



## Stormwater Control Plan Application Checklist

**Submittal Requirements.** The following information is required for a complete application if the project will create and/or replace a combined total of 10,000 square feet or more of impervious surface. All steps listed below refer to the *Stormwater C.3 Guidebook*, which can be purchased at the City of Concord Permit Center or found online at <http://www.cityofconcord.org/business> (search stormwater). Plans shall be submitted as a part of the package submitted for any discretionary permit. Please review this checklist with City of Concord Building, Engineering and Neighborhood Services Division to clarify and confirm specific requirements.

**REQUIREMENTS FOR ALL DEVELOPMENT PLANS.** The plans shall be incorporated as a part of the plan set submitted for the discretionary permit approval. All plans shall:

- \_\_\_ Be prepared, signed and stamped by licensed professionals.
- \_\_\_ Include the date of preparation and dates of each revision.
- \_\_\_ Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- \_\_\_ Be submitted in collated sets and folded to 8-1/2" x 11".
- \_\_\_ Be numbered in proper sequence.

The following numbers of plan sets are required:

- \_\_\_ 15 sets full size 24" x 36"
- \_\_\_ 21 sets reduced to 11" x 17"
- \_\_\_ 1 set 8 1/2" x 11"

- APPLICATION FORM.** Standard application form.
- CONTENTS OF PLAN.** Plans shall be drawn by a licensed Civil Engineer, drawn at 1"=20' scale, with scale noted and north arrow. The plan shall include the following:
  - Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources. (Step 1 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Soil types and depth to groundwater. (Step 1 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Existing and proposed site drainage network and connections to drainage off-site. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Entire site divided into separate drainage areas, with each area identified as self-treating, self-retaining (zero-discharge), draining to a self-retaining area, or draining to an IMP. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)

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- For each drainage area, types of impervious area proposed (roof, plaza/sidewalk, and streets/parking) and area of each. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
- Proposed locations and sizes of treatment or flow-control facilities. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
- CONTENTS OF REPORT.** Three copies of a report containing the following information shall accompany the drawings:
  - Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control. (Step 2 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Narrative description of site design characteristics that protect natural resources. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that minimize imperviousness of the site. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Tabulation of proposed pervious and impervious area, showing self-treating areas, self-retaining areas, and areas tributary to each treatment or flow-control facility. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Preliminary designs, including calculations, for each treatment or flow-control facility. Elevations should show sufficient hydraulic head for each. (Step 3 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - A table of identified pollutant sources and for each source, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See worksheet in Appendix D. (Step 4 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - General maintenance requirements for infiltration, treatment, and flow-control facilities. (Step 5 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Means by which facility maintenance will be financed and implemented in perpetuity. (Step 5 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Statement accepting responsibility for interim operation & maintenance of facilities. (Step 5 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
  - Statement that owner will execute any necessary agreements which pertain to the transfer of ownership, right-of-entry for inspection or abatement, and/or long-term maintenance of stormwater treatment or hydrograph modification BMPs. (Step 5 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)

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- Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan. (Step 6 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
- Construction Plan C.3 Checklist. (Step 6 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
- Certification by a civil engineer. (Step 6 in the step-by-step instructions contained in the Stormwater C.3 Guidebook)
- Appendix: Compliance with flow-control requirements (if using an HMP compliance option other than Option 2, Integrated Management Practices). (Appendix C in the Stormwater C.3 Guidebook.)

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_