



Guidance for Preparation of LOCAL Storm Water Pollution Prevention Plan (SWPPP)/ Wet Weather Erosion Control Plan (WWECP)

Construction Projects located within or adjacent to an Environmentally Sensitive Area (see attached ESA Delineation map), or in a hillside area, or projects including concrete, gunite or plaster construction activity require the project owner to prepare a Local SWPPP/WWECP. For swimming pool and spa construction, the City has a standard SWPPP available at the public counter. For grading activities that will disturb greater than one acre of soil, the project will require a Statewide General Construction Activities Permit and associated State SWPPP.

The Local SWPPP/WWECP must be prepared before the project owner, developer, or contractor receives a grading or building permit and it must be certified and stamped by the engineer of record registered with the State of California. The Local SWPPP portion must be implemented year-round throughout construction while the WWECP must be implemented throughout the rainy season from October 1st through April 15th.

When developing a Local SWPPP/WWECP, the preparer should assess site conditions, identify construction activities having the potential to cause storm water pollution, and then identify the BMPs that will best suit the construction activities. A well-developed plan will provide sufficient detail to properly implement and maintain the BMPs, yet be sufficiently flexible to allow for minor field modifications without making formal plan amendments.

The Local SWPPP/WWECP **must include a site plan of the project** (a copy of the grading or drainage plan may be used) showing:

1. The project boundary and/or limits of grading showing 50 feet beyond property line and/or grading limits.
2. The footprint of existing structures and structures that will be built during construction.
3. Specific locations where construction materials, vehicles, and equipment will be stored, handled, used, maintained, and disposed, along with locations of the best management practices (BMPs) that will be used to contain these materials on site.
4. The existing and final grades of the site, along with any intermediate grades during construction that will significantly affect site drainage patterns.
5. The location(s) where runoff from the site may enter storm drains, channels, and/or receiving waters and the best management practices (BMPs) used to contain pollutant entering storm drains and exiting the project site.

The plan must provide information about the project location, owner, and engineer; and include a brief narrative description on the nature of the construction activity and special site conditions, and a list of BMPs for managing targeted construction activities. The plan must also include a BMP checklist with a discussion of the reasons for selecting or rejecting BMPs such as shown in the attached example, and must contain a signed certification statement.

For more information on construction stormwater pollution prevention and erosion control BMPs, please click on the "Construction" handbook on the California Stormwater Quality Association's BMP Handbook website at www.cabmphandbooks.net



Section 1 - Project Description and Information

Project Address (Please Print):		
Owner's Information		
First Name(Please Print):	Last Name (Please Print):	Cell Phone:
Engineer's/Architect's Information		
First Name(Please Print):	Last Name(Please Print):	Cell Phone:
Project information		
Lot Size: Square Feet	Area of Disturbed Land: Square Feet	Grading Permit No.:
Type of Project: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> City Project <input type="checkbox"/> Public Utility <input type="checkbox"/> Other		
Project Scope: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Maintenance <input type="checkbox"/> Other		
Construction Start Date:		Construction Completion Date:
Grading Start Date:		Grading Completion Date:
Distance from a Storm Drain Inlet: Feet	Distance from a Creek: Feet	
Distance From an Environmentally Sensitive Area: Feet (Please check the attached map for more info)		
Site Features: <input type="checkbox"/> Hillside <input type="checkbox"/> Flat Lot <input type="checkbox"/> Adjacent to a Creek/Estuary <input type="checkbox"/> Near a Wetland <input type="checkbox"/> Other		

Section 2 - Best Management Practices

Use the following tables to indicate the BMPs that will be used to control storm water pollution. Attach additional written documentation if necessary. The associated BMP fact sheets from the CASQA Construction Handbook at www.cabmphandbooks.net are shown in parentheses.

2.A. General Site Management (SWPPP)	Will BMP Be Used?		If Yes, Explain How
	Yes	No	If No, State Reason
Site Planning Considerations			
Scheduling (EC-1)			
Preservation of Existing Vegetation (EC-2)			
Soil Binders (EC-5)			
Polyacrylamide (EC-13)			
Construction Practices			
Water Conservation Practices (NS-1)			
Dewatering Operations (NS-2)			
Paving and Grinding Operations (NS-3)			
Illicit Connection / Illicit Discharge (NS-6)			



Concrete Curing (NS-12)			
Concrete Finishing (NS-13)			
Wind Erosion Control (WE-1)			
Demolition Adjacent to Water (NS-15)			
Temporary Batch Plants (NS-16)			
Chemical Treatment (SE-11)			
Vehicle & Equipment Management			
Vehicle & Equipment Cleaning (NS-8)			
Vehicle & Equipment Fueling (NS-9)			
Vehicle & Equipment Maintenance (NS-10)			
Material Over Water (NS-14)			
Tracking Control			
Stabilized Construction Entrance/Exit (TR-1)			
Stabilized Construction Roadway (TR-2)			
Entrance / Outlet Tire Wash (TR-3)			
Street Sweeping & Vacuuming (SE-7)			
2.B. Construction Materials and Waste Management (SWPPP)	Will BMP Be Used?		If Yes, Explain How
	BMP Description	Yes	No
Material Management			
Material Delivery and Storage (WM-1)			
Material Use (WM-2)			
Stockpile Management (WM-3)			
Spill Prevention and Control (WM-4)			
Waste Management			
Solid Waste Management (WM-5)			
Hazardous Waste Management (WM-6)			
Contaminated Soil Management (WM-7)			
Concrete Waste Management (WM-8)			
Sanitary/Septic Waste Management (WM-9)			
Liquid Waste Management (MW-10)			
2.C. Erosion Control Practices (WWECP)	Will BMP Be Used?		If Yes, Explain How
	BMP Description	Yes	No
			If No, State Reason



Vegetative Stabilization			
Hydraulic Mulch (EC-3)			
Hydroseeding (EC-4)			
Wood Mulch (EC-8)			
Straw Mulch (EC-6)			
Pile Driving Operations (NS-11)			
Potable Water / Irrigation (NS-7)			
Physical Stabilization			
Geotextiles and Mats (EC-7)			
Temporary Stream Crossing (NS-4)			
Streambank Stabilization (EC-12)			
Diversion of Runoff			
Earth Dike and Drainage Swales (EC-9)			
Slope Drain (EC-11)			
Clear Water Diversion (NS-16)			
Velocity Reduction			
Velocity Dissipation Devices (EC-10)			
Fiber Rolls (SE-5)			
Gravel Bag Berms (SE-6)			
2.D. Sediment Control Practices (WWECP)	Will BMP Be Used?		If Yes, Explain How
BMP Description	Yes	No	If No, State Reason
Sediment Control			
Silt Fence (SE-1)			
Sediment Basin (SE-2)			
Sediment Trap (SE-3)			
Check Dam (SE-4)			
Sandbag Barrier (SE-8)			
Straw Bale Barrier (SE-9)			
Storm Drain Inlet Protection (SE-10)			

SECTION 3 - SITE PLAN CHECKLIST

Attach 3 copies of pollution prevention and erosion control plans showing the following information:



1. The project boundary and/or limits of grading, showing 50 feet beyond property line or grading limits.
2. The footprint of existing facilities and facilities that will be built during construction.
3. The existing and final grades of the site, along with any intermediate grades during construction that will significantly affect site drainage patterns.
4. The location(s) where runoff from the site may enter storm drain(s), channel(s), and/or receiving water(s).
5. Specific locations where construction materials, vehicles, and equipment will be stored, handled, used, maintained, and disposed, along with locations of structural measures that will be used to contain these materials on site.
6. Specific locations where erosion and sediment control measures will be installed for each permanent or temporary site drainage pattern that will occur before, during and after construction.

SECTION 4: ENGINEER OF RECORD /ARCHITECT’S CERTIFICATION

As the project **engineer of record**, I have reviewed the *Best Management Practices Handbooks, California Storm Water Quality Task Force, Sacramento, CA*. I certify that appropriate BMPs will be implemented to effectively minimize the negative impacts of this project’s construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their effectiveness. The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activities. If at any time, site conditions and/or the City official warrant re-evaluation and revisions of the chosen BMPs, the appropriate changes will be made without unnecessary delay. I am aware that failure to properly implement and maintain, while under construction, the BMPs necessary to prevent the discharge of pollutants from this project could result in significant penalties and/or delays.

Signed: _____ Date: _____

Full Name: _____ License No.: _____

Address: _____

PROPERTY OWNER CERTIFICATION

As the **property owner**, I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that submitting false and/or inaccurate information, failing to update the Local SWPPP to reflect current conditions, or failing to properly and/or adequately implement the Local SWPPP may result in revocation of grading and/or other permits or other sanctions provided by law.

Signed: _____ Date: _____

Full Name: _____ Tel: _____

Address: _____

Review Fee: \$200. Please make the check payable to “City of Calabasas”.



Map of Calabasas Environmentally Sensitive Areas (ESA)

