CITY OF PETALUMA
STORM WATER POLLUTION PREVENTION PROGRAM

## Construction Erosion and Sediment Control Plan Applicant Package



# City of Petaluma Construction Erosion and Sediment Control Plan Applicant Package

#### **Contents**

### **Erosion and Sediment Control Plan Applicant Guidance**

Section 1 Project Information

Section 2 Applicant Information

Section 3 Identify Other Required Permits

Section 4 Site Plan and BMP Implementation Schedule

Section 5 BMP Information

#### **ESCP Template**

City of Petaluma Minimum Erosion/Sediment Control Measures for Small Construction Projects
City of Petaluma Trench Dewatering BMPs

City of Petaluma i June 2014

# **Erosion and Sediment Control Plan Applicant Guidance**

For **projects that will include soil disturbance during construction**, applicants must submit an Erosion and Sediment Control Plan (ESCP) for approval by the municipality prior to the issuance of certain permits, including all Grading Permits, most Building Permits, and other permits at the discretion of the City.

The purpose of the ESCP is to:

- 1. Identify potential pollutant sources that may affect the quality of stormwater runoff discharges from the construction site.
- 2. Document the Best Management Practices (BMPs) that will be implemented and placed in order to prevent, to the maximum extent practicable, construction site pollutants from leaving the site and entering the storm drain system during all phases of construction.
- 3. Document erosion control, sediment control, and good housekeeping BMPs that must be implemented year round as appropriate based on construction activities.

The ESCP may require modification as the project progresses and as conditions warrant. All modifications to the approved ESCP must be submitted to the City for review and approval.

The attached template should be used by applicants to develop the ESCP. The following checklist provides guidance to help complete the ESCP. If a project disturbs one acre or more of soil, it is subject to the State's Construction General Permit<sup>1</sup> (CGP). In this circumstance, the Stormwater Pollution Prevention Plan (SWPPP) developed pursuant to the CGP may substitute for the ESCP.

Applicants should not complete or write in the Official Use Only sections of the template. Pages 1 and 2 provide space for the City staff to document complete tracking information and to document comments on the ESCP.

#### **Section 1 Project Information**

Α	Project Name	Applicant's name for the project.		
В	Tract Number	Property tract number.		
С	Assessor's Parcel Number	Assessor's parcel number (APN).		
D	Location (address as assigned by Planning Department)	Describe the location such that field staff can find the project site. Generally the project address, but in cases where an address has not been assigned milepost markers, cross streets, or latitude and longitude can be used.		

<sup>&</sup>lt;sup>1</sup> Water Quality Order 2009-009-DWQ, as amended.

E	Name and distance to nearest waterbody	waterbody as well as the approximate distance from the project site.  Additionally identify whether the waterbody is considered impaired by a sediment related pollutant, e.g., turbidity, sediment, suspended solids, or settleable solids. The Petaluma River is listed as an impaired waterbody (303d list). The State updates this information periodically. Revised information can be found at: <a href="http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/303dlist.shtml">http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/303dlist.shtml</a> and <a href="http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/">http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/</a> .		
F	Area of Disturbance (in acres or square feet)	The total area that will be subject to soil disturbing activities. Soil disturbing activities include, but are not limited to, clearing, grading, paving, disturbances to ground such as stockpiling, and excavation. Note if the total area of disturbance is one acre (43,560 square feet) or more, the project is subject to the State's CGP.		
G	Total Project Size (in acres or square feet)	This is the total size of the project, typically the size of the parcel(s). The total size of the project can exceed the total area of disturbance.		
Н	Planned Project Start Date	The date when construction activity will commence. If the date changes notify the agency. In some cases date changes may require updates to the ESCP, e.g., change of project from summer to winter construction.		
ı	Planned Grading Completion Date	The grading and/or ground disturbing operations will be completed. This date may be the same as the project completion date, but grading is frequently completed before structure interiors are completed. If the date changes notify the agency. In some cases date changes may require the applicant to update the ESCP, e.g., change of project from summer to winter grading.		
J	Planned Project Completion Date	The date when the project will be completed. Project completion means all disturbed soils have been stabilized, all construction activities are complete, and all construction materials and wastes have been removed from the site. If the date changes notify the agency. In some cases date changes may require the applicant to update the ESCP, e.g., change of project from summer to winter construction.		
K	Project Description and Purpose	Narrative description of the project: should include the nature of the construction activities and why the project is being undertaken, and the project phase. If requested provide photographs of the project to document the pre-project condition.		

City of Petaluma

ESCP Applicant Instructions

June 2014
Page 2

## **Section 2 Applicant Information**

Α	Project Owner (Name, Address, Phone)	Contact information for the land owner.		
В	Contractor (Name, Address, Phone, 24/7 Contact Number)	Contact information for the person or company performing the work. In cases where the land owner is performing the work, list the land owner. Provide a 24/7 number in case of off-hours emergencies.		
С	Applicant Certification	Per State of California requirements.		

## **Section 3 Identify Other Required Permits**

Identify whether other permits that affect water courses or water quality are required. Applicants must provide proof the necessary permits have been applied for and obtained. Grading or Building Permits will not be issued until proof is submitted that these other permits have been obtained.

A	Construction General Permit (CGP)	Issued by the State Water Resources Control Board for construction activities that disturb one acre or more of land and in some cases for smaller projects that are part of a common plan of development. For more information see: <a href="http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml">http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml</a>
В	Section 404 Permit	Issued by the U.S. Army Corps of Engineers, San Francisco District for projects affecting waters of the U.S., including wetlands. For more information see: <a href="http://www.spn.usace.army.mil/Missions/Regulatory/Regulatory/Overview.aspx">http://www.spn.usace.army.mil/Missions/Regulatory/Regulatory/Overview.aspx</a>
С	Section 401 Water Quality Certification	In most cases this is a companion permit issued by the San Francisco Bay Regional Water Quality Control Board whenever the U.S. Army Corps of Engineers issues a Section 404 Permit to ensure state water quality standards are protected. Occasionally, the San Francisco Bay Regional Water Quality Control Board will issue Waste Discharge Requirements in lieu of a Section 401 Certification. For more information see:  http://www.waterboards.ca.gov/water_issues/programs/cwa40
		1/
D	Streambed/Lake Alteration Agreement (1600 Agreements)	The California Department of Fish and Wildlife issues Streambed Alteration Agreements for projects that will affect a stream or lake. In general, an agreement will be required for any work that will obstruct or divert the natural flow of a river, stream, or lake; change or use any material from the bed, channel, or bank of a river, stream, or lake; or deposit or dispose of debris, waste where it can pass into a river, stream, or lake. For more information see:
		http://www.dfg.ca.gov/habcon/1600/

City of Petaluma

Sune 2014
ESCP Applicant Instructions

Page 3

Е	Local Water Course Protection Permits	Any permits required for the protection of creeks and water courses should be included.

#### Section 4 Site Plan and BMP Implementation Schedule

A	Site Plan	List the plan sheet(s) that show the project site and scope of construction activity. Site plan sheets need to conform to agency requirements (e.g., size, scale) for site plan submitted for Grading and Building Permits. The site plan and project description in the Project Description section of the ESCP need to agree.	
В	BMP Locations	List the plan sheet(s) that show the locations of proposed construction activity BMPs. Some BMPs may be included as notes on the site plan. In addition to BMPs, show required local creek setbacks and preserved existing vegetation on the site plan.	
С	BMP Implementation Schedule	Identify schedule for BMP implementation with the commencement of the construction activities and that BMPs will be implemented year round, as appropriate, until the project is complete. Include final site stabilization in the schedule	

#### **Section 5 BMP Information**

At minimum, the ESCP must include applicable minimum erosion control, sediment control, and good housekeeping BMPs listed herein and from the California Stormwater Quality Association (CASQA): <a href="http://www.casqa.org">http://www.casqa.org</a>. The ESCP must provide a rationale for the selected BMPs including, if needed, soil loss calculations.

Applicants may need to consider BMPs beyond the minimum control measures if warranted by site conditions and planned construction activities. If dewatering will occur applicants need to follow the Trench Dewatering BMPs available for download: <a href="http://www.casqa.org">http://www.casqa.org</a>.

Projects subject to other permits (e.g., CGP, Section 404 Permit) must address minimum control measures as well as the BMPs required by the other permit(s).

City of Petaluma

Superations

June 2014
ESCP Applicant Instructions

Page 4

	ВМР	General Description <sup>2</sup>		
	Erosion Control BMPs			
Α	Preserve Existing Vegetation	Existing vegetation should be preserved as much as possible. CASQA: EC-2. Caltrans: SS-2.		
В	B Track Walk Slopes During grading phase, track-walk up and down slopes (not pa them).			
		CASQA: EC-15. Caltrans Not applicable.		
С	Soil Cover	Cover all exposed soil with straw mulch and tackifier (or equivalent).		
		CASQA: EC-3, EC-5, EC-6, EC-7, EC-8, EC-14, and EC-16. Caltrans: SS-2, SS-4, SS-5, SS-6, SS-7, SS-8.		
D	Erosion Control Blankets or equivalent	Install erosion control blankets (or equivalent) on any disturbed site with 3:1 slopes or steeper, keyed into the ground at least 3 inches. Use wildlife-friendly blankets made of biodegradable natural materials. Avoid using blankets made with plastic netting or fixed aperture netting. See: <a href="http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf">http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf</a> .		
		CASQA: EC-7. Caltrans: SS-7.		
E	Revegetation	Areas of disturbed soil/vegetation should be revegetated as soon as practical.		
		CASQA: EC-4. Caltrans: SS-4.		
	Sediment Control BMPs			
F	Stabilized Site Entrance	Stabilize site entrance and temporary driveway. Use 3 to 4-inch crushed rock for a minimum of 50 feet (or as far as possible) to prevent tracking soil offsite. This can be used in conjunction with a tire wash or rumble plates.  CASQA: TC-1; TC-3. Caltrans: TC-1; TC-3.		
G	G Fiber Rolls (e.g., straw wattles)  Use fiber rolls along contours of short slopes or slopes 3:1 or flakeyed into ground at least 3-inches deep (typically 25 feet apar wildlife-friendly fiber rolls made of biodegradable natural materi using fiber rolls made with plastic netting or fixed aperture netting http://www.coastal.ca.gov/nps/Wildlife-Friendly Products.pdf.  CASQA: SE-5. Caltrans: SC-5.			
Н	H Silt Fence Install silt fence along contours as secondary measure to keep sonsite and to minimize vehicle and foot traffic beyond limits of sidisturbance. Silt fencing must be keyed in.  CASQA: SE-1. Caltrans: SC-1.			

<sup>-</sup>

<sup>&</sup>lt;sup>2</sup> More detailed information on the BMPs can be found in the related California Stormwater Quality Association (CASQA) California Department of Transportation (Caltrans) BMP Factsheets. CASQA factsheets are available by subscription in the *California Best Management Practices Handbook Portal: Construction* at <a href="http://www.casqa.org">http://www.casqa.org</a>. Caltrans factsheets are available in the Construction Site BMP Manual March 2003 at <a href="http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm">http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm</a>.

	ВМР	General Description <sup>2</sup>
I	Drain Inlet Protection	Use pea-gravel bags, (or similar product) around drain inlets located both onsite and in gutter as a <u>last line of defense</u> .  CASQA: SE-10. Caltrans: SC-10.
J	Trench Dewatering	Follow BMPs for trench dewatering. CASQA: NS-2. Caltrans: NS-2.
	Good Housekeeping BM	Ps
K	Concrete Washout	Construct a concrete washout site placed at least 50 feet away from storm drains, waterbodies, or other drainages. Ideally, place adjacent to stabilized entrance. Clean as needed and remove at end of project.  CASQA: WM-8. Caltrans: WM-8.
L	Stockpile Management	Cover all stockpiles and landscape material and berm properly with fiber rolls or sand bags. Keep behind silt fence, away from waterbodies. Avoid use of plastic sheeting where possible to keep plastic from entering waterbodies.  CASQA: WM-3. Caltrans: WM-3.
М	Hazardous Material Management	Hazardous materials must be kept in closed containers that are covered and utilize secondary containment, not directly on soil.  CASQA: WM-6. Caltrans: WM-6.
N	Sanitary Waste Management	Place portable toilets near stabilized site entrance, behind the curb and away from gutters, storm drain inlets, and waterbodies. All portable bathrooms should have overflow pan/tray (most vendors provide these).  CASQA: WM-9. Caltrans: WM-9.
0	Equipment and Vehicle Maintenance	Prevent equipment fluid leaks onto ground by placing drip pans or plastic tarps under equipment.  CASQA: NS-8, NS-9, and NS-10. Caltrans: NS-8, NS-9, and NS-10.
Р	Other	Identify any additional BMPs that will be implemented for the project.

City of Petaluma

ESCP Applicant Instructions

June 2014
Page 6

Official Use Only: Tracking Documentation				
Tracking Number:		ESCP Status	Date	
Permit Number:		Approved		
Local Watershed:		Revise and Resubmit		
ESCP Submittal Date:				
Returned for Revision Date:		Modification Approved		
ESCP Resubmittal Date:		Modification Approved		
Checked By:		Modification Approved		
	_			
Official Use Only: Reviewer Comments				
Item Comment				

City of Petaluma ESCP Template June 2014 Page 1

## 1. Project Information

	Official Use Only			Applicant Complete this Section
	Yes	No	Comments	
Α				Project Name:
В				Tract Number
С				Assessor's Parcel Number
D				Location
Е				Name and Distance to Nearest Waterbody
F				Area of Disturbance acres or square feet
G				Total Project Size (acres or square feet)
Н				Planned Start Date
I				Planned Grading Completion Date
J				Planned Completion Date
К				Project Description and Purpose

Continued on next page

June 2014 Page 2 City of Petaluma

## 2. Applicant Information

Official Use Only			se Only	Applicant Complete this Section
	Yes	No	Comments	
Α				Project Owner Name:
				Address:
				Phone:
В				Contractor Name:
				Address:
				Phone: (24/7 Number)
С				Applicant Certification
				I certify that the information provided in the Erosion and Sediment Control Plan is, to the best of my knowledge and belief, true, accurate, and complete and that it will be implemented throughout the project. I further certify that I will notify the and submit revised information if any of the information or conditions documented in this Erosion and Sediment Control Plan change. I understand there are significant penalties for submitting false information or for not implement the Erosion and Sediment Control Plan per I will retain a copy of the Erosion and Sediment Control Plan at the project site.  Signature: Name:
				Title:  Date:
				Continued on next page

June 2014 Page 3 City of Petaluma

## 3. Identify Other Permits Required

Identify whether other permits that affect water courses or water quality are required. Attach proof the necessary permits have been applied for and obtained. Grading/Building permits will not be issued until proof is submitted that these other permits have been obtained.

	Official Use Only			Applicant Complete this Section		
	Yes	No	Comments	Permit/Agreement	Attached	
А				Construction General Permit (CGP)  □ Not Applicable □ Applicable	<ul><li>□ Proof of submission</li><li>□ Proof permit was obtained</li></ul>	
В				Section 404 Permit  ☐ Not Applicable  ☐ Applicable	<ul><li>□ Proof of submission</li><li>□ Proof permit was obtained</li></ul>	
С				Section 404 Permit  ☐ Not Applicable  ☐ Applicable	<ul><li>□ Proof of submission</li><li>□ Proof permit was obtained</li></ul>	
D				Streambed/Lake Alteration Agreement (1600 Agreements)  Not Applicable Applicable	<ul><li>□ Proof of submission</li><li>□ Proof permit was obtained</li></ul>	
Е				Other: (Identify) List any specific permits required by the local, state, federal, or regional agencies	☐ Proof of submission ☐ Proof permit was obtained	
					Continued on next page	

City of Petaluma June 2014

## 4. Site Plan and BMP Implementation Schedule

Attach a site plan(s) showing the locations and types of BMPs proposed. Provide an implementation schedule identifying the timing of temporary BMP installation and removal, as well as final BMP installation and final site stabilization. The schedule may be shown on the site plan(s) or as a separate document.

Official Use Only				Applicant Complete this Section			
	Yes	No	Comments				
Α				Site Plan	List relevant plan sheets depicting site plan: the project site and scope of construction.		
В				BMP Locations	List relevant plan sheets depicting locations of proposed BMPs should be depicted. Some BMPs may be included as notes on the site plan. In addition to BMPs, show required local creek setbacks and preserved existing vegetation on the site plan.		
С				BMP Implementation Schedule:	Identify schedule for BMP implementation with the commencement of the construction activities and that BMPs will be implemented year round, as appropriate, until the project is complete. Include final site stabilization in the schedule.		

City of Petaluma June 2014

### **5. BMP Information**

Identify the BMPs that will be implemented for the project. At minimum the ESCP must include the minimum erosion control, sediment control, and good housekeeping BMPs as contained herein and per CASQA Guidelines. Provide a rationale for the selected BMPs, including if needed, soil loss calculations. Use the rationale to demonstrate that the selected control measures are appropriate site specific BMPs.

Official Use Only				Applicant Complete this Section			
	Yes	No	Comments	BMP Rationale			
				Erosion Control BMPs			
Α				Preserve Existing Vegetation			
				☐ Yes			
				□ Not Applicable			
В				Track Walk Slopes (Required on graded slopes prior to installation of other BMPs as well as for final slope stabilization.)			
			_				
				□ Yes			
				□ Not Applicable			
С				Soil Cover (Required, at a minimum, for graded or disturbed areas that are inactive for more than 14 days.)			
				□ Yes			
				□ Not Applicable			

Official Use Only				Applicant Complete this Section			
	Yes No Comments		Comments	BMP Rationale			
D				Erosion Control Blankets or equivalent			
				☐ Yes ☐ Not Applicable			
Е				Revegetation (This is a temporary and/or permanent BMP that can include hydroseeding and final landscape plantings.)  □ Yes □ Not Applicable			
				Sediment Control BMPs			
F				Stabilized Site Entrance  Yes Not Applicable			
G				Fiber Rolls (e.g., straw wattles)  Under Yes Under Not Applicable			

Official Use Only			se Only	Applicant Complete this Section			
	Yes	No	Comments	BMP Rationale			
Н				Silt Fence			
				□ Yes			
				□ Not Applicable			
I				Drain Inlet Protection			
				□ Yes			
				□ Not Applicable			
J				Trench Dewatering			
				□ Yes			
				□ Not Applicable			
				Good Housekeeping BMPs			
K				Concrete Washout			
				□ Yes			
				□ Not Applicable			

Official Use Only				Applicant Complete this Section			
	Yes	No	Comments	BMP Rationale			
L				Stockpile Management			
				□ Yes			
				□ Not Applicable			
М				Hazardous Material Management			
				□ Yes			
				□ Not Applicable			
N				Sanitary Waste Management (Placement of portable bathrooms and method of preventing spills.)			
				□ Yes			
				□ Not Applicable			
0				Equipment and Vehicle Maintenance			
				□ Yes			
				□ Not Applicable			

Official Use Only			se Only	Applicant Complete this Section			
	Yes	No	Comments	ВМР	Rationale		
				Other BMPs List:			
Р							
					<del>-</del>		
				□ Yes			
					-		
				☐ Yes			
Š							
				□ Yes			
					<u>-</u>		
				□ Vaa			
				☐ Yes			

Duplicate this page if needed to describe additional BMPs

#### City of Petaluma Stormwater Pollution Prevention Program

### **Best Management Practices for TRENCH DEWATERING**

#### **Requirements for Dewatering Discharges from Minor Street Excavations**

- The Federal Clean Water Act, the California Water Code, and local ordinances **prohibit** non-stormwater discharges to the storm drain system.
- Non-stormwater discharges include water that is actually or potentially contaminated with any pollutant, including, but not limited to, sewage, grease, drilling mud and oil.
- Uncontaminated pumped groundwater or accumulated rainwater may be discharged to the storm drain system but must be managed to minimize sediment reaching storm drains and ensure downstream creeks, wetlands, and the Bay are not polluted.
- The storm drain system includes streets, gutters, storm drain inlets, ditches, creeks, and wetlands.

IF YOUR SITE OR PROJECT REQUIRES DEWATERING, CONTACT YOUR LOCAL STORMWATER COORDINATOR BEFORE DISCHARGING WATER TO THE STORM DRAIN SYSTEM. CONTACT INFORMATION ON THE REVERSE PAGE.

As necessary, City of Petaluma staff will determine whether flows from dewatering a particular excavation may be discharged to the storm drain system and what measures must be taken to reduce sediment in the discharge.

Depending on circumstances, holders of encroachment or building permits may be directed to use one or more of the following measures:

- Avoid the discharge. Disperse pumped water to a level dirt or landscaped area to allow infiltration or use for dust control. Be sure to prevent damage to landscaping.
- Build a sediment trap (temporary basin formed by excavation or earthen embankment across a low drainage area to detain sediment-laden runoff and allow sediment to settle out before discharging).
- Use a mobile weir tank, dewatering tank, or sand filter (follow vendor instructions).
- At minimum, use a gravity bag filter (dewatering bag) or similar filtration device (follow vendor instructions).

Odors, discoloration, or an oily sheen can indicate contaminants in the water. Dewatering discharges containing contaminants may need to be captured and treated or hauled to a suitable disposal site.

Some dewatering discharges require a National Pollutant Discharge Elimination System (NPDES) permit from the San Francisco Bay Regional Water Quality Control Board (RWQCB). For more information, call the RWQCB or visit their website: Phone: 510-622-2300

Web: http://www.waterboards.ca.gov/sanfranciscobay/npdes\_gen\_permit.shtml