

Stormwater Checklist for Small Projects

Municipal Regional Stormwater Permit (MRP)

Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Phone: 650-851-1700 Fax: 650-851-4677
Website: portolavalley.net

Complete this form for stand-alone single family home projects of any size that are not part of a larger project; or for projects in the following categories that create and/or replace less than 5,000 square feet of impervious surface: restaurants, retail gasoline outlets, auto service facilities¹ and parking lots (stand-alone or part of another use); or for any other type of project that creates and/or replaces less than 10,000 square feet of impervious surface.

A. Project Information

- A.1 Project Name: _____
- A.2 Project Address: _____
- A.3 Project APN: _____

B. Select Appropriate Site Design Measures

- B.1 Does the project create and/or replace 2,500 square feet or more of impervious surface²? Yes No
- If yes, and the project received final discretionary approval on or after December 1, 2012, the project must include at least one of the Site Design Measures listed below in section a through f.³ Fact sheets regarding site design measures a through f may be downloaded at http://www.flowstobay.org/bs_new_development.php#flyers.
 - If no, or the project received final discretionary approval before December 1, 2012, the project applicant shall be encouraged to implement appropriate site design measures⁴ from the list below, which may be required at municipality discretion. Consult with municipal staff about requirements for your project.

B.2 On the list below, indicate whether each site design measure is included in the project plans and the plan sheet number:

Yes	No	Plan Sheet No.
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input type="checkbox"/>	<input type="checkbox"/>	e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	g. Minimize land disturbance and impervious surface (especially parking lots).
<input type="checkbox"/>	<input type="checkbox"/>	h. Maximize permeability by clustering development and preserving open space.
<input type="checkbox"/>	<input type="checkbox"/>	i. Use micro-detention, including distributed landscape-based detention.
<input type="checkbox"/>	<input type="checkbox"/>	j. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
<input type="checkbox"/>	<input type="checkbox"/>	k. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
<input type="checkbox"/>	<input type="checkbox"/>	l. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
<input type="checkbox"/>	<input type="checkbox"/>	m. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance)

¹ See Standard Industrial Classification (SIC) codes [here](#).

² Complete the C.3/C.6 Development Review Checklist if the project is not an individual single family home, and it creates and/or replaces 10,000 square feet or more of impervious surface; or if it is a restaurant, retail gasoline outlet, auto service facility, or parking lot project that creates and/or replaces 5,000 square feet or more of impervious surface.

³ See MRP Provision C.3.i.

⁴ See MRP Provision C.3.a.i.(6).

C. Select appropriate source controls (Encouraged for all projects; may be required at municipal discretion. Consult municipal staff.⁵)

Are these features in project?		Features that require source control measures	Source control measures (Refer to Local Source Control List for detailed requirements)	Is source control measure included in project plans?		
Yes	No			Yes	No	Plan Sheet No.
<input type="checkbox"/>	<input type="checkbox"/>	Storm Drain	<ul style="list-style-type: none"> Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Floor Drains	<ul style="list-style-type: none"> Plumb interior floor drains to sanitary sewer [or prohibit]. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Parking garage	<ul style="list-style-type: none"> Plumb interior parking garage floor drains to sanitary sewer.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<ul style="list-style-type: none"> Retain existing vegetation as practicable. Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. Minimize use of pesticides and quick-release fertilizers. Use efficient irrigation system; design to minimize runoff. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Pool/Spa/Fountain	<ul style="list-style-type: none"> Provide connection to the sanitary sewer to facilitate draining.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Food Service Equipment (non-residential)	<p>Provide sink or other area for equipment cleaning, which is:</p> <ul style="list-style-type: none"> Connected to a grease interceptor prior to sanitary sewer discharge.⁶ Large enough for the largest mat or piece of equipment to be cleaned. 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. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Refuse Areas	<ul style="list-style-type: none"> Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Process Activities ⁷	<ul style="list-style-type: none"> 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.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Equipment/Materials Storage	<ul style="list-style-type: none"> Cover the area or design to avoid pollutant contact with stormwater runoff. Locate area only on paved and contained areas. Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer⁶, and contain by berms or similar. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle/Equipment Cleaning	<ul style="list-style-type: none"> Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer⁶, and sign as a designated wash area. Commercial car wash facilities shall discharge to the sanitary sewer.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle/Equipment Repair and Maintenance	<ul style="list-style-type: none"> 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. No floor drains unless pretreated prior to discharge to the sanitary sewer.⁶ Connect containers or sinks used for parts cleaning to the sanitary sewer.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fuel Dispensing Areas	<ul style="list-style-type: none"> 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. Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Loading Docks	<ul style="list-style-type: none"> Cover and/or grade to minimize run-on to and runoff from the loading area. Position downspouts to direct stormwater away from the loading area. Drain water from loading dock areas to the sanitary sewer.⁶ Install door skirts between the trailers and the building. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinklers	<ul style="list-style-type: none"> Design for discharge of fire sprinkler test water to landscape or sanitary sewer⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous Drain or Wash Water	<ul style="list-style-type: none"> Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.⁶ Roof drains shall drain to unpaved area where practicable. Drain boiler drain lines, roof top equipment, all washwater to sanitary sewer⁶. 	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Copper	<ul style="list-style-type: none"> Drain rinse water to landscaping, discharge to sanitary sewer⁶, or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper." 	<input type="checkbox"/>	<input type="checkbox"/>	

⁵ See MRP Provision C.3.a.i(7).

⁶ Any connection to the sanitary sewer system is subject to sanitary district approval.

⁷ Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

D. Implement construction Best Management Practices (BMPs) (Required for all projects.)

Yes No

D.1 Is the site a "High Priority Site"? (Municipal staff will make this determination; if the answer is yes, the project will be referred to construction site inspection staff for monthly stormwater inspections during the wet season - October 1 through April 30.) ("High Priority Sites" require a grading permit, are "hillside projects" [defined starting 7/1/16 as disturbing >= 5,000 sq.ft. of land area and a slope based on municipal criteria or map or >=15%] are adjacent to a creek, or are otherwise high priority for stormwater protection during construction per MRP Provision C.6.e.ii(2).)

D.2 All projects require appropriate stormwater BMPs during construction - indicate which BMPs are included in the project, below.

Yes	No	Best Management Practice (BMP)
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
<input type="checkbox"/>	<input type="checkbox"/>	Delineate with field markers the following areas: clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees to be protected and retained, and drainage courses.
<input type="checkbox"/>	<input type="checkbox"/>	Provide notes, specifications, or attachments describing the following: <ul style="list-style-type: none"> ▪ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency; ▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ▪ Specifications for vegetative cover & mulch, include methods and schedules for planting and fertilization; ▪ Provisions for temporary and/or permanent irrigation.
<input type="checkbox"/>	<input type="checkbox"/>	Perform clearing and earth moving activities only during dry weather.
<input type="checkbox"/>	<input type="checkbox"/>	Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Protect all storm drain inlets in vicinity of site using sediment controls (e.g., berms, socks, fiber rolls, or filters.)
<input type="checkbox"/>	<input type="checkbox"/>	Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, compost blankets or jute mats, covers for soil stock piles, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
<input type="checkbox"/>	<input type="checkbox"/>	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Limit construction access routes and stabilize designated access points.
<input type="checkbox"/>	<input type="checkbox"/>	No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
<input type="checkbox"/>	<input type="checkbox"/>	Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
<input type="checkbox"/>	<input type="checkbox"/>	Contractor shall train and provide instruction to all employees/subcontractors re: construction BMPs.
<input type="checkbox"/>	<input type="checkbox"/>	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.

Name of applicant completing the form: _____

Signature: _____ Date: _____

E. Comments (for municipal staff use only):

F. NOTES (for municipal staff use only):

Section A Notes: _____
 Section B Notes: _____
 Section C Notes: _____
 Section D Notes: _____