NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS
APPENDIX C – SRMP CHECKLIST FOR A COMPLETE APPLICATION

FOR OFFICIAL USE ONLY

PLAN REVIEWER: _____ DATE RECEIVED: _____

PROJECT NAME: _____ PROJECT NUMBER: _____

PERMIT CATEGORY: ☐ Use Permit ☐ Building Permit ☐ Grading Permit

Project Category (check all applicable Priority or Standard Project categories)

☐ **Priority Project**	☐ **Standard Project**
____ Residential with 10 or more units	____ Industrial NPDES permit
____ 100,000 sq ft commercial	____ Impervious surface > 10,000 sq ft (excluding roads)
____ Automotive repair shop	____ Hillside residential on slopes 30% or more
____ Restaurant	____ Roadways and driveways that require a grading permit
____ Retail Gasoline Outlet	____ New or alteration of storm drains
____ Parking Lot (>25 spaces or >5,000SF)	____ Liquid or solid material loading areas
	____ Vehicle or equipment fueling, washing, or maintenance
	____ Commercial or industrial waste handling and storage

At a minimum, the Stormwater Runoff Management Plan must cover the areas listed below.

√ = Complete, X = Incomplete, NA = Not Applicable

A. Planning and Organization

1. ____ Completed Post-Construction BMP Applicability Checklist (Appendix A)
2. ____ Completed SRMP General Information Form (Appendix B).
2. ____ Vicinity map showing the site in relation to the surrounding area.
3. ____ If applicable, incorporate or reference other regulatory permits and their requirements. **Note:** All State and Federal Permits (1600, 401/404, General Permit, etc) must be approved prior to any construction within State Waters.
4. ____ Describe the nature of the proposed use of the development project.

B. Identify Pollutants and Conditions of Concern

1. ___ Standard and Priority Projects proposing 10,000 or more sq. ft. of new impervious surface, excluding roadways and driveways or projects directly discharging to tidally-influenced receiving waters, must prepare a drainage study that calculates the pre-development runoff volume according to the criteria in Chapter 3.1.
2. ___ Standard and Priority Projects must provide a completed Source Control BMP Selection Worksheet (Appendix E) that lists all anticipated activities associated with the use of the proposed project that have the potential to generate pollutants.
3. ___ Standard and Priority Projects must list and describe all stormwater conveyance systems (e.g. storm drain, ditch, creek, etc) within 150 feet of the project footprint. Discretionary projects must also provide an analysis for all open stormwater conveyance systems. At a minimum, the analysis must consider the criteria in Chapter 3.3.

4. ___ Priority Projects required to incorporate Treatment Control BMPs into the project design shall provide a completed Post-Construction BMP Selection Worksheet (Appendix F).

D. Post-Construction BMPs

Site Design BMPs

1. ____ List and describe all Site Design BMPs used to maintain stormwater runoff volumes to pre-development conditions according to the criteria described in Chapter 4.1. If structural controls are required to maintain pre-development peak runoff conditions, a description of why Site Design BMPs alone are not practicable for maintaining runoff conditions is required.

2. ____ List and describe all structures (outfalls, culverts, etc.) proposed within the jurisdiction of the DFG, RWQCB, and/or ACE. The description must include the structure's specifications and designed storm capacity. The structure must be constructed in accordance with all applicable State and Federal permits.

3. ____ Provide the average slope and minimum and maximum distance between the project footprint and all open stormwater conveyance systems (e.g. ditches, creeks, etc.). Ministerial projects must establish setbacks that comply with the stream setback requirements in the Conservation Regulations and Floodplain Management Regulations. Discretionary projects may establish and/or restore wider buffers zones to protect aquatic resources and structures.

Source Control BMPs

4. ___ List and describe all source control measures included in the project design to eliminate pollutant contact with stormwater from the anticipated activities identified in the Source Control BMP Selection worksheet (Appendix E). The description must include the location and design specifications for each source control BMP.

Treatment Control BMPs

5. ___ Priority Projects provide a completed Treatment Control BMP Selection Worksheet (Appendix F) and include a description of the location and design specifications for each treatment control BMP.

6. ___ Provide the calculations used to design the treatment control BMPs to satisfy the numeric sizing treatment standards in Chapter 4.3. Applicants may count the site design BMPs toward meeting these numeric standards.

F. Site Plan

The site plan shall be neat and legible and shall be drawn on a 24" X 36" sheet and shall be folded to 8 ½ " by 11" prior to submittal. When two or more sheets are used to illustrate the plan view, an index sheet is required, illustrating the entire project on one (1) 24" x 36" (minimum) sheet. The entire parcel shall be identified on the plan. If only a portion of the site will be developed, the entire parcel may be shown as a detail, with the area to be developed, cleared, and/or graded drawn to an appropriate scale.

The site plan shall include all of the following:

1. ____ Provide and legend and north arrow on the plan.

2. ____ Maximum plan scale of 1" = 100'.

3. ____ An outline of the entire property.

4. ____ Provide a "limit of disturbance" line which shows the limit of soil disturbance and areas where existing vegetation is preserved.

5. ____ All open stormwater conveyance systems (e.g. ditches, creeks) and setback distances must be delineated.
6. ____ State and Federal wetlands must be accurately delineated.
7. ____ The National Flood Insurance Program 100 Year Flood Zone and Flood Way must be delineated.
8. ____ Drainage areas on the property and direction of flow. Map must extend as far outside the site perimeter as necessary to illustrate relevant drainage areas. Where relevant drainage areas are too large to depict on the map, map notes or inserts are sufficient.
9. ____ All storm drain inlets and outlets must be located on the plan.
10. ____ Anticipated stormwater discharge locations.
11. ____ Location of existing and future Site Design and source Control BMPs.
12. ____ Location of existing and future Treatment Control BMPs.
13. ____ Location of existing and future “impervious” areas - paved areas, buildings, covered areas.

G. Post-Construction BMP Implementation and Maintenance Agreement

1. ____ One of the maintenance mechanisms described in Chapter 5A, which is satisfactory to the Director, must be signed and executed.
2. ____ Include a signed Owner’s Certification that states “I, the undersigned, certify that all land clearing, construction and development shall be done pursuant to the approved plan.” This must be signed in ink on each plan submitted or on an original reproducible.