



CITY of CALABASAS

PUBLIC WORKS DEPARTMENT
Environmental Services Division
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Environmental Mitigation Plans Checklist

This checklist is a preliminary assessment of the project's impact on storm waters, prevention plans to mitigate urban runoff and prevent pollution discharge during and after construction. This checklist partially fulfills provisions of Calabasas Municipal Code Chapters 8.28, 17.52 and 17.54.

PROPERTY LOCATION (print or type)			
Property Address:		Zip Code :	
Assessor's Parcel No(s):	- -	Cross Streets:	
GENERAL INFORMATION			
Property Owner:			
Address:			
City:	State:	Zip Code:	
Phone:	Cell / Other Phone:		
ENGINEER / APPLICANT INFORMATION			
Engineer / Applicant:			
Address:			
City:	State:	Zip Code:	
Phone:	Fax:		
DESCRIPTION OF PROJECT:			

Certification

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Calabasas permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, Board, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Calabasas' web site and CTV, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Applicant / Engineer Signature	Name (<i>print or type</i>): Date:
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To be completed by Environmental Services Division staff

Environmental Services Division Staff Determination	Part A:	File I.D.:
	Part B:	Case Manager:
Staff Name	Date:	
Follow-Up(s)		



Part A- Development Construction Program

All construction sites must retain sediment, non-storm water runoff and all construction-related materials, wastes, spills, or residues on the project site to avoid discharge to streets, drainage facilities, receiving waters, or adjacent properties by wind or runoff.

Section A1- State Storm Water Pollution Prevention Plan

Does the statement describe the proposed project?		YES	NO
1	Construction activities, including grading, clearing, disturbances to the ground such as stockpiling or excavation that result in soil disturbance of one acre or greater of total land area.		
2	The project site is less than an acre, but is part of a larger common plan of development that encompasses one or more acre of soil disturbance.		
3	There is significant water quality impairment resulting from the project activity.		

NOTE: If any of the boxes in **Section A1** is checked "YES", the project is subject to the statewide **Construction General Permit**. Exception to this requirement is if construction activity is necessary for routine maintenance to maintain original line and grade, hydraulic capacity, original purpose of the facility, or required to protect public health and safety. If the exception applies to the project, please provide a signed statement of the scope of the project and submit with this form for consideration.

Section A2- Local Storm Water Pollution Prevention Plan

Does the statement describe the proposed project?		YES	NO
1	Construction activities, including grading, clearing, disturbances to the ground such as stockpiling or excavation that result in soil disturbance less than one acre of total land area.		
2	The project includes concrete, gunite or plaster construction activity (i.e. pool, spa).		
3	The project is located in a hillside area and soil disturbance will occur on site during the rainy season (October 1 st to April 15 th).		

NOTE: If any of the boxes in **Section A2** is checked "YES", the project is required to submit a **Local Storm Water Pollution Prevention Plan (SWPPP)** including a **Wet Weather Erosion Control Plan (WWRCP)**.

Part B- Development Planning Program

Section B1 – Urban Stormwater Mitigation Plan

Does the proposed project fall into one of the following categories?		YES	NO
1	Ten or more homes, including single and multiple family homes, condominiums, apartments, etc.		
2	Single-family hillside residential development of one acre or more of surface area (Hillside is defined by a slope of 25% or greater).		
3	A commercial / industrial development of one acre or more of surface area.		
4	An automotive service, a retail gasoline outlet or a restaurant facility (5,000 square feet or more).		
5	A parking lot with either 5,000 square feet of impervious surface or with 25 or more parking spaces.		
6	Redevelopment projects (as defined on page 3).		
7	Projects located in, adjacent to or discharging directly to an Environmentally Sensitive Area (as defined on page 3) and creates 2,500 square feet or more of impervious surface area		

NOTE: If a box in **Section B1** is checked "YES", the project is subject to the **Standard Urban Stormwater Mitigation Plan (SUSMP)** provisions and must develop a site specific **Urban Stormwater Mitigation Plan (USMP)** that includes a **Maintenance Agreement and Transfer** (defined on page 3). If all boxes in **Section B1** are checked "NO", then proceed to **Section B2**.



Section B2- Project Specific Concerns

Does the proposed project include any of the following elements?		YES	NO
1	Vehicle or equipment fueling areas (retail or private);		
2	Vehicle or equipment maintenance areas, including repair, detailing or washing;		
3	Commercial or industrial waste handling or storage;		
4	Outdoor handling or storage of hazardous materials;		
5	Outdoor manufacturing areas;		
6	Outdoor food handling or processing;		
7	Outdoor animal care (i.e. hobby farm, horse husbandry), confinement, or slaughter;		
8	Outdoor horticulture activities;		
9	The project is located in a hillside area and soil disturbance will occur on site during the rainy season (October 1 st to April 15 th);		
10	Single-family hillside home (Hillside is defined by a slope of 25% or greater).		

NOTE: If a box in **Section B2** is checked “YES”, this project will require the preparation of a **Site Specific Stormwater Mitigation Plan (SSSMP)** along with **Maintenance Agreement and Transfer** (defined below).

DEFINITIONS

Environmentally Sensitive Areas (ESAs) means an area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would be easily disturbed or degraded by human activities and developments. Also, an area designated by the City as approved by the Regional Water Quality Control Board. A map of Calabasas ESA boundaries is provided on page 4.

Maintenance Agreement and Transfer All developments subject to Standard Urban Stormwater Mitigation Plan (SUSMP) and site specific plan requirements shall provide verification of maintenance provisions for Structural and Treatment Control Best Management Practices (BMPs), including but not limited to legal agreements, covenants, California Environmental Quality Act (CEQA) mitigation requirements, and or conditional use permits. Verification at a minimum shall include:

- o The developer’s signed statement accepting responsibility for maintenance until the responsibility is legally transferred; and either
- o A signed statement from the public entity assuming responsibility for structural or Treatment Control BMP maintenance and that it meets all local agency design standards; or
- o Written conditions in the sales or lease agreement, which requires the recipient to assume responsibility for maintenance and conduct a maintenance inspection at least once a year; or
- o Written text in project Conditions, Covenants and Restrictions (CCRs) for residential properties assigning maintenance responsibilities to the Home Owners Association (HOA) for maintenance of the Structural and Treatment Control BMPs; or
- o Any other legally enforceable agreement that assigns responsibility for the maintenance of post-construction Structural or Treatment Control BMPs.

Pervious surfaces are those that allow stormwater runoff to percolate through. Typical pervious surfaces include: grass, gravel, concrete pavers, and some specially designed asphalts and porous cement concrete. (See also Calabasas Municipal Code Section 17.90.020 “Permeable Paving” definition.)

Redevelopment means land-disturbing activity that result in the creation, addition or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Redevelopment includes, but is not limited to: the expansion of a building footprint; addition or replacement of a structure; replacement of impervious surface area that is not part of a routine maintenance activity; and land disturbing activities related to a structural or impervious surface. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include modifications to existing single family structures, or emergency construction activities required to immediately protect public health and safety.



CITY of CALABASAS

Map of Calabasas Environmentally Sensitive Areas (ESA)

