

City/County \_\_\_\_\_  
 Department \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Website \_\_\_\_\_

### C.3 and C.6 Development Review Checklist

Municipal Regional Stormwater Permit (MRP 3.0)  
 Stormwater Controls for Development Projects

**Project Information (Enter information only into blue-highlighted cells - other cells are locked.)**

**I.A Enter Project Data** (For "C.3 Regulated Projects," data will be reported in the municipality's stormwater Annual Report.)

Project Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_  
 Project APN: \_\_\_\_\_ Project Watershed: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Project Phase No. \_\_\_\_\_  
 Applicant Phone: \_\_\_\_\_ Applicant Email Address: \_\_\_\_\_

Development Type:  Small Single-Family Home Project (<10,000 sq. ft. of created and/or replaced impervious surface<sup>1</sup>)  
 (check all that apply)  Large Single-Family Home Project (≥10,000 sq. ft. of created and/or replaced impervious surface<sup>1</sup>)  
 Subdivision - Residential: Two or more lot development<sup>2</sup> # of units: \_\_\_\_\_  
 Multi-Family Residential # of units: \_\_\_\_\_  
 Commercial  
 Industrial, Manufacturing  
 Mixed-Use # of units: \_\_\_\_\_  
 New, widened or reconstructed roads related to parcel-based projects<sup>3</sup>  
 Stand-alone pavement maintenance or construction work, or similar work related to parcel-based projects<sup>3</sup>  
 Other redevelopment project as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred.  
 Institutional: schools, libraries, jails, etc.  
 Parks and trails, camp grounds, other recreational  
 Kennels, Ranches  
 Other, Please specify \_\_\_\_\_

Project Description (Don't include past or future phases)<sup>4</sup> \_\_\_\_\_

**I.A.1** Total Project Area: \_\_\_\_\_ square feet (on and off-site)  
**I.A.2** Total Area on-site: \_\_\_\_\_ square feet (on the private property)  
**I.A.3** Total Area off-site: \_\_\_\_\_ square feet (frontage or area in Public Right of Way being improved)  
**I.A.4** Total Area of land disturbed during construction: \_\_\_\_\_ square feet  
 (Include all project on-site and off-site areas of clearing, grading, excavating and stockpiling)  
**I.A.5** Site slope: \_\_\_\_\_ %

**I.A.6 Certification:**

I certify that the information provided on this form is correct and acknowledge that, should the project exceed the amount of new and/or replaced impervious surface provided in this form, the as-built project may be subject to additional improvements.

Preliminary Calculations Attached  Final Calculations Attached  Stormwater Control Plan Attached

Name of person completing the form: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

<sup>1</sup> Small and Large Detached Single-Family Homes that are not part of a common plan of development<sup>2</sup>.  
<sup>2</sup> Common Plans of Development (subdivisions or contiguous, commonly owned lots, for the construction of two or more homes developed within 1 year of each other), and/or constructed with shared utilities, are not considered single family home projects by the MRP.  
<sup>3</sup> Stand-alone roadway or pavement projects, or pavement work that is part of a project, creating or replacing 5,000 sq. ft. or more of impervious surface may be subject to C.3 requirements - both in public and private areas. See the Roads Factsheet at: [www.flowstobay.org/newdevelopment](http://www.flowstobay.org/newdevelopment)  
<sup>4</sup> Project description examples: 5-story office building, industrial warehouse, residential with five 4-story buildings for 200 condominiums, etc. 1/24

**I.B Is the project a “C.3 Regulated Project” per MRP Provision C.3.b? (Use table below to make determination.)**

**I.B.1** Enter the amount of Impervious surface Retained, Replaced or Created<sup>5</sup> by the project (use DMA Table in Worksheet D):

**Table I.B.1 Impervious<sup>6</sup> and Pervious<sup>6</sup> Surfaces (Match DMA Summary Table in Worksheet D, if applicable)**

Impervious Surfaces (IS) (e.g., sidewalks, driveways, parking areas, patios, roads, rooftops, pools, pathways, etc.)	Pre-Project	Post-Project			
	I.B.1.a Existing (Pre-Project) Impervious Surface (sq.ft.)	I.B.1.b Existing Impervious Surface to be Retained <sup>5</sup> (sq.ft.)	I.B.1.c Existing Impervious Surface to be Replaced <sup>5</sup> (sq.ft.)	I.B.1.d New Impervious Surface to be Created <sup>5</sup> (sq.ft.)	I.B.1.e Post-Project Impervious Surface (sq.ft.) (=b+c+d)
On-site area (within the parcel/private site boundaries)					
Off-site area (e.g., frontage/other area in Public Right of Way)					
Subtotal:					
<b>Total Impervious Surface Replaced and Created: (sum of totals for columns I.B.1.c and I.B.1.d):</b>		<b>I.B.1.f</b>	<b>sq. ft.</b>		
<b>Pervious Surfaces (PS)</b> (e.g., landscaping, pervious pavement, bioretention areas, parking strips, street trees, etc. - both on-site and off-site)	Existing (Pre-Project) Pervious Surface (sq.ft.)				Post-project Pervious Surface (sq.ft.)
All pervious off-site area (e.g., frontage/Public Right of Way) <sup>6</sup>					
Landscaping area on-site					
Pervious Pavement area on-site					<b>I.B.1.g</b>
Green Roof area on-site					
Subtotal:					
<b>Total Project Area (should be equal to I.A.1)</b>		<b>50% Rule Calculation</b>			
		<b>I.B.1.h</b>	<b>%</b>		

**I.B.2** Please review and attach additional worksheets as required below using the Total Impervious Surface (IS) Replaced or Created in cell **I.B.1.f** from Table **I.B.1** above and other factors:

	Review Steps	Check One		Attach Worksheet
		Yes	No	
I.B.2.a	Does this project involve any earthwork and/or stockpiling of soil, aggregates etc? If YES, then Check Yes, and Complete Worksheet A. If NO, then Check No, and go to I.B.2.b	<input type="checkbox"/>	<input type="checkbox"/>	A
I.B.2.b	Is <b>I.B.1.f</b> greater than or equal to 2,500 sq.ft? If YES, then the Project is subject to Provision C.3.i. - complete Worksheets B, C and go to I.B.2.c. If NO, go to I.B.2.i - or ask municipal staff for Small Project Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	B, C
I.B.2.c	Does the 50% rule apply to the project? Is <b>I.B.1.h</b> 50% or more? If YES, site design, source control and treatment requirements apply to the entire on-site area. Continue to I.B.2.d If NO, these requirements apply only to the impervious surface created and/or replaced. Continue to I.B.2.d	<input type="checkbox"/>	<input type="checkbox"/>	
I.B.2.d	Is this project a Roadway Project and is <b>I.B.1.f</b> greater than or equal to 5,000 sq.ft? If YES, project may be C.3 Regulated Project. See the Roadways Fact Sheet at: <a href="http://www.flowstobay.org/newdevelopment">www.flowstobay.org/newdevelopment</a> If NO, go to I.B.2.e	<input type="checkbox"/>	<input type="checkbox"/>	
I.B.2.e	Is <b>I.B.1.f</b> greater than or equal to 5,000 sq.ft? (Or 10,000 sq.ft. for a Large Single-Family Home?) If YES, project is a C.3 Regulated Project - complete Worksheet D. Then continue to I.B.2.f. If NO, then skip to I.B.2.g. - or ask municipal staff for Small Project Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	D
I.B.2.f	Is <b>I.B.1.f</b> greater than or equal to 43,560 sq.ft. (i.e., one acre)? If YES, project may be subject to Hydromodification Management requirements - complete Worksheet E then go to I.B.2.g. If NO, then go to I.B.2.g.	<input type="checkbox"/>	<input type="checkbox"/>	E
I.B.2.g	Is <b>I.A.4</b> greater than or equal to 43,560 sq.ft., (i.e., one acre)? If YES, check box, obtain coverage under CA Construction General Permit & submit Notice of Intent to municipality- go to I.B.2.h. If NO, then go to I.B.2.h. For more information see: <a href="http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml">www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml</a>	<input type="checkbox"/>	<input type="checkbox"/>	
I.B.2.h	Is this a Special Project or does it have the potential to be a Special Project? If YES, complete Worksheet F - then continue to I.B.2.i. If NO, go to I.B.2.i.	<input type="checkbox"/>	<input type="checkbox"/>	F
I.B.2.i	Is this project a High Priority Site? (Determined by the Municipality. High Priority Sites can include those located within 100 ft. of a sensitive habitat, an Area of Special Biological Significance, a body of water, or on sites disturbing >=5,000 sq.ft. with slopes >=15% (see I.A.5) [or per municipal criteria/map.] Subject to monthly inspections from Oct 1 to April 30.) If YES, complete section G-2 on Worksheet G - then continue to I.B.2.j. and complete the Certification in Section I.A.6 If NO, then go to I.B.2.j and complete the Certification in Section I.A.6	<input type="checkbox"/>	<input type="checkbox"/>	G
I.B.2.j	<b>For Municipal Staff Use Only:</b> Are you using Alternative Certification for the project review? If YES, then fill out section G-1 on Worksheet G. Fill out other sections of Worksheet G as appropriate. See cell <b>I.B.1.g</b> above - Is the project installing 3,000 square feet or more of pervious pavement? If YES, then fill out section G-3 on Worksheet G. Add to Municipal Inspection Lists (C.3 and C.3.h)	<input type="checkbox"/>	<input type="checkbox"/>	G

<sup>5</sup> “Retained” means to leave existing impervious surfaces in place; “Replaced” means to install new impervious surface where existing impervious surface is removed anywhere on the same site; and “Created” means the amount of new impervious surface being proposed which exceeds the total amount of existing impervious surface at the site.

<sup>6</sup> Per the MRP, pavement that meets the following definition of pervious pavement is NOT an impervious surface. Pervious pavement is defined as pavement that stores and infiltrates rainfall at a rate equal to immediately surrounding unpaved, landscaped areas, or that stores and infiltrates the rainfall runoff volume described in Provision C.3. Gravel pavement is not pervious unless it is constructed using pervious pavement system designs or runoff flows to adjacent landscaping. Pervious off-site areas include landscaped areas such as parking strips and street trees; off-site pervious pavement includes pervious concrete gutters and interlocking permeable concrete paver sidewalks, etc. 1/24

## Worksheet A

### C.6 – Construction Stormwater BMPs

**Identify Plan sheet showing the appropriate construction Best Management Practices (BMPs) used on this project:**

*(Applies to all projects with earthwork)*

Yes	Plan Sheet	Best Management Practice (BMP)
		Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.
		Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
		Do not clean, fuel, or maintain vehicles on-site, except in a designated area where wash water is contained and treated.
		Train and provide instruction to all employees/subcontractors re: construction BMPs.
		Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
		Limit construction access routes and stabilize designated access points.
		Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
		Use temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
		Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
		Provide notes, specifications, or attachments describing the following: <ul style="list-style-type: none"> <li>■ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency;</li> <li>■ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material;</li> <li>■ Specifications for vegetative cover &amp; mulch, include methods and schedules for planting and fertilization;</li> <li>■ Provisions for temporary and/or permanent irrigation.</li> </ul>
		Perform clearing and earth moving activities only during dry weather.
		Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
		Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
		Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
		Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.

## Worksheet B

### C.3 – Source Controls

Select appropriate source controls and identify the detail/plan sheet where these elements are shown.

Yes	Detail/Plan Sheet No.	Features that require source control	Source Control Measures (Refer to Local Source Control List for detailed requirements)
<input type="checkbox"/>		Storm Drain	Mark on-site inlets with the words “No Dumping! Flows to Bay” or equivalent.
<input type="checkbox"/>		Floor Drains	Plumb interior floor drains to sanitary sewer [or prohibit].
<input type="checkbox"/>		Parking garage	Plumb interior parking garage floor drains to sanitary sewer. <sup>8</sup>
<input type="checkbox"/>		Landscaping	<ul style="list-style-type: none"> <li>■ Retain existing vegetation as practicable.</li> <li>■ Follow ReScape (<a href="http://www.rescapeca.org">www.rescapeca.org</a>) principles. Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects.</li> <li>■ Minimize use of pesticides and quick-release fertilizers.</li> <li>■ Use efficient irrigation system; design to minimize runoff.</li> </ul>
<input type="checkbox"/>		Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining. <sup>8</sup>
<input type="checkbox"/>		Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: <ul style="list-style-type: none"> <li>■ Connected to a grease interceptor prior to sanitary sewer discharge.<sup>8</sup></li> <li>■ Large enough for the largest mat or piece of equipment to be cleaned.</li> <li>■ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.</li> </ul>
<input type="checkbox"/>		Refuse Areas	<ul style="list-style-type: none"> <li>■ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff.</li> <li>■ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.<sup>8</sup></li> <li>■ For more information, see the New Development Projects Litter Reduction Fact Sheet at: <a href="https://www.flowstobay.org/wp-content/uploads/2021/06/New-Dev-Litter-Reduction-Fact-Sheet-060421.pdf">https://www.flowstobay.org/wp-content/uploads/2021/06/New-Dev-Litter-Reduction-Fact-Sheet-060421.pdf</a></li> </ul>
<input type="checkbox"/>		Outdoor Process Activities <sup>9</sup>	Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer. <sup>8</sup>
<input type="checkbox"/>		Outdoor Equipment/Materials Storage	<ul style="list-style-type: none"> <li>■ Cover the area or design to avoid pollutant contact with stormwater runoff.</li> <li>■ Locate area only on paved and contained areas.</li> <li>■ Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer<sup>8</sup>, and contain by berms or similar.</li> </ul>
<input type="checkbox"/>		Vehicle/ Equipment Cleaning	<ul style="list-style-type: none"> <li>■ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer<sup>8</sup>, and sign as a designated wash area.</li> <li>■ Commercial car wash facilities shall discharge to the sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Vehicle/ Equipment Repair and Maintenance	<ul style="list-style-type: none"> <li>■ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas.</li> <li>■ No floor drains unless pretreated prior to discharge to the sanitary sewer.<sup>8</sup></li> <li>■ Connect containers or sinks used for parts cleaning to the sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Fuel Dispensing Areas	<ul style="list-style-type: none"> <li>■ Fueling areas shall have impermeable surface that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break.</li> <li>■ Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area.</li> </ul>
<input type="checkbox"/>		Loading Docks	<ul style="list-style-type: none"> <li>■ Cover and/or grade to minimize run-on to and runoff from the loading area.</li> <li>■ Position downspouts to direct stormwater away from the loading area.</li> <li>■ Drain water from loading dock areas to the sanitary sewer.<sup>8</sup></li> <li>■ Install door skirts between the trailers and the building.</li> </ul>
<input type="checkbox"/>		Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer. <sup>8</sup>
<input type="checkbox"/>		Miscellaneous Drain or Wash Water	<ul style="list-style-type: none"> <li>■ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.<sup>8</sup></li> <li>■ Roof drains from equipment drain to landscaped area where practicable.</li> <li>■ Drain boiler drain lines, roof top equipment, all wash water to sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Architectural Copper Rinse Water	<ul style="list-style-type: none"> <li>■ Drain rinse water to landscaping, discharge to sanitary sewer<sup>8</sup>, or collect and dispose properly offsite. See flyer “Requirements for Architectural Copper.”<sup>10</sup></li> </ul>

<sup>8</sup> Any connection to the sanitary sewer system is subject to sanitary district approval.

<sup>9</sup> Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

<sup>10</sup> See the Flowstobay website: <https://flowstobay.org/wp-content/uploads/2020/04/ArchitecturalcopperBMPs.pdf>

## Worksheet C

### Low Impact Development – Site Design Measures

**Select Appropriate Site Design Measures** (Required for C.3 Regulated Projects; all other projects are encouraged to implement site design measures, which may be required at municipality discretion.) Projects that create and/or replace between 2,500 and 5,000 sq.ft. of impervious surface, and detached single family homes that create/replace between 2,500 and 10,000 sq.ft. of impervious surface, must include **one of Site Design Measures a through f** (Provision C.3.i requirements).<sup>10</sup> Larger (>=5,000 sq.ft) projects must also include applicable Site Design Measures g through i. Consult with municipal staff about requirements for your project.

Select appropriate site design measures and identify the Plan Sheet where these elements are shown.

Yes	Plan Sheet No.	Site Design Measures
<input type="checkbox"/>		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input type="checkbox"/>		b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input type="checkbox"/>		e. Construct sidewalks, walkways, and/or patios with pervious or permeable surfaces. Use the specifications in the C.3 Regulated Projects Guide downloadable at <a href="http://www.flowstobay.org/newdevelopment">www.flowstobay.org/newdevelopment</a>
<input type="checkbox"/>		f. Construct bike lanes, driveways, and/or uncovered parking lots with pervious surfaces. Use the specifications in the C.3 Regulated Projects Guide downloadable at <a href="http://www.flowstobay.org/newdevelopment">www.flowstobay.org/newdevelopment</a>
<input type="checkbox"/>		g. Limit disturbance of natural water bodies and drainage systems; minimize compaction of highly permeable soils; protect slopes and channels; and minimize impacts from stormwater and urban runoff on the biological integrity of natural drainage systems and water bodies;
<input type="checkbox"/>		h. Conserve natural areas, including existing trees, other vegetation and soils.
<input type="checkbox"/>		i. Minimize impervious surfaces.

Regulated Projects can also consider the following site design measures to reduce treatment system sizing:

Yes	Plan Sheet No.	Site Design Measures
<input type="checkbox"/>		j. Self-treating area (see Section 4.2 of the C.3 Regulated Projects Guide)
<input type="checkbox"/>		k. Self-retaining area (see Section 4.3 of the C.3 Regulated Projects Guide)

<sup>10</sup> See MRP Provision C.3.a.i.(6) for non-C.3 Regulated Projects, C.3.c.i.(2)(a) for Regulated Projects, C.3.i for projects that create/replace between 2,500 and 5,000 sq.ft. of impervious surface and detached single family homes that create/replace between 2,500 and 10,000 sq.ft. of impervious surface.

**Worksheet D**

**C.3 Regulated Projects and Non-Regulated GI Projects**

**Stormwater Treatment Measures and Site Design Measures by Drainage Management Area (DMA)**

Check all applicable boxes, answer questions and fill in cells related to the site design and treatment measure(s) included in the project.

**Drainage Management Area Summary Table**

Complete the information below at the Entitlement, Building Permit and Certificate of Occupancy stages for Regulated C.3 Projects and Non-Regulated Green Infrastructure Projects. (The first four cells are automatically filled in from the Project Info sheet.)

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Cross Streets:</b>	
<b>APN:</b>	

<b>Special Project<sup>11</sup>?</b>		%	<b>of C.3.d amount of runoff treated by Non-LID Systems on the Special Project site.</b>
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<b>C.3 Regulated?</b>		
<b>Public or Private Project?</b>		Public projects are those on public property or ROW; private projects are on privately-owned property but can include improvements in the public ROW required as part of the project.

DMA Identification Number	Impervious Area <sup>12</sup> (ft <sup>2</sup> )	Pervious Area <sup>13</sup> (ft <sup>2</sup> )	Type of Site Design Measure or Treatment Measure <sup>14</sup>	Sizing Criteria Used <sup>15</sup>	Size Required <sup>16</sup>	Size Provided
Example DMA 1	5,000	2,000	Bioretention unlined with underdrain	2c: Flow	208 ft2	220 ft2
Example DMA 2	1,000	1,000	Self-retaining area	Other	< 2:1 ratio	1:1 ratio
Example DMA 3	1,000	-	Infiltration trench	1b: Volume	1,000 ft3	1,100 ft3
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

If there are more DMAs, check this box and attach list of additional calculations.						
<b>TOTALS</b>			N/A		N/A	N/A

Totals from Project Info Sheet Cells						
--------------------------------------	--	--	--	--	--	--

Is the project harvesting and using rainwater? Yes <input type="checkbox"/>	<u>Rainwater Harvesting/Use Measures:</u> <input type="checkbox"/> Rainwater Harvesting for indoor non-potable water use <input type="checkbox"/> Rainwater Harvesting for landscape irrigation use
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A long term Operations and Maintenance (O&M) Agreement and Plan for this project will be required. Please contact the municipality for an agreement template and/or consult the C.3 Regulated Projects Guide and table of contents at [www.flowstobay.org/newdevelopment](http://www.flowstobay.org/newdevelopment) for maintenance plan templates for specific facility types.

11 Special Projects are smart growth, high density, transit-oriented or affordable housing developments with the criteria defined in Provision C.3.e.ii.(2), (3) or (4) (see Worksheet F).  
 12 The sq.ft. of impervious area within the Drainage Management Area  
 13 The sq.ft. of pervious area within the Drainage Management Area  
 14 "Lined" refers to an impermeable liner placed on the bottom of a bioretention area, such that no infiltration into native soil occurs.  
 15 Select from the menu which of the following Provision C.3.d.i hydraulic sizing methods was used, if any. Volume based approaches: 1(a) Urban Runoff Quality Management approach, or 1(b) 80% capture approach (recommended volume-based approach). Flow-based approaches: 2(a) 10% of 50-year peak flow approach, 2(b) 2 times the 85th percentile rainfall intensity approach, 2(c) 0.2-Inch-per-hour intensity approach (recommended flow-based approach - also known as the 4% rule for bioretention), or 3 Combination flow and volume-based approach. "Other" is used for Site Design Measures such as Self-Retaining or Self-Treating Areas.  
 16 Each DMA should drain to one treatment area (unless it is self-treating or self-retaining). If multiple DMAs are draining to one treatment area, they should be combined into one DMA. If one DMA drains to multiple treatment areas, that DMA should be split up so there is one DMA per treatment area (which allows the treatment area to be properly sized).  
 7/1/23

**Worksheet E**  
**Hydromodification Management**

**E-1 Is the project a Hydromodification<sup>17</sup> Management (HM) Project?**

E-1.1 Is the total impervious area increased over the pre-project condition?

- Yes. Continue to E-1.2  
 No. Go to Item E-1.3 and check "No."

E-1.2 Is the site located in an HM Control Area per the HM Control Areas map (Appendix H of the C.3 Regulated Projects Guide)?

- Yes. Go to E-1.3 and Check "Yes".  
 No. Attach map, indicating project location. Go to Item E-1.3 and check "No."

E-1.3 Is the project a Hydromodification Management Project?

- Yes. The project is subject to HM requirements in Provision C.3.g of the Municipal Regional Stormwater Permit.  
 No. The project is EXEMPT from HM requirements.

► If the project is subject to the HM requirements, incorporate in the project flow duration control measures designed such that post-project discharge rates and durations match pre-project discharge rates and durations.

► The Bay Area Hydrology Model (BAHM) has been developed to help size flow duration controls. See [www.clearcreeksolutions.info/downloads](http://www.clearcreeksolutions.info/downloads). Guidance is provided in Chapter 7 of the C.3 Regulated Projects Guide.

**E-2 Incorporate HM Controls (if required)**

Are the applicable items provided with the Plans?

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans with pre- and post-project impervious surface areas, surface flow directions of entire site, locations of flow duration controls and site design measures per HM site design requirement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils report or other site-specific document showing soil type(s) on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs and outputs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses custom modeling, a summary of the modeling calculations with corresponding graph showing curve matching (existing, post-project, and post-project with HM controls curves), goodness of fit, and (allowable) low flow rate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses the Impracticability Provision, a listing of all applicable costs and a brief description of the alternative HM project (name, location, date of start up, entity responsible for maintenance).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project uses alternatives to the default BAHM approach or settings, a written description and rationale.

<sup>17</sup> Hydromodification is the change in a site's runoff hydrograph, including increases in flows and durations that results when land is developed (made more impervious). The effects of hydromodification include, but are not limited to, increased bed and bank erosion of receiving streams, loss of habitat, increased sediment transport and/or deposition, and increased flooding. Hydromodification control measures are designed to reduce these effects.



# Worksheet F

## Special Projects Worksheet

Project Name:  
Project Address:  
Applicant/Developer Name:

### 1. "Special Project" Determination:

#### Special Project Category "A"

Does the project have ALL of the following characteristics?

- Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district<sup>1</sup>;
  - Creates and/or replaces 0.5 acres or less of impervious surface;
  - Includes no surface parking, except for incidental parking for emergency vehicle access, ADA access, and passenger or freight loading zones;
  - Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment.
- No (continue)       Yes – complete Section 2 of the Special Project Worksheet

#### Special Project Category "B"

Does the project have ALL of the following characteristics?

- Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district<sup>1</sup>;
  - Creates and/or replaces an area of impervious surface that is greater than 0.5 acres, and no more than 2.0 acres;
  - Includes no surface parking, except for incidental parking for emergency access, ADA access, and passenger or freight loading zones;
  - Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment;
  - Minimum Gross<sup>2</sup> density of either 50 dwelling units per acre (for residential or mixed use projects) or a Floor Area Ratio<sup>3</sup> (FAR) of 2:1 (for commercial or mixed use projects)
- No (continue)       Yes – complete Section 2 of the Special Project Worksheet

#### Special Project Category "C"

Does the project have ALL of the following characteristics?

- Is a preserved housing project with a deed restriction running at least 55 years, at rent/mortgage  $\leq 30\%$  of the maximum Area Median Household Income (AMI) limits adjusted for household size based on the maximum percentage of AMI for each income category, according to the Federal Department of Housing and Urban Development's (HUD's) definition of affordable housing in metropolitan areas.<sup>4</sup>
  - Primarily a residential project, i.e., at least two-thirds of the square footage of the project is designated for residential use.<sup>5</sup>
  - Minimum Gross<sup>2</sup> density of 40 Dwelling Units (DUs) per acre.
- No                       Yes – Calculate the Allowable Available Housing Credit using the steps below. Then complete Section 2 of the Special Project Worksheet.

<sup>1</sup> And built as part of a municipality's stated objective to preserve/enhance a pedestrian-oriented type of urban design.

<sup>2</sup> Gross density is defined as the total number of residential units divided by the acreage of the entire site area, including land occupied by public rights-of-way, recreational, civic, commercial, and other non-residential uses.

<sup>3</sup> Floor Area Ratio is defined as the ratio of the total floor area on all floors of all buildings at a project site (except structures, floors, or floor areas dedicated to parking) to the total project site area.

<sup>4</sup> For metropolitan areas, HUD defines Acutely Low household incomes as 0-15% of AMI, Extremely Low household incomes as 16-30% of AMI, Very Low household incomes as 31-50% of AMI, Low household incomes as 51-80% of AMI, and Moderate household incomes as 81-120% of AMI.

<sup>5</sup> Emergency homeless shelters constructed pursuant to and consistent with Government Code § 8698.4, including the definition of "homeless shelter" in subdivision (c), and that are temporary, are exempt from stormwater treatment requirements, and are required to implement site design measures (MRP Provision C.3.i) and relevant BMPs for unsheltered populations (Provision C.17).



## Worksheet F Special Projects Worksheet

**Step 1 - Weighted Sum Calculation:** Calculate the percentage of the project's DUs in each AMI category. Multiply the percentage of the project's DUs in each AMI category by the respective credit multiplier, per Table 1a below. Add the available credits for each affordable category to produce a weighted sum, and round to the nearest whole number.

- a. Total number of DUs: \_\_\_\_\_
- b. Total number of Managers' Units<sup>6</sup>: \_\_\_\_\_
- c. Total number of DUs for Affordable Credit Calculation (a - b): \_\_\_\_\_ (Use this number for calculating percentages in Table 1a)

Table 1a – Weighted Sum Calculation				
AMI	Number of DUs	Percentage of DUs	Credit Multiplier	Available Credit (% of DUs * Credit Multiplier)
Moderate (≤120% of AMI)			0.20	
Low (≤ 80% of AMI)			1.00	
Very Low (≤ 50% of AMI)			2.00	
Extremely Low (≤30% of AMI)			3.00	
Acutely Low (≤15% of AMI) <sup>7</sup>			4.00	
<b>WEIGHTED SUM (Rounded)</b>				

**Step 2 - Allowable Affordable Housing Credits:** Use Table 1b to identify the correct Weighted Sum Category for the Weighted Sum calculated in Step 1. This is the Allowable Affordable Housing Credit. For example, if the Weighted Sum is 45%, that would fall into the 41-50% Weighted Sum Category, and the maximum Allowable Affordable Housing Credit available to the project would be 50%.

Table 1b – Allowable Affordable Housing Credit Calculation		
Weighted Sum (X) Category	Allowable Affordable Housing Credit	Applicable Weighted Sum Category (Select One)
X ≤ 9%	0%	<input type="checkbox"/>
10% ≤ X ≤ 20%	20%	<input type="checkbox"/>
21% ≤ X ≤ 30%	30%	<input type="checkbox"/>
31% ≤ X ≤ 40%	40%	<input type="checkbox"/>
41% ≤ X ≤ 50%	50%	<input type="checkbox"/>
51% ≤ X ≤ 60%	60%	<input type="checkbox"/>
61% ≤ X ≤ 70%	70%	<input type="checkbox"/>
71% ≤ X ≤ 80%	80%	<input type="checkbox"/>
81% ≤ X ≤ 90%	90%	<input type="checkbox"/>
91% ≤ X	100%	<input type="checkbox"/>

<sup>6</sup> Up to three DUs that are used as building managers' DUs may be excluded from the percentage calculations.

<sup>7</sup> DUs that are free to tenants, i.e., that do not charge tenants any rent/mortgage, are included in this category.

## Worksheet F Special Projects Worksheet

### 2. LID Treatment Reduction Credit Calculation:

Category	Impervious Area Created/ Replaced (acres)	Site Coverage (%)	Project Density or FAR	Density/Criteria	Allowable Credit (%)	Applied Credit (%)
A			N.A.	N.A.	100%	
B				Res ≥ 50 DU/ac or FAR ≥ 2:1	50%	
				Res ≥ 75 DU/ac or FAR ≥ 3:1	75%	
				Res ≥ 100 DU/ac or FAR ≥ 4:1	100%	
C		N.A.		<b>Allowable Affordable Housing Credit from Step 2 above</b>	0%-100%	
				<b>Location credit (select one):</b>		
				Entire project is located within ¼ mile of transit hub <sup>8</sup>	5%	
				Entire project is located within a planned PDA <sup>9</sup>	10%	
				<b>Density credit (select one):</b>		
				Res ≥ 40 DU/ac	5%	
				Res ≥ 60 DU/ac	10%	
				Res ≥ 100 DU/ac	15%	
				<b>Parking credit (select one):</b>		
				No surface parking	5%	
				<b>TOTAL CREDIT =</b>		

SMCWPPP gratefully acknowledges the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) for the use of this checklist.

<sup>8</sup> "Transit hub" is defined as a rail, light rail, or commuter rail station, ferry terminal, or bus transfer station served by three or more bus routes. (A bus stop with no supporting services does not qualify.)

<sup>9</sup> A "planned Priority Development Area" is an infill development area formally designated by the Association of Bay Area Government's / Metropolitan Transportation Commission's FOCUS regional planning program.

**Worksheet G**  
**(For municipal staff use only)**

**G-1 Alternative Certification:** Were the treatment and/or HM control sizing and design reviewed by a qualified third-party professional that is not a member of the project team or agency staff?

Yes     No    Name of Reviewer: \_\_\_\_\_

**G-2 High Priority Site:** High Priority Sites can include those located in or within 100 feet of a sensitive habitat, an Area of Special Biological Significance (ASBS), a body of water, or on "hillside projects" disturbing  $\geq 5,000$  sq.ft. of land and with steep slopes (of  $\geq 15\%$  - see cell **I.A.5** - or as identified by municipal criteria or map). These sites are subject to monthly inspections from Oct 1 to April 30. See MRP Provision C.6.e.ii.(2)(b) and C.6.e.ii.(2)(c).

Yes     No    If yes, then add site to Staff's Monthly Rainy Season Construction Site Inspection List

**G-3 Inspections of Sites with Pervious Pavement:** Regulated projects that are installing 3,000 sq.ft. or more of pervious pavement (see cell **I.B.1.g**) (excluding private-use patios in single family homes, townhomes, or condominiums) must have the pavement system inspected by the jurisdiction upon completion of the installation and the site must be added to the jurisdiction's list of sites needing inspections at least once every five years – see provision C.3.h. Pervious pavement systems include pervious concrete, pervious asphalt, pervious pavers and grid pavers etc. and are described in the C3 Regulated Projects Guide downloadable at: [www.flowstobay.org/newdevelopment](http://www.flowstobay.org/newdevelopment).

Yes     No    If yes, then add site to Staff's Lists for Construction and O&M inspections (C.3 and C.3.h)

**Operations and Maintenance (O&M) Submittals**

**G-4** Stormwater Treatment Measure and/HM Control Owner or Operator's Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

► Applicant must call for inspection and receive inspection at completion of installation of treatment measures and/or hydromodification management controls including any pervious pavement areas of 3,000 sq.ft. or more.

*The following questions apply to C.3 Regulated Projects and Hydromodification Management Projects.*

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
G-4.1	Was maintenance plan submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G-4.2	Was maintenance plan approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G-4.3	Was maintenance agreement submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(Date executed: _____)			

► Attach the executed maintenance agreement as an appendix to this checklist.

**G-5 Annual Operations and Maintenance (O&M) Submittals (for municipal staff use only):**

*For C.3 Regulated Projects and Hydromodification Management Projects, indicate the dates on which the Applicant submitted annual reports for project O&M:*

\_\_\_\_\_

**G-6 Comments (for municipal staff use only):**

**G-7 NOTES (for municipal staff use only):**

Project Info Notes: \_\_\_\_\_  
Worksheet A Notes: \_\_\_\_\_  
Worksheet B Notes: \_\_\_\_\_  
Worksheet C Notes: \_\_\_\_\_  
Worksheet D Notes: \_\_\_\_\_  
Worksheet E Notes: \_\_\_\_\_  
Worksheet F Notes: \_\_\_\_\_

**G-8 Project Close-Out (for municipal staff use only):**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
8.1 Were final Conditions of Approval met?	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection: _____ )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Was maintenance plan submitted? (Date executed: _____ )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff: _____ )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G-9 Project Close-Out (Continued -- for municipal staff use only):**

Name of staff confirming project is closed out: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of O&M staff receiving information: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_