



Planning & Building Department

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County of San Mateo Planning and Building Department

Requirements for Erosion and Sediment Control

Soil erosion and sedimentation pose a serious threat to water quality:

- **Erosion** is the wearing away of the ground surface as a result of the movement of wind or water.
- **Sedimentation** is the accumulation of soil and other matter transported from the land by wind or water.

The State Water Resources Control Board mandates the regulation of runoff and the treatment of stormwater into drainage systems and waterways under the National Pollutant Discharge Elimination System (NPDES) permit, including construction stormwater from project sites. The prevention of stormwater pollution is a responsibility shared by everyone involved in the development/construction process, including Project engineers, developers, contractors, property owners, municipal planners, and municipal building inspectors.

The San Mateo County Planning and Building Department requires the following types of projects to submit an erosion and sediment control plan for review and approval prior to the issuance of any building permit:

- ▶ Any site with land disturbance of 1 acre or more.
- ▶ All sites where the scope of development or land alteration requires a Grading Permit.
- ▶ New or Major (50% valuation or greater) Building Projects where development, construction, or land alteration will occur on a slope greater than or equal to 20% and/or within 100 feet of a creek, wetland, or coastline.
- ▶ New pool construction.
- ▶ Demolition projects involving removal of a building pad during or just before the wet season, where the demolition and construction permits are not issued concurrently.
- ▶ Any project involving work within a waterway.

- ▶ Construction sites within the Fitzgerald Marine Reserve ASBS watershed (map included as Attachment A) that involve soil disturbance and are subject to a building or grading permit.
- ▶ Projects with demolition, grading or construction happening during or just prior to the wet season (subject to actual weather conditions, but typically October 1 through April 30).

Erosion and Sediment Control Plan Requirements:

- It is important that an erosion and sediment control plan is effective in preventing illicit discharge. Careful examination of the specific project site during project design to identify potential problems posed by slope, drainage patterns, and soil types is important in preparing an effective erosion and sediment control plan.

Submittal Requirements for a Planning and/or Building Permit:

- Submit three (3) full-size (24" x 36") identical copies of the erosion and sediment control plans as separate collated sets with the planning and/or building permit application submittal. For projects including those requiring a Grading Permit, separate erosion and sediment control plans are required to show the measures to be implemented at the grading stage (e.g., grading, foundation/retaining walls) and at the construction stage of the project.

Erosion and Sediment Control Plan Requirements:

- The erosion and sediment control plan shall be overlaid on the project grading plan(s) or site plan if there is no grading plan.
- The plan shall show what Best Management Practices (BMPs) will be used, when, and where, specific to the project scope, along with the total disturbance area and installation details and notes for the proposed BMPs. Measures include those necessary to delineate areas of work/disturbance, prevent erosion of unstable or denuded areas, plan for construction staging and storage logistics, construction of stabilized access points, and proper containment measures for construction materials and waste (see attached checklist.)
- Include an anticipated demolition/construction schedule and construction duration (in weeks or months).
- Erosion Control Point of Contact: Include name and contact information for the person responsible for maintaining erosion and sediment control measures throughout the term of the permit on the EC Plan or on the Title Sheet.
- For projects, including those requiring a Grading Permit, a licensed civil engineer experienced in erosion and sediment control or a certified professional soil erosion and sediment control specialist shall prepare the erosion and sediment control plan.

- Erosion and Sediment Control Plans shall comply with all Conditions of Approval of the associated permit(s).
- Boundary lines of the site.
- Vicinity of the site in relation to the surrounding adjacent areas.
- Accurate contours showing the topography of the existing ground extending at least 10 feet outside all boundary lines of the project site. The contour lines shall be at intervals sufficient to show the configuration of the ground before disturbance.
- The location of all existing buildings, structures, easements, or underground utilities.
- The location of all proposed buildings, structures, retaining walls, easements, or underground utilities.
- Location, width, direction of flow and approximate location of top and toes of banks of any watercourses.
- Location and types of existing vegetation on the site. Within 25 feet of any cut or fill, the plan shall identify the location, diameter, species and appropriate elevation at the base of all trees over 12 inches in diameter (or 6 inches in diameter if project is located in the Emerald Hills area) measured at 4 1/2 feet above average ground level.
- Areas of the site currently experiencing or susceptible to erosion problems.
- Existing drainage patterns and direction of flow.
- Final contours after proposed development.
- Limits of disturbed areas.
- Areas not to be disturbed and off-limits to construction activity.
- Location of proposed vegetative erosion control measures (e.g., seeding, landscaping), including type, quantity, planting schedule, and irrigation.
- Location and details of all proposed drainage systems, walls, cribbing or other erosion protection devices to be constructed in connection with, or as a part of, the proposed work.

Implementation of Erosion and Sediment Control Plans:

Project erosion and sediment control measures shall be maintained as necessary throughout the duration of the permit to be effective. If significant field changes are made (as may be required by the Building Inspector, changing field conditions, etc.), revised plans must be submitted for approval. The building inspector has the authority to require additional measures at any time and may cancel any requested inspection if any measures

are found to be deficient. A Stop Work Notice may be issued pursuant to the County's Stormwater Enforcement Response Plan until corrections have been made and applicable fees paid for staff enforcement time. The property owner shall demonstrate via building inspection that the site is stabilized, either with adequate erosion control or landscaping, prior to issuance of the Certificate of Occupancy.

Attachment A: *General Erosion and Sediment Control Plan Checklist*

Attachment B: *Fitzgerald Marine Reserve ASBS Watershed Map*

FRM00507 (EC COUNTER HANDOUT).DOCX
(11/12/13)

Case No.:	EC Plan Date:	EC Reviewer:
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General Erosion and Sediment Control Plan Checklist

(Best Management Practices to be used during Site Preparation and Construction)

This checklist is utilized by the County Planning and Building Department's Erosion Control Team (EC Team) to review the required Erosion and Sediment Control Plan (EC Plan) for substantial grading projects and building permits for projects constructed in the wet season (October 1 to April 30) and other projects as necessary. For timely review and approval of your EC Plan, use this checklist as a guide in the preparation of the EC Plan.

A complete Erosion and Sediment Control Plan (Plan) should include the following (as applicable to the site and project):

N/A	Complies	
		1. Delineation of Area of Work
		a. For projects, including those requiring a Grading Permit, separate erosion and sediment control plans are required to show the measures to be implemented at the grading stage (e.g., grading, foundation/retaining walls) and at the construction stage.
		b. Show all areas of construction, including but not limited to: Structures, retaining walls, roads, drives, utilities, trenches, scaffolds, catch basins, etc.
		c. Protect surface water locations, providing primary control measures (e.g., silt fence along outer buffer zone of creek; do not disturb riparian areas) and secondary control measures (e.g., fiber rolls) in disturbed areas sloping toward the creek/ocean.
		d. Protect storm drain inlets using permeable rock sacks and/or fiber rolls.
		e. Maximize and protect areas to be undisturbed (sensitive areas and buffer zones), using a vegetative buffer strip or fence/barrier.
		f. Identify and protect trees, using fencing placed along driplines.
		g. Prevent runoff to off-site areas using perimeter controls (diversion berms, silt fencing, and/or fiber rolls).
		h. Provide an anticipated construction schedule and/or construction duration (in weeks or months).
		2. Prevent Erosion of Unstable or Denuded Areas
		a. Show all proposed retaining walls.
		b. Indicate the location and method of erosion control on disturbed bare earth areas. Use seeding and/or mulching and the following, as necessary: i) (For slopes 3:1 or greater) Anchored erosion control blankets (rice straw or coconut). ii) (For slopes less than 3:1) Anchored fiber fabric/netting or surface roughening.
		c. Use diversion berms to divert water from unstable or denuded areas (top and base of a disturbed slope, grade breaks where slopes transition to a steeper slope).
		d. Show any temporary detention areas for stormwater and stabilization of those areas.
		3. Show Locations of Logistics Areas
		a. Show location of office trailer(s), storage sheds, temporary power pole, scaffold footprint, and other temporary installations on the plans. Show how they will be accessed and show protection of the access routes.
		b. Show location of utility trenches, indicate utility type.
		4. Construction Access Routes
		a. Use stabilized designated access points, using 3"-4" fractured aggregate over geo-textile fabric, over the first 20 feet of the property.
		b. Provide designated area for parking of construction vehicles, using aggregate over geo-textile fabric.
		c. Show all access roads/ramps used for excavation/backfill, earth boring, fork lift/crane access (second floor construction). For unpaved routes, use ridges running diagonally across the road that run to a stabilized outlet.
		5. Containment of Construction Materials and Waste
		a. Show location, installation and maintenance of a concrete/stucco mixer, washout, and pits.
		b. Locate portable toilets away from surface water locations and storm drain inlets.
		c. Show storage location and containment of construction materials during work, as well as afterhours/weekends.
		d. Cover temporary stockpiles using anchored-down plastic sheeting in dry weather. In wet weather or for longer storage, use seeding and mulching, soil blankets or mats.
		e. Indicate the location of refuse piles and debris box locations on the plans. Show how they will be accessed and show protection of the access routes.

	6. Other Required Permits
	Is the Project Exempt or covered under a County Grading Permit? <input type="checkbox"/> Grading Permit Required
	Does project disturb 1 acre (43,560 sq. ft.) of area? If Yes:
	<input type="checkbox"/> Applicant shall file NOI with State Water Resources Control Board for State General Construction Activity NPDES Permit (prior to issuance of building permit, applicant must submit WDID Number to Project Planner).
	7. Standard Comments
	Erosion Control Point of Contact: Please provide an Erosion Control Point of Contact including name, title/qualifications, email, and two phone numbers.
	Perform clearing and earth-moving activities only during dry weather. Measures to ensure adequate erosion and sediment control shall be installed prior to earth-moving activities and construction.
	Measures to ensure adequate erosion and sediment control are required year-round. Stabilize all denuded areas and maintain erosion control measures continuously between October 1 and April 30.
	Store, handle, and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
	Use sediment controls or filtration to remove sediment when dewatering site and obtain Regional Water Quality Control Board (RWQCB) permit(s) as necessary.
	Avoid cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
	Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
	Limit construction access routes to stabilized, designated access points.
	Avoid tracking dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
	Train and provide instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and Construction Best Management Practices.
	Placement of erosion materials at these locations are required on weekends and during rain events: (List locations)
	The areas delineated on the plans for parking, grubbing, storage, etc., shall not be enlarged or "run over."
	Construction sites are required to have erosion control materials on-site during the "off-season."
	Dust control is required year-round.
	Erosion control materials shall be stored on-site.
	Use of plastic sheeting between October 1 and April 30 is not acceptable, unless for use on stockpiles where the stockpile is also protected with fiber rolls containing the base of the stockpile.
	Tree protection shall be in place before any grading, excavating or grubbing is started.

Staff Only:

1. Arrange for second review of EC Plan. Hand second reviewer plans and Draft Comment Letter.
2. If plan is incomplete:
 - a. Give failed plans and copy of Comment Letter back to first reviewer.
 - b. First reviewer puts a "PEND" on "EC Office Activity," reference Comment Letter (should be imported into Case "Documents" in permit system).
 - c. Send Comment Letter via email to EC POC (cc: Planner for BLD/PLN). If no EC POC, email EC POC form to applicant.
 - d. Once revised plan is submitted, revised plan goes to first reviewer.
3. Once plan is complete, first reviewer signs off "EC Office Activity." Make sure EC POC is entered into the case as a "Person" (add note that this is the EC POC).
4. Add "Final by Other Agency" but do not sign off! Add this note: "The property owner shall demonstrate via building inspection that the site is stabilized, either with adequate erosion control or landscaping, prior to issuance of the Certificate of Occupancy."
5. If site is SWRS Site, make sure SWRS Activity is "PEND" and note regarding weekly/monthly inspections is added.
6. Stamp plans.

Frm00509(EC Checklist).docx (10/9/13)



Case No.:

**San Mateo County Planning and Building Department
EROSION CONTROL POINT OF CONTACT FORM**

Acknowledgement of Erosion Control Policies for Grading and/or Construction Sites	
<i>Initial</i>	<i>Policy</i>
	Project erosion and sediment control measures shall be maintained as necessary throughout the duration of the permit to be effective, as determined by the building inspector.
	If significant field changes are made (e.g., as requested by the building inspector, to address changing field conditions, etc.), revised plans must be submitted for approval.
	The building inspector has the authority to require additional measures at any time and <u>may cancel any requested inspection</u> if any measures are found to be deficient. A Stop Work Notice may be issued pursuant to the County's Stormwater Enforcement Response Plan until corrections have been made and applicable fees paid for staff enforcement time.
	The site shall be stabilized, either with adequate erosion control or landscaping, as determined by a building inspector, prior to issuance of the Certificate of Occupancy.

I acknowledge the above policies, am responsible for erosion control at the site, and will be the County's main point of contact if corrections are required. I acknowledge that if corrections are not made in a timely manner, the violation will be escalated to a Stop Work Notice and fines will apply.

Name of Project Erosion Control Point of Contact

License (if applicable)

Phone Number (Cell)

Phone Number (Office)

Mailing Address

Email

Signature

Date

Office Use Only: EC Point of Contact should be added as "Agent" in the building case (with ID in note section that it is the EC Point of Contact).