



**GRADING AND DRAINAGE CHECKLIST**  
**Effective July 1, 2023**

Project Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant and/or Property Owner Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**Thresholds Requiring a Grading and Drainage Permit** – Use to determine if a permit is required. If any item is checked, a Grading and Drainage Permit is required, see submittal requirements on the following pages for a complete submittal list.

Applicant's  
Initials

- \_\_\_\_\_  **Land area disturbed is more than 1/4 acre**
- \_\_\_\_\_  **If there are any existing or finished site slopes greater than or equal to 10% that are more than 4 feet vertical within the limits of construction (excepts walls attached to buildings). (ie. if any two points within the limits of construction and within 40 feet or less of each other have a vertical grade difference of 4 feet or more, the box should be checked.)**
- \_\_\_\_\_  **Earthwork volume totaling more than 50 CY of combined cut plus fill (Pool, crawl space and Basement Excavation is excluded if hauled away from the site)**
- \_\_\_\_\_  **Diversion of runoff (Changing the location where runoff leaves the site) from more than or equal to 5,000 SF**
- \_\_\_\_\_  **Creating or Replacing Impervious surface of more than or equal to 2,500 SF (Repair is excluded). \*See Definition**
- \_\_\_\_\_  **Drainage way blocked or capacity/characteristic modified**
- \_\_\_\_\_  **Land disturbing activities affecting existing stormwater detention system(s) or stormwater treatment system(s).**
- \_\_\_\_\_  **Increasing runoff to existing stormwater detention system(s) or stormwater treatment system(s).**
- \_\_\_\_\_  **Land disturbing activities within 100 FT of the top of bank of a defined watercourse (top of bank is at the discretion of the City Engineer)**
- \_\_\_\_\_  **Basement excavation within 10 feet of historic groundwater levels defined in the Town's Drainage Criteria or as determined by Geotechnical investigation**

See the link below for the Town of Atherton Drainage Criteria Manual

[http://www.ci.atherton.ca.us/DocumentCenter/View/281/DrainageCriteria\\_000?bidId=](http://www.ci.atherton.ca.us/DocumentCenter/View/281/DrainageCriteria_000?bidId=)

### **Impervious surface of more than 2,500 square feet\***

\***Note:** For purposes of this Checklist, the following definitions apply:

**Creation of impervious area** is covering a surface that is currently soil or any other pervious surface with a surface that prevents the land's natural ability to absorb and infiltrate rainfall. Impervious surfaces are continuous watertight pavement or covering. A roof is an impermeable surface. Standard concrete, asphalt and decomposed granite with binder used are examples of impervious material. Other surfaces are subject to City Engineer discretion. Typical uses include walkways, patios, driveways parking lots and storage areas.

**Repair of impervious surface** is resurfacing an existing impervious surface without removal of the existing impervious surface, or spot repairs of an existing impervious surface and restoring the area with an impervious surface within the same footprint and material as the existing impervious area at a grade within 4 inches of the original surface at all locations. Removal and replacement of more than 10% of the existing driveway, including the portion in the right-of-way, is considered replacement and not repair. To be considered repair, all construction refuse must be disposed of off-site. Note that any repair that is part of a larger project that otherwise triggers a site Grading and Drainage Permit is considered as replacement. **Changing a type of impervious surface materials is considered a replacement not a repair.**

**Replacement of impervious surface** is removal of any existing at- grade impervious surface, including building foundations, and replacing with an impervious surface outside the original footprint and/or at a grade that deviates by more than 4 inches from the original grade. **Changing driveway materials (e.g. from Asphalt driveway to pavers/concrete driveway) is considered a replacement not a repair.**

Clarifications:

Roof replacement is not considered as at-grade and therefore does not trigger a Grading and Drainage Permit. Resurfacing (maintenance work) a driveway where there is no change outside the footprint of the existing driveway, the grade change is less than 4 inches at all locations, and the existing driveway is not removed is considered as repair and does not trigger a Grading and Drainage Permit.

**Thresholds for Regulated Projects Requiring Compliance with Municipal Regional Stormwater NPDES Permit Provision C.3. New Development and Redevelopment Performance Standards.**

**Large Detached Single - Family Home Projects (C.3.b.ii.(6)) \*\*See Definition**

- \_\_\_  **Creating or Replacing Impervious Surface equal to or greater than 10,000 SF, including all associated work on property and in right-of-way associated with the project**

**Other development or redevelopment projects, including non-single family residential projects, subdivisions, regulated projects defined by Provision C3.b, and developments otherwise conditioned to incorporate stormwater treatment measures**

- \_\_\_  **Creating or Replacing Impervious Surface equal to or greater than 5,000 SF, including all associated work on property and in right-of-way associated with the project.**

- \_\_\_  **Single-Family Home\*\***

**\*\*Note:** For purposes of this Checklist, the following definitions apply:

Single Family Home is work on a single-family residential site, including construction of main residence, ADU(s), JADU(s), accessory structures, patios, driveways, patios and all associated work. All work shall be considered in aggregate and phasing of work shall not exempt compliance with stormwater treatment requirements. Single family sites and/or construction that are part of a larger development, created via subdivision, including Urban Lot Splits, or are otherwise conditioned to include stormwater treatment measures shall not be considered as a Single Family Home and shall be subject to the 5,000 SF threshold.

**Thresholds for Projects Requiring Detention per the Town of Atherton Drainage Criteria Manual, Section B.2.c.:**

Stormwater detention is required for projects that create or replace greater than 5,000 square feet impervious surface. For projects that create or replace more than 25,000 square feet of impervious area, no credit is given for existing impervious surface that is removed. For projects that create or replace less than 25,000 square feet of impervious surface and have less than 50 percent impervious coverage on the parcel, only the net increase in impervious area is subject to the requirements of this section.

- \_\_\_  **Creating or Replacing Impervious surface of more than or equal to 5,000 SF**

**Permit Type:**

- \_\_\_  Without Detention or Stormwater Treatment System  
\_\_\_  With Detention System(s)  
\_\_\_  With Stormwater Treatment System(s)  
\_\_\_  With Detention and Stormwater Treatment Systems

## **Minimum Grading and Drainage Submittal Requirements**

\_\_\_\_\_  **C3/C6 checklist** (See the updated checklist, effective July 1, 2023)  
<https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/c-3-regulated-projects/>

\_\_\_\_\_  **Title Sheet**

Including but not limited to: project site, vicinity map, basis of bearings, general notes, owner information, sheet index, legend, etc. Exhibit data sufficient to show relationship of project to all permit thresholds.

1. Provide the full address of the property on which the Project is located.
2. Provide the Assessor's Parcel Number (A.P.N.) of the property on which the Project is located.
3. Provide a vicinity map, of sufficiently large scale and sufficient clarity to be clearly legible, showing the Project location and identifying the streets around the Project. Indicate the scale and the direction North on the map.
4. Provide the name(s) and current address(es) of the owner(s) of the property on which the Project is located.
5. Provide the name and current address of the Project Architect and the Project Civil Engineer.
6. Provide the name and current address of the geotechnical engineering firm that produced the Soils Report for the Project, and reference the date of the Report.
7. Provide the name and current address of the structural engineering firm that designed the Project's retaining walls over 4' tall and any other structures.
8. Indicate the total area of the property on which the Project is located.
9. Indicate the total area of new (new or replaced) impervious surface and the total area of impervious surfaces before and after the Project. Clearly show which areas are being replaced and which are to remain.
10. Indicate the total area of land disturbed for the Project.
11. Provide a breakdown, and totals, of all cut and fill quantities.
12. Provide an Index to the drawings.
13. Provide the date of the current version or revision on each sheet of the drawings.
14. Provide a haul route (truck routing) plan. The routing plan shall include the minimum use of residential streets and route trucks to the nearest arterial that will access the nearest state highway.

## **General Notes & Specifications may be provided on the Title Sheet or provided on a Separate Sheet**

Including, but not limited to, the following information regarding Town requirements.

1. Add a note to read: "All work shall be in accordance with the current Town of Atherton Municipal Code and construction regulations, as well as with the regulations of all other government agencies with jurisdiction."
2. Add a note to read: "No work shall be started without first notifying the Building Department at (650) 752-0560, at least 48 hour prior to commencing."
3. Add a note to read: "Work, including deliveries and movement of machinery, is only allowed between 8AM and 5PM, Monday through Friday. No work is allowed on weekends or legal holidays."
4. Add a note to read: "All work within the public right-of-way will require an encroachment permit from the Town of Atherton."
5. Add a note to read: "The contractor shall keep adjacent roads and streets open for travel by the public, adjacent property owner, their visitors and guests at all reasonable times. Blockage of a street or road exceeding five minutes is a violation of the Town of Atherton municipal code."
6. Add a note to read: "Any construction site that is visible from the public right-of-way must be adequately screened to the satisfaction of the building official. Screening shall consist of materials approved by the building official and must be identified on these plans."
7. Add a note to read: "Any disturbance of the water service lateral or meter must be approved in advance by California Water Service Company, Bear Gulch District, at 3525 Alameda De Las Pulgas, Menlo Park, CA 94025; phone (650) 367-6800 (regular or off-hours)."
8. Add a note to read: "Any disturbance of the sanitary sewer cleanout, or the sewer lateral downstream of the cleanout at the property line must be approved in advance by the West Bay Sanitary District, 500 Laurel Street, Menlo Park, CA 94025; phone (650) 321-0384 (regular or off-hours)." or "the Fair Oaks Sanitary District, 555 County Center – 5th Floor, Redwood City, CA 94063; phone (650) 363-4100 (regular or off-hours)."
9. Add a note to read: "No connection is allowed between the storm water collection and treatment systems and the sanitary sewer system."
10. Add a note to read: "All drainage-system pipes must be inspected before covering. Inspection can be done in stages as backfilling proceeds, to allow support to be provided before installing pipes that enter the sides of structures."

## **Existing site topographic survey, Boundary Information and Impervious Surface Drainage Area and Disturbed Area Breakdown Plan**

Extend at least 10 feet outside of property line (1) on public right-of-way and (2) where accessible on private property. Show structures, trees, etc. that may be affected by project excavation or drainage. Provide seal and signature by a California Licensed Land Surveyor (CA LLS) (for this checklist, a Civil Engineer that received a California Professional Civil Engineering license prior to the 1982 change in survey requirements may also be used where the checklist calls for a CA LLS) on the Topographic Survey and Boundary Information. The Topographic Survey and Boundary Information may be shown on a single sheet. Impervious Surface Drainage Area and Disturbed Area Breakdown Plan shall be a separate sheet.

### **Topographic Survey**

- The assessor's parcel number (APN) and street address
- Vicinity map that clearly identifies the relationship of the project site to the adjacent streets and parcels
- North arrow, graphic scale, and legend (if applicable)
- Adjacent street name(s) with right-of-way width;
- Edge of pavement on each side of street at adjacent property corners and at existing driveway location.
- Reference the Town of Atherton or other recorded benchmarks utilized to perform the survey. Provide properly adjusted differential level rates to the Town if applicable. An arbitrary (assumed) datum may be used with prior approval of the City Engineer. If an assumed datum is used, the survey shall list the basis for the assumed datum.
- Fence lines and walls with the material and average height of wall (to nearest half foot) noted
- Recorded lot/block/map data, or if unmapped, the recorded deed document number
- Projects that propose changes within 10 feet of the street shall show existing street frontage improvements on both sides of the street including sidewalk, curb type, and curb cuts with dimensions.
- All onsite and offsite visible utilities, such as utility poles, anchor wires/cables, vaults, boxes, meters, sanitary sewer clean outs and manholes (with invert, pipe diameter, pipe type and rim elevation), and storm water manholes (with invert, pipe diameter, pipe type and rim elevation), area drains, and swales
- Closest fire hydrant location(s) including all hydrants within 150 feet for commercial properties and 250 feet for residential properties
- Building corner spot elevations
- All accessible adjacent building lines within 10 feet of any property line (note approximate location if not accessible)
- Locations of all existing trees on the lot and within 10 feet of the property line that are greater than 8 inches in diameter with the diameter at standard height (48 inches), species, drip line, and graphical representation of the trunk size. Trees on non-accessible parcels can be estimated based on visual observation.

- Parcel topographic survey for proposed construction or addition to the existing building footprint greater than 500 square feet. Survey to include all the items listed above, spot grades, and contours at appropriate intervals (The contour interval may vary across the site but shall meet the following minimum frequencies: for areas with less than 5 percent slope, no contours are required, 5 to 10-percent slope use 1 foot contours and slopes greater than 10 percent use 2-foot contours.) sufficient so that Town Staff can review calculations of flow path and grading volumes. Topographic survey is not required for portions of the property where there is no proposed grading or construction unless the grading impacts an overland flow path. If grading impacts an overland flow path, sufficient survey shall be conducted to document that grading does not impact runoff on adjacent properties.
- All existing impervious areas, including the driveway and apron.
- Property line. The source for the property boundary shall be identified (Boundary Survey or assumed property line).

**Boundary Information**

For all projects, provide the following:

- Gross lot area
- Property line (see below)
- The street right-of-way width and the gutter flow line location at any property corner that is adjacent to a public street
- Building setback lines

Property Line - Boundary information based on a boundary survey shall be shown if construction of a structure is proposed either:

1. within ten feet of the Town's building setback line as established based on an assumed property line
2. within twenty feet of a public easement established based on an assumed property line

Otherwise, show the assumed property line. Clearly label that the property line is assumed and provide the basis for the assumed property line.

If a property line from a recorded map is used, provide the following:

- Bearing and distance information for all property lines/boundaries.

## **Impervious Surface Drainage Area and Disturbed Area Breakdown plan**

Including but not limited to: notes, legend, showing all new and existing impervious areas, including the driveway and apron, using various hatch styles and clear labeling for each area. Pervious areas such as landscape areas should also be identified. Property line information from Boundary Information sheet. Existing structures and hardscape with the calculated total area for each and distance from all structures to the closest property line.

1. Show the extent of existing vegetation being disturbed for actual construction and for general convenience.
2. Identify materials used for all permeable and semi-permeable surfaces.

## **Grading and Drainage Plan**

Including but not limited to: notes, legend, showing all proposed surfaces (impervious and pervious), identification of all structures (residence, garage, guest house, etc.), sufficient spot elevations, flow arrows, and slopes throughout the site to show the overall drainage pattern and positive drainage away from structures. Include all work in the street right of way.

1. Clearly identify the property lines.
2. The survey base for the site plan shall show all easements of record to show that the proposed improvements will not impact any existing easements.
3. Show the extents of all cuts and fills, including limits of basement excavation and detention excavation, with proposed grading spot elevations or contours, and indicate finished slopes.
4. Show any structures or trees on adjacent properties that could be affected by project grading or drainage.
5. Show all trees being removed.
6. For fills on existing slopes, provide cross-sections showing benching and keying into existing soils.
7. Indicate driveway slope in the direction of travel.
8. Show retaining wall dimension from bottom of footer to top of wall. Provide spot elevations on both sides of structural and landscaping retaining walls, as well as top-of-wall and bottom of footing elevations to show all wall heights.
9. Retaining walls over four feet total wall height (bottom of footer to top of physical wall) require a separate building permit.
10. Retaining walls over six feet solid wall construction (exposed height: top of physical wall minus grade at bottom) or located less than twenty feet from other retaining walls on the same property (see Zoning Code

Section 17.46.030.D for reductions) require a special structure permit, except for retaining walls supporting a permitted structure (including basements and underground driveway approaches). See Zoning Code Section 17.46.

11. Retaining walls shall be located no closer than five feet from any property line.
12. If retaining or structure walls are to be built under separate permit and separate structural plans, excavation for them must nevertheless be shown correctly on the Grading Plan.
13. If retaining or structure walls are to be built under separate permit and separate structural plans, drainage behind them must nevertheless be indicated on the Drainage Plan. Show clearly how drainage behind retaining walls connects to the site storm water drainage system.
14. Show adjacent streets and all work to be performed in the right of way, including demolition, driveways, walkway and landscaping. Any work within the Town right-of-way must be shown on the grading and drainage plan for review. The work will require an Encroachment Permit at the time of construction, but needs to be reviewed in conjunction with grading and drainage. Information regarding encroachment permits, as well as criteria for improvements fronting the property can be found at:

<https://www.ci.atherton.ca.us/239/Encroachment-Permits>

15. Show how street drainage is conveyed across the property, including across the driveway(s). The swale needs to be off the edge of pavement. Minimum is 2' wide by 1" deep, but needs to convey upstream flow across property.
16. Show how street drainage is prevented from entering the down slope lot.
17. Show tree protection on grading and drainage plan.
18. Grading of the site must not alter the course or increase the quantity of the existing stormwater run-off pattern or of any watercourses, whether normally dry or wet, or subsurface drainage, unless appropriate drainage facilities are provided.
19. Use arrows to indicate the surface flow of rainwater run-off throughout the site after the project is completed. Show grading spot elevations and/or cross/typical sections to show how this flow is accomplished.
20. The valley gutter shall be shown at the correct location for a future street. The right of way is \_\_\_ feet wide, and the pavement will be \_\_\_ feet wide, so lip of gutter needs to be \_\_\_ feet from the property line.

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## □ Utility Plan

Including but not limited to: notes, legend, layout of storm drain lines and structures, size, slope, invert elevations, etc. Include detention system, swales, downspouts, cleanouts, area drains, sub-drains, landscape drains, trench drains, pump(s), bubbler boxes, rip-rap dissipaters, etc. Also show location of gas, electric, telephone, cable and sanitary sewer. Utility structures such as boxes, poles, meters, valves, cleanouts, drains, manholes, pumps, etc should also be shown on the plan.

1. Show where and how discharge from the site storm water drainage system connects with the Town storm drain system or an adjacent drainage channel or street or is returned to the historical path.
2. Show method of connection from discharge to street drainage system, including means to prevent erosion. **Force main bubbler box to be on property with gravity discharge to the storm drain.**
3. Show where and how overflow from the site storm water drainage system is returned to the historical drainage path, including means to prevent erosion.
4. Show grate and invert elevations at all storm water drain inlets.
5. Indicate the slope of all pipe runs in the storm water drainage system.
6. **Roof drainage collectors and detention must be kept separate from subdrains around building foundations such that roof drainage and stored runoff will not flow back into the subdrains in the event of a back-up.**
7. Subdrains are not permitted when groundwater is intercepted by the basement (see basement criteria). Basement should be sealed and provision made for groundwater to pass around the basement. A sump pump within the basement shell for incidental water or leaks is allowed.
8. Show all points of connection between roof drain leaders and the site storm water drainage system.
9. Show location of water, sewer, gas, electrical and other utility connections.
10. Recommend moving underground drainage and utility lines away from tree roots wherever possible. Construction should be outside the Tree Protection Zone wherever possible (see Guidelines – TPZ is one foot for every one inch of diameter)
11. Show hand excavation under roots within the TPZ of trees by hatching or other indication of which drainage and utility lines require hand digging.

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## □ Erosion Control Plan

Including but not limited to: notes, legend, showing location/use on site and providing details for temporary construction entrance, concrete washout area, silt fence, straw roll, disturbed soil protection, etc., and inlet protection. Also needs to show permanent erosion control on same or separate plan.

1. Permanent erosion controls in the finished Project, as well as Temporary measures during construction, must be shown. Show what is planted on all disturbed areas.

2. Indicate how disturbed areas not being covered with structures or paving, including cuts and fills as well as areas cleared for construction or convenience, are to be protected from erosion during the rainy season and re-vegetated or landscaped for permanent erosions control. Erosion control (stabilizing disturbed areas) needs to be shown and detailed if any grading area is open during the rainy season.
3. Provide a Legend that identifies the symbols used on this plan.
4. Provide construction details for all BMPs to be implemented.
5. Show the installation of construction fencing along the public right-of-way if no existing fencing prohibits the viewing of the construction site. Refer to section 15.40.157 of the Town of Atherton's Municipal codes for further clarification.

**Details**

Detail all project elements necessary to understand project construction.

Cross sections from property line to property line through primary buildings and storm drain structures are required if the average lot slope is greater than 10 percent (average slope calculated using the County of San Mateo Slope Density Method)

Where the average lot slope is between 5 and 10 percent, cross sections may be required at the discretion of the City Engineer. Where the lot slope is less than 5 percent, the cross sections are not required

1. Details through structures must clearly and correctly show footings and drainage components.
2. Temporary cut slopes for excavations, conforming with recommendations in the soils report and OSHA safety requirements, must be indicated.

**Drainage Area Master Plan**

Including but not limited to:

- Scaled Engineering topographic map with existing onsite drainage shown
- Scaled Engineering topographic map for offsite drainage. The area in acres and the flow (Q) in cubic feet per second (cfs) of all drainage **entering and leaving** the site **before and after** development for the design storm event with associated calculations
- Project site plan showing existing and proposed storm drain system(s), drainage areas and drainage paths. Show drainage area and peak rate flows for drainage facilities for the design storm. Calculations shown on the plan or in a drainage report shall verify that the storm drain structure(s) and/or pipes for each area have the capacity for runoff from the drainage area associated to it.
- Hydraulic computations for detention basins, other structures, and pipe sizing
  1. Provide a brief description of proposed onsite drainage system, as well as a description of the proposed storm water treatment BMP's.

2. Provide a pre-project drainage plan on a scaled engineering topographic map, with the topographic information clearly legible, that shows all existing (pre-project) on-site drainage patterns, drainage areas and information to support existing runoff calculations. Coverage of the topographic site map must extend at least 10' beyond all property lines and to the centerline of adjacent streets and drainage channels to clearly show flow direction and quantity to and from the property.
3. Provide a post-project drainage plan showing drainage areas, drainage patterns and note any revised flows from the property.
4. Provide existing elevations along the property line. Indicate areas where runoff may cross onto adjacent properties and show pre-development flow rate and post-project flow-rate for each area. If runoff will not cross the property line, add a note on the appropriate sheet.
5. Provide drainage calculations per the Town Drainage Criteria standards:
  - The drainage system must be designed using 25-year event criteria.
  - The runoff intensity must be adjusted for a 25-year event.
  - Use the specified intensity formula for the design year.
  - Use the proper K2 correction factor for the intensity at the site.
  - Use proper C factor multiplier for the calculation year.
6. Provide a map of appropriate scale that clearly and legibly shows off-site drainage basins. This map and associated calculations is intended to show the 100-year offsite flows to the property. The drainage plan must then show how these flows are accommodated on the property. The presentation of the critical cross section needs to show the extent and elevation of inundation, and relate to elevations on the grading and drainage plans.
7. Provide offsite calculations per the Town Drainage Criteria
  - Use the specified intensity formula for the design year (100-year).
  - Use the proper K2 correction factor for the intensity at the site.
  - Use proper C factor multiplier for the calculation year.
  - Calculate depth and spread of flow for critical cross section(s) at property.
  - Provide adequate protection to structures and any facilities that could be damaged by floodwaters, i.e., in crawl space.
8. Provide a brief summary of the detention mechanism: Provide site discharge Q with detention. The result shall be less than the existing rate of runoff and less than or equal to the rate of runoff from the unimproved lot.

9. How long (show by calculations) before the detention system is dewatered and rate of release. All drainage facilities, including treatment devices, shall completely dewater within 96 hours of the end of a rainfall event (see Drainage Criteria, Item B.3.d.)
10. Percolation rate if the detention system was designed with it (need soils report to provide results of percolation test at detention location)
11. Provide detention calculations per the Town Drainage Criteria, Item B.2.e.).
12. Account for pipe wall thickness when calculating trench capacity
13. Provide evidence for the crushed rock 40% void assumption .
14. Check that top of rock is below overflow elevation.
15. Check that overflow elevation is below any facilities that could be damaged by the system overflows
16. Check that overflow matches the historic overflow path.
17. Provide a construction schedule as stipulated in section 8.54.020(D) of the Atherton MC:
  - Work Schedule. The applicant must submit a master work schedule showing the following information:
    1. Proposed grading schedule;
    2. Proposed conditions of the site on each July 15th, August 15th, October 1st and October 15th during which the permit is in effect;
    3. Proposed schedule for installation of all interim erosion and sediment control measures including, but not limited to, the stage of completion of erosion and sediment control devices and vegetative measures on each of the dates set forth in subsection (D)(2) of this section;
    4. Schedule for construction, if any;
    5. Schedule for installation of permanent erosion and sediment control devices where required.

**Storm Water Management Plan**

Including but not limited to:

- Project description, including graphics
- Project hydrologic setting, use flow arrows to show drainage pattern
- A listing of storm water quality opportunities and constraints
- Best Management Practices for Source Control that would be implemented as a part of the project
- Best Management Practices for treatment of site runoff

- **Storm Water Pollution Prevention Plan Manual** (disturbed area greater than 1 acre) Including but not limited to:

- Follow State and Federal mandated SWPPP requirements.

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml)

— Your SWPPP should contain the following elements

- Cover/title page
- Project and SWPPP contact information
- Site and activity description, including a site map
- Identification of potential pollutant sources
- Description of controls to reduce pollutants
- Maintenance/inspection procedures
- Records of inspections and follow-up maintenance of BMPs
- SWPPP amendments
- SWPPP certification
- Notice of Intent (NOI) and Waste Discharge ID (WDID) number for the project.

[https://waterboards.ca.gov/water\\_issues/programs/stormwater/construction.html](https://waterboards.ca.gov/water_issues/programs/stormwater/construction.html)

- **Erosion/Pollution Control Plan Manual** (disturbed area less than 1 acre) Including but not limited to:

Your Erosion/Pollution Control Plan (EPCP) should contain the following elements

- Cover/title page
- Project and EPCP contact information
- Site and activity description, including a site map
- Identification of potential pollutant sources
- Description of controls to reduce pollutants
- Maintenance/inspection procedures
- Records of inspections and follow-up maintenance of BMPs
- EPCP amendments
- EPCP certification

- **Geotechnical Investigation** signed and stamped by a Geotechnical Engineer Including but not limited to: recommendations regarding drainage system, detention system, and percolation system if a percolation system is to be used.

\_\_\_  **Arborist Report/ Tree Removals / Arborist Letter**

Including but not limited to: Showing any impact to trees as a result of either grading or the installation of the drainage system.

1. Recommend tree protection and which drainage and utility lines require hand digging.
2. Submit a report by a certified arborist that the removal of the trees indicated on the Plans is in compliance with Town regulations. The Town's Arborist will need to review the proposed removal.
3. At the beginning of the job, prior to permit issuance, provide a letter signed by the arborist who produced the Arborist Report attesting that they have reviewed the plans and the project is designed in accordance with their recommendations and the project plans are designed in accordance with their recommendations and is accordance with the Town's Heritage Tree Ordinance and Standards documents to protect heritage trees.

\_\_\_  **Operation, Maintenance and Monitoring Plan**

For projects where the Town is required by the Municipal Regional Stormwater Permit to have documented maintenance procedures, prior to permit issuance, the applicant and/or property owner must submit an agreement that references the Operation, Maintenance and Monitoring Plan for approval by the Town stating that the property owner will maintain the Source Control and Treatment measures until the responsibility for maintenance is legally transferred to another entity. The plan shall include monitoring and cleanout access points.

**The plan shall provide for the facility being operable for the life-time of the system.**

\_\_\_  **Haul Route (Truck Routing) Plan**

Trucks hauling earthwork materials must use the shortest route to a major arterial to reduce impact to residential streets.

For a detailed explanation of each requirement, visit Town of Atherton's Public Works website and view "Drainage Criteria Final" and related attachments at:

<http://www.ci.atherton.ca.us/publicworks.html>

\_\_\_  **C.3 Requirements – Regulated Projects**

- Source Control
- Site Design Measures
- Treatment Measures

\_\_\_\_\_  **C.3 Requirements – Non-Regulated Projects**

- Source Control
- Site Design Measures

For a detailed explanation of each requirement, visit the San Mateo Countywide Water Pollution Prevention agency's website and view Order No. R2-2022-0018 at:

<https://www.flowstobay.org/wp-content/uploads/2022/06/Order-No.-R2-2022-0018-and-Attachments.pdf>

For additional technical guidance, see the C.3 Regulated Projects Guide document at:

[https://www.flowstobay.org/wp-content/uploads/2020/03/SMCWPPP-C.3-Regulated-Project-Guide-High-Res\\_021220\\_0.pdf](https://www.flowstobay.org/wp-content/uploads/2020/03/SMCWPPP-C.3-Regulated-Project-Guide-High-Res_021220_0.pdf)