requirements for permanent BMP’s specified on the plans. The RE shall verify that the subject BMP’s are being constructed in accordance with the

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approved plans and specifications. The RE and Supervising Engineer shall ensure that all design changes, or deviations from the approved plans and specifications, that impact permanent BMP features are reviewed and approved by the Project Manager for CIP projects or DSD staff for private projects, to meet the requirements established in the Water Quality Technical Report (WQTR) and that the changes are properly documented. For CIP projects, any changes to the permanent BMP's from the original project bid plan set will be documented in the daily reports, on new construction drawings when required, on the as-built plans and by the PM. For Engineering Permits/Subdivisions, any changes to the permanent BMPs shall be documented and reflected in a construction change or redlines, all shown on the as-builts and on the Maintenance Agreement exhibit.

An operational check by the asset owner will be requested and shall occur on the permanent BMP's prior to the submittal of the as-built drawings. The operational check requirements shall include the Engineer of Work (EOW) permanent BMP certification (DS- 563) form (attachment 8.5) to be completed and submitted. For CIP, the form is Permanent BMP Certification for CIP (attachment 8.6). When the operational check corrective items, if any, have been satisfied and the operation & maintenance manuals received, the permanent BMP's will be accepted at the same time the other improvements shown on the approved plans are accepted. The permanent BMP's are included in the final check list (attachment 8.7) that the RE's are to use as a guide to ensure all items required by the CIP contractor or Engineering permit/subdivision have been satisfied.

The RE shall ensure that the permanent BMPs maintenance requirements are documented in the project Operations and Maintenance (O&M) manuals. The RE shall provide a copy of the As-Built drawings incorporating the permanent BMP information and the O&M manuals to the asset owner department prior to close-out of the project.

JURMP Report

The Construction Management team shall ensure that all BMP Notices and other relevant data are entered into the SWPP database as required for all assigned projects. It is required by the Municipal Permit to report annually on all active construction projects in the Jurisdictional Urban Runoff Management Report (JURMP) that is submitted at the end of each fiscal year to the Regional Board. The Construction Management team shall compile all the information needed for this annual report on a regular basis utilizing the SWPP database. This includes periodic verification that the frequency of the Inspection Notices meets the minimum requirements.

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6.0 DEFINITIONS:

- AS: Approved Signatory
- BIP: BMP Implementation Plan
- BMP: Best Management Practices
- CIP: Capital Improvement Project
- CGP: Construction General Permit
- CM: Construction Manager (Supervising/District Engineer)
- DS: Data Submitter
- DD: Deputy Director
- JURMP: Jurisdictional Urban Runoff Management Plan
- LRP: Legally Responsible Person
- LUP: Linear Underground/Overhead Projects
- MS4: Municipal Separate Storm Sewer System
- NPDES: National Pollution Discharge Elimination System
- NOI: Notice of Intent
- NOT: Notice of Termination
- PM: Project Manager
- PRD: Project Registration Documents
- QSD: Qualified SWPPP Developer
- QSP: Qualified SWPPP Practitioner
- RE: Resident Engineer
- RWQCB: Regional Water Quality Control Board
- SUSMP: Standard Urban Storm Water Mitigation Plan

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SWPPP: Storm Water Pollution Prevention Plan

URMP: Urban Runoff Management Program

WDID: Water Discharge Identification Number

WPCP: Water Pollution Control Plan

WTAP: Weather Triggered Action Plan

7.0 REFERENCES AND/OR RELATED DOCUMENTS:

- 7.1 Storm Water Standards included in the Land Development Manual (<http://www.sandiego.gov/development-services/news/pdf/stormwatermaual.pdf>)
- 7.2 State General Construction Permit (http://www.waterboards.ca.gov/water_issues/progeams/stormwater/docs/constpermits/wgo_2009_0009_complete.pdf)
- 7.3 Receiving Water Risk Analysis (http://www.waterboards.ca.gov/water_issues/programs/tmdl/303d_lists2006_epa.shtml)
- 7.4 Electronic Filing (www.smarts.waterboards.ca.gov)
- 7.5 Weather forecast from NOAA (<http://www.srh.noaa.gov/forecast>)

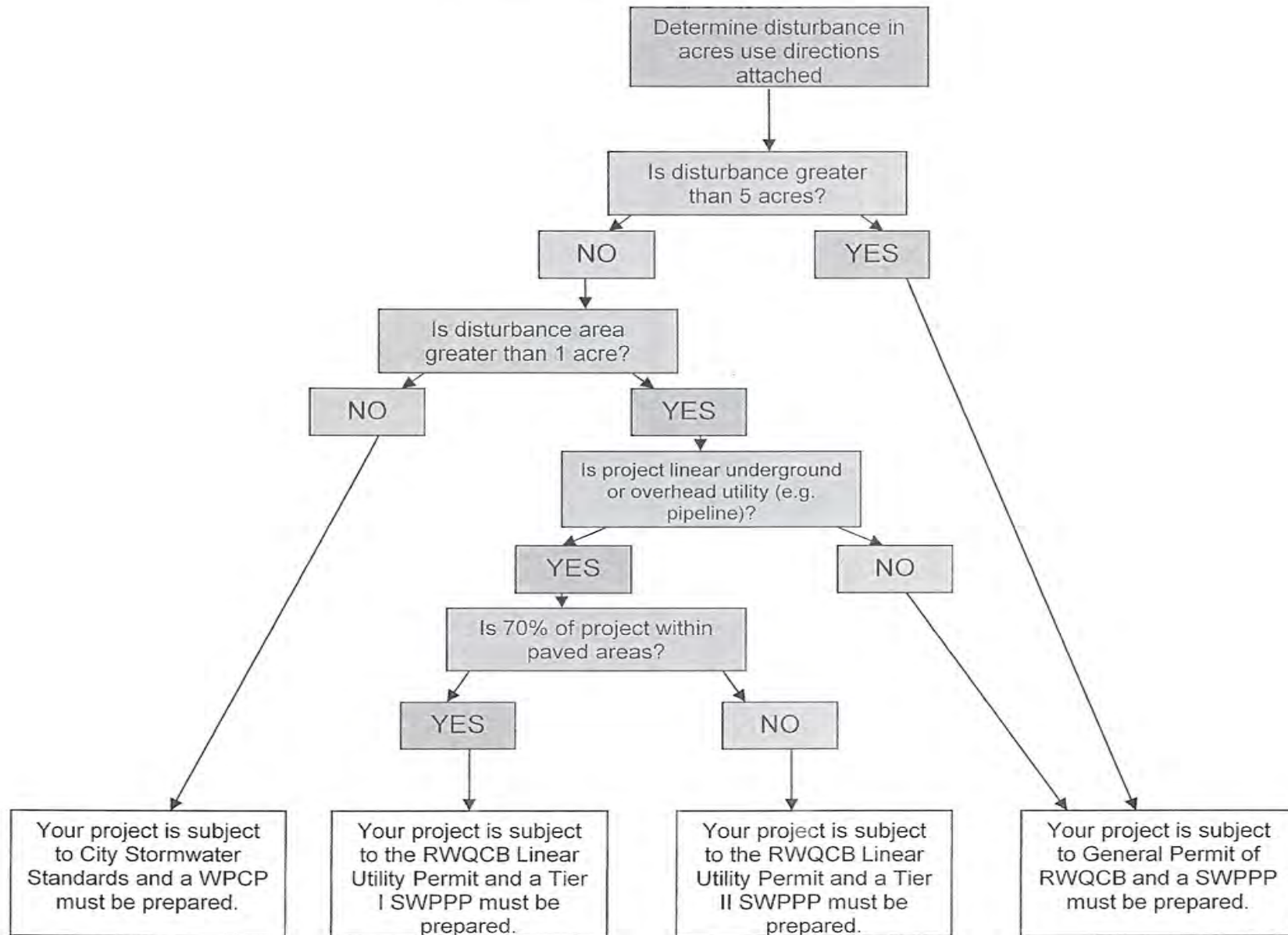
8.0 ATTACHMENTS:

- 8.1 Flow Chart for SWPPP requirements
- 8.2 Minimum Inspection Frequency for Municipal Permit Projects
- 8.3 Risk Level Analysis and Inspection Requirements for CGP Projects
- 8.4 BMP Inspection Notice
- 8.5 Permanent BMP Construction self certification form (DS-563)
- 8.6 Permanent BMP Certification for CIP

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- 8.7 Final project completion checklist
- 8.8 ECP Construction Permit Process Flow Chart
- 8.9 Non-Compliance Escalating Enforcement Matrix

Flow Chart for SWPPP requirements



Minimum Inspection Frequency for Municipal Permit Projects

Site Priority	Wet Season	Dry Season
High Priority - Active	Bi-weekly	As-Needed
High Priority - Inactive	Bi-weekly	As-Needed
Medium Priority	Monthly	As-Needed
Low Priority	As-Needed	As-Needed

Risk Level Analysis and Inspection Requirements for CGP Projects

		Combined Risk Level Matrix		
		<u>Sediment Risk</u>		
Receiving Water Risk	Low	Low	Medium	High
	High	Level 1	Level 2	

Requirements based on Risk Determination	SWPPP			WPCP
	Risk Level 1 or Type 1 LUP	Risk Level 2 or Type 2 LUP	Risk Level 3 or Type 3 LUP	Maintenance, Repairs, and Small CIPs
Access Roads		daily	daily	Visual inspections are required to ensure compliance, but are not regulated.
BMPs	weekly	weekly	weekly	
Non-storm water discharge	quarterly	quarterly	quarterly	

BMP Inspection Notice



THE CITY OF SAN DIEGO

BMP NOTICE

STORM WATER POLLUTION PREVENTION INSPECTION
FIELD ENGINEERING DIVISION, ECP

Date: _____
Name: _____
Weather: _____
Notice: _____ Priority: _____

Project: _____
Contractor: _____ Phone: _____
Site contact person: _____ FAX: _____
Owner: _____
Permit number: _____ Work order number: _____
Address: _____
Location: _____
Site Status: _____


(grading, storm drains, underground utilities, paving, buildings, percent complete)

- Existing BMP's adequately maintained
- BMP's inadequate, adjustments needed
- Maintain SWPPP Document
- Improve Erosion Control BMP's
- Improve Sediment Control BMP's
- Improve Perimeter Control BMP's
- Improve Materials handling (i.e. Good Housekeeping: concrete wash out, site clean-up, trash, debris)
- Maintain Street Sweeping
- Maintain construction access

Comments: _____

Contractor SWPP Division File RE file

Permanent BMP Construction self certification form (DS-563)

 City of San Diego Development Services 1222 First Ave., MS-501 San Diego, CA 92101 (619) 236-5500	Permanent BMP Construction Self Certification Form	FORM DS-563 FEBRUARY 2013
	The City of San Diego	

Date Prepared:	Project No.:
Project Applicant:	Phone:
Project Address:	
Project Engineer:	Phone:

The purpose of this form is to verify that the site improvements for the project, identified above, have been constructed in conformance with the approved Standard Urban Storm Water Mitigation Plan (SUSMP) documents and drawings.

This form must be completed by the engineer and submitted prior to final inspection of the construction permit. Completion and submittal of this form is required for all new development and redevelopment projects in order to comply with the City's Storm Water ordinances and NDPES Permit Order No. R9-2007-0001. Final inspection for occupancy and/or release of grading or public improvement bonds may be delayed if this form is not submitted and approved by the City of San Diego.

CERTIFICATION:
 As the professional in responsible charge for the design of the above project, I certify that I have inspected all constructed Low Impact Development (LID) site design, source control and treatment control BMP's required per the approved SUSMP and Construction Permit No. _____; and that said BMP's have been constructed in compliance with the approved plans and all applicable specifications, permits, ordinances and Order No. R9-2007-0001 of the San Diego Regional Water Quality Control Board.

I understand that this BMP certification statement does not constitute an operation and maintenance verification.

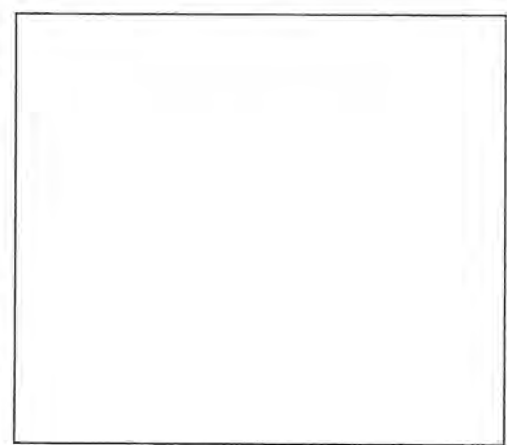
Signature: _____

Date of Signature: _____

Printed Name: _____

Title: _____

Phone No. _____


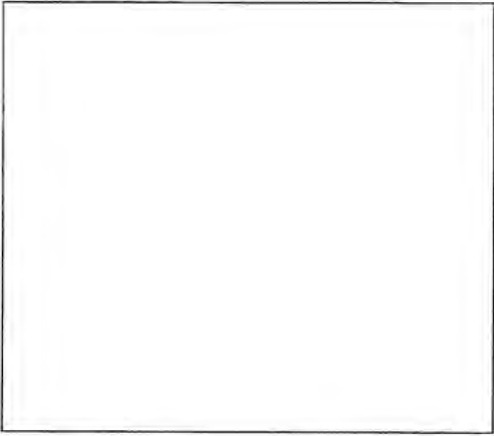


Clear Form

Engineer's Stamp

Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services.
 Upon request, this information is available in alternative formats for persons with disabilities.

Permanent BMP Certification for CIP

 THE CITY OF SAN DIEGO	City of San Diego Transportation & Storm Water Chesapeake Dr. Ste 100, MS 1000 San Diego, CA 92123 (858) 541-4300	Permanent BMP Certification for CIP Self Certification Form	Form DS-563 CIP/PW FEBRUARY 2013
Date Prepared: _____		Project WBS No.: _____	
Project Name: _____		Project Drawing No.: _____	
Project Address/Location: _____			
Project Engineer: _____		Phone: _____	
<p>The purpose of this form is to verify that the site improvements for the project, identified above, have been constructed in conformance with the approved Standard Urban Storm Mitigation Plan (SUSMP) documents and drawings.</p> <p>This form must be completed by the engineer of work and submitted prior to final inspection of the construction contract work. Completion and submittal of this form is required for all Capital Improvement Projects that have required permanent BMP's in order to comply with the City's Storm Water ordinances and NDPES Permit Order No. R9-2007-0001. Final inspection for acceptance and close-out may be delayed if this form is not submitted and approved by the City of San Diego.</p>			
<p>CERTIFICATION: As the professional in responsible charge for the design of the above project, I certify that I have inspected all construction Low Impact Development (LID) site design, source control and treatment control BMP's required per the approved SUSMP and Contract requirements WBS No.: _____; and that said BMP's have been constructed in compliance with the approved plans and all applicable specifications, permits, ordinances and Order No. R9-2007-0001 of the San Diego Regional Water Quality Control Board.</p> <p>I understand that this BMP certification statement does not constitute an operation and maintenance verification.</p>			
Signature: _____			
Date of Signature: _____			
Printed Name: _____			
Title: _____			
Phone No. _____			
<input type="button" value="Clear Form"/>		Engineer's Stamp	
<p>Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services. Upon request, this information is available in alternative formats for persons with disabilities.</p> <p>DS-563 (02-13)</p>			

Final project completion checklist

FINAL PROJECT COMPLETION CHECKLIST FOR CIP/SUBDIVISION/PERMIT PROJECTS

PROJECT NAME:

WBS/PTS #

DWG. NO.

STORM DRAINS	YES	NA	DATE REQUESTED	DATE COMPLETED
Operational Performed				
Televising				
Punchlist Completed				
PERMANENT BMPs				
Operational performed				
Operational Maintenance Agreement Recorded				
Operational Maintenance Report Received				
Permanent BMP Certification Recorded				
WATER MAIN	YES	NA	DATE REQUESTED	DATE COMPLETED
Pressure Test				
Televising				
Chlorine Residual OK				
Bacteria Test				
Operational Performed				
Punchlist Completed				
SEWER MAINS	YES	NA	DATE REQUESTED	DATE COMPLETED
Pressure Test				
Wynneball				
Mandrel				
Operational Performed				
Televising				
Punchlist Completed				
	YES	NA	DATE REQUESTED	DATE COMPLETED
AS-BUILT PLANS (REDLINES)				
SURVEY MONUMENT LETTER				
PAVEMENT SECTION SHOWN				
TRAFFIC SIGNAL RELEASE				
STREET LIGHT RELEASE				
SIGNING AND STRIPING RELEASE				
PARK AND RECREATION APPROVAL				
MEGOHM TEST OF IRRIG. WIRES				
LANDSCAPE ADVISOR WALK-THRU				
DRIVEWAY STATION AND WIDTH				
MMC WALK THROUGH *				
CERTIFICATION FROM REGISTERED LANDSCAPE ARCHITECT				
BACKFLOW CERTIFICATION				
APPROVED ASGRADED SOILS AND GEOTECHNICAL REORT **				
MAPNOs AND EASEMENT Nos				
PUNCHLIST COMPLETED				

OTHER: Trench cuts resurfaced per trench cut ordinance. New and resurfaced streets in service date for Street Division:

* MMC shall be notified for Brush management, Revegetation, Sensitive Habitats and Mitigation/Monitoring and on site Permanent BMPs for Private development Projects

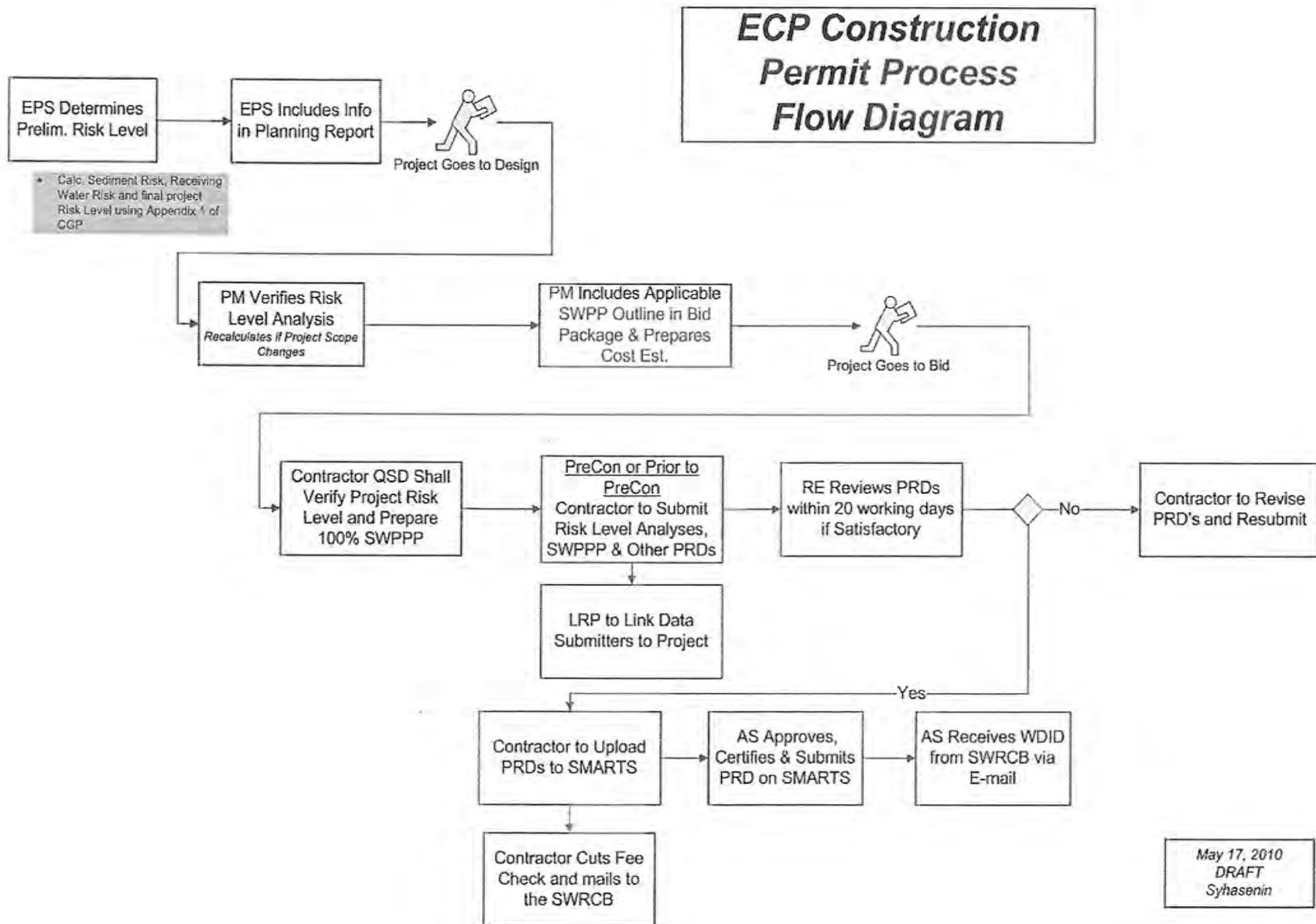
** To Be Approved by City Geology Staff

Resident Engineer Signature _____

Area Supervisor Signature _____

09 12.09.2012

ECP Construction Permit Process Flow Chart



Non-Compliance Escalating Enforcement Matrix

	Step 1		Step 2		Step 3	
Wet Season	Major Violation: when inspection reveals inadequate protection, indicating <u>significant</u> illicit discharge potential. Includes lack of BMP's and evidence of sediment leaving site	Minor Violation: when inspection reveals inadequate protection, indicating <u>low</u> illicit discharge potential. Includes maintenance of BMP's	Major Violation: when follow-up inspection reveals continued or unaddressed inadequate protection, indicating <u>significant</u> illicit discharge potential. Includes lack of BMP's and evidence of sediment leaving site	Minor Violation: when follow-up inspection reveals continued or unaddressed inadequate protection, indicating <u>low</u> illicit discharge potential. Includes maintenance of BMP's	Major Violation: when follow-up inspection reveals continued or unaddressed inadequate protection, indicating <u>significant</u> illicit discharge potential. Includes lack of BMP's and evidence of sediment leaving site	Minor Violation: when follow-up inspection reveals continued or unaddressed inadequate protection, indicating <u>low</u> illicit discharge potential. Includes maintenance of BMP's
Biweekly/ Monthly/ As-needed inspections w/ <u>no</u> threat of rain in 7 day forecast	Issue 1 st Construction BMP Inspection Notice w/ corrections and follow-up within 48 hours	Issue 1 st Construction BMP Inspection Notice w/ corrections and follow-up within 72 hours	Issue 2 nd Construction BMP Inspection Notice w/ corrections and follow-up within 48 hours and Warning of Impending Stop Work Order, Include Developer/owner, Supervising Engineer	Issue 2 nd Construction BMP Inspection Notice w/ corrections and follow-up within 48 hours and Warning of Impending Stop Work Order, Include Developer/owner, Supervising Engineer	Notify Supervising Engineer and Senior Engineer for approval to Issue Stop Work Order for immediate correction, Include Developer/owner	Issue 3 rd Construction BMP Inspection Notice w/ corrections and follow-up within 24 hours and Warning of Impending Stop Work Order, Include Developer/owner, Supervising Engineer
Biweekly/ Monthly/ As-needed inspections w/ <u>threat of</u> rain in 7 day forecast	Issue Construction BMP Notice w/ corrections and follow-up within 24 hours	Issue Construction BMP Notice w/ corrections and follow-up within 48 hours	Issue 2 nd Construction BMP Inspection Notice w/ corrections and follow-up within 24 hours and Warning of Impending Stop Work Order, Include Developer/owner, Supervising Engineer	Issue 2 nd Construction BMP Inspection Notice w/ corrections and follow-up within 24 hours and Warning of Impending Stop Work Order, Include Developer/owner, Supervising Engineer	Notify Supervising Engineer and Senior Engineer for approval to Issue Stop Work Order for immediate correction, Include Developer/owner and Storm Water Enforcement	Notify Supervising Engineer and Senior Engineer for approval to Issue Stop Work Order for immediate correction, Include Developer/owner and Storm Water Enforcement