Questions? Contact Engineering Technician; Chantell O'Neal at (707)961-2823 x 133

Grading or Construction Site Storm Water Runoff Control Applicant Checklist

City of Fort Bragg Title 17 (coastal) and Title 18 (inland) Land Use and Development Code chapters 60, 62, and 64 provide standards for site design and grading activities. These codes are consistent with State regulations aimed to minimize pollutants of waterways through stormwater runoff. Low Impact Development (LID) methods are required within the City's boundaries for all projects that will disturb **any** soil. Best Management Practices (BMPs) adopted in design and construction must retain natural drainage patterns and healthy soil conditions that preserve infiltration, purification, detention, and retention functions to minimize increases in storm water runoff volume and peak flows to reduce projected runoff by 20%. Construction waste or other pollution is prohibited from entering the storm drainage system.

Simple Form!

This checklist is to be completed by you (the applicant) to determine if you must submit plans and specifications for storm water runoff control BMPs as a required part of a Planning or Building Permit Application to the City of Fort Bragg. All construction and grading work disturbing soil will implement appropriate BMPs (Best Management Practices).

I. PROPERTY OWNER NAME *(To be completed by Applicant)*

NAME David & Pamela Duncan	CONTACT PERSON David Duncan
MAILING ADDRESS PO Box 1348 Mendocino CITY STATE CA ZIP 95460	
TELEPHONE 707-964-9604	EMAIL duncanse@mcn.org

II. DEVELOPER/CONTRACTOR INFORMATION *(To be completed by Applicant)*

DEVELOPER/CONTRACTOR	CONTACT PERSON
MAILING ADDRESS CITY STATE ZIP	
TELEPHONE	EMAIL

III. CONSTRUCTION PROJECT INFORMATION *(To be completed by Applicant)*

SITE/PROJECT NAME	SITE CONTACT PERSON David Duncan
PHYSICAL ADDRESS/SITE LOCATION 840 S. FRANKLIN CITY FB STATE CA ZIP 95437	
ASSESSOR PARCEL NUMBER (APN) 018-210-34	EMERGENCY PHONE NUMBER 707-964-9604
A. Total size of construction area 7,500 (SQ. FT. or Acres)	C. Site Status: Percent of site impervious[1] surface No Change ☐ Before Construction: 100 % After Construction: 65 %
B. Total area with grading/earth moving/soil disturbance 4900 (SQ. FT. or Acres)	
D. Is the construction site part of a larger common plan of development or sale? **YES** (NO) **UNKNOWN** (Circle One Response)	E. Name of larger common plan/project
H. Anticipated construction start date (initial site disturbance): 4 / 16 / 2023	I. Site-work construction completion: 7 / 1 / 2023

J. Circle or identify all applicable permits directly associated with grading activity, including but not limited to: State Construction General Permit; State 401 Water Quality Certification; U.S. Army Corps 404 Permit; California Fish and Wildlife 1600 Agreement:

IV. CHECKLIST *(To be completed by Applicant)*

A Is the project located in the the Coastal Zone? (YES) NO

B Will the project disturb 1 acre or more of soil? YES (NO)

If,>1 acre, then provide SWRCB WDID#: _____ **Is the SWPPP Attached?** YES NO

If, YES, what is the Combined Risk Level (Circle one): 1 2 3

C Will the project disturb any soil? Circle one of the following <2500 sf (2500-5000 sf) (YES) NO

D Will your project include work from November 1 to March 30? YES (NO)

E Does the storm water runoff from the construction site discharge to (check all that apply):

1. ☒ Remain on-site/Indirectly to waters of U.S. 2. ☐ Storm Drain System - Owners Name: _____
3. ☐ Directly to waters of the U.S. (e.g. **Noyo River**, Pudding Creek, wetlands, ocean) - Name: _____

V. CONSTRUCTION SITE STORM WATER POLLUTION PREVENTION PLAN REQUIREMENT *(To be completed by Applicant)*

If the answer to any question, above, in Part IV Checklist is "YES", then BMPs for construction site runoff control shall be submitted with your Permit Application; **submit A or B (below) with your Planning or Building permit application:**

A. If your project requires coverage under the State Water Resources Control Board Construction General Permit (CGP), typically project ≥ one-acre, attach a copy of the submitted Storm Water Pollution Prevention Plan (SWPPP) for Storm Water Associated with Construction Activity, including the Notice of Intent (NOI) and WDID Number.

B. If a CGP is not required, submit a Runoff Mitigation Plan or Erosion and Sediment Control Plan with design and construction site BMPs layout diagram(s) and BMP specifications prepared by a Qualified Storm Water Developer (QSD) OR applicant/owner/contractor-prepared BMP plans and specifications referencing BMP information obtained from City or County Department of Planning and Building Services and/or the California Storm Water Quality Association or Center for Watershed Protection BMP Handbooks.

VI. REQUIREMENT FOR REDUCING POLLUTANTS IN STORM WATER *(Information to Owner/Applicant/Contractor)*

Pursuant to Title 17 and 18 sections 62-64 of the City of Fort Bragg's Land Use and Development Code for development within the City limits, any project with construction or grading work that disturbs any soil shall implement Best Management Practices to prevent the discharge of excessive runoff, construction waste, debris or contaminants from construction materials, tools and equipment from entering the storm drainage system. Temporary and permanent BMPs are best selected based on the particular resources and sensitivities of the site, distance to roadway or stream, soil conditions, special landscape features, etc. BMPs shall include but not be limited to the following as condensed from City Zoning Code.

1. ***Schedule construction activity April 1 - October 31 after which all disturbed soils are to be stabilized.***
2. ***Eliminate the discharge of sediment and other stormwater pollution resulting from construction activities.***
3. ***Mulching, seeding etc to protect exposed erodible areas during construction.***
4. ***Treat stockpiled soils to eliminate sediments running into the street, adjoining properties, and/or stormdrains.***
5. ***Sediments or other materials which are tracked off the site must be removed the same day.***
6. ***Erosion control measures must include energy absorbing structures to reduce the velocity of runoff water (straw bales, straw wattles, detention ponds, sediment ponds, or infiltration pits, etc).***
7. ***Land disturbance activities during construction (e.g., clearing, grading, cut-and-fill) shall be minimized.***
8. ***Construction shall minimize the disturbance of natural vegetation (including significant trees, native vegetation, and root structures).***
9. ***Minimize the generation, transport and discharge of pollutants through the use of LID including but not limited to vegetative swales, green roofs, curb cuts, permeable decking and pavements, and rain gardens.***
10. ***"Good Site Housekeeping": Cover loose non-active stockpiles, store chemicals in water-tight containers, clean up worksite daily, maintain any materials, debris, soil, etc within property setbacks.***

1 "IMPERVIOUS" - UNNATURALLY IMPENETRABLE TO RAINFALL OR RUNOFF (ROOF, SIDEWALK, DRIVEWAY, PARKING LOT)

VII. CERTIFICATION *(To be completed by Applicant)*

The information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Printed Name David Duncan

Signature [signature] Date 9-3-22

FOR OFFICIAL USE ONLY *(To be completed by Building Division)*

Submittal Date 9/8/22	Building Permit Number	MS4 AREA? COASTAL ZONE?
Received by [signature] Alfredo H		Date 9/8/22

Notes: Special WQ area? Y or N Drains to Noyo? (Sed impaired) Y or N

Contact Engineering Department; Chantell O'Neal (707)961-2823 x133 for questions

For Official Use Only:
Attach Construction Site Storm Water Runoff Control Applicant Checklist Here:

Small Construction Site Storm Water Erosion and Sedimentation Control Plan Template

Construction Site Project Name: NEW Building

Physical Site Address: 840 S. Franklin St.

Instructions

To help you develop your construction project Erosion and Sedimentation Control Plan (ESCP), the City of Fort Bragg offers this ESCP Template. The template is designed to help you develop an ESCP for a construction or grading project that will have less than one-acre of disturbed soil and is not be subject to the State Water Resources Control Board Construction General Permit.

Using the ESCP Template

Each section of the ESCP Template includes "instructions" and space for your project and site information. You should read the instructions for each section before you complete that section.

A. Nature of the Construction Activity

Instructions

Provide a general description of the nature of the construction activities at your project (Example: Construction of 10 x 30 deck; 120 square foot addition to an existing home; new16 x 24 garage and driveway). This information is addition to the information you provided within your building permit application and in the "Construction Site Storm Water Runoff Control Application Checklist, section III."

1. General Description of Project: New office, apartment and parking lot

2. If your project involves grading, list all applicable permits and attach to this document: CDP

3. Site Plan Requirement – Select one of the following:

☐ A site plan showing BMPs is included with the construction plans and is attached to this document.

☒ BMPs are shown on the site plan included as Page 4 of this document.

B. Construction Site Best Management Practices

Instructions

Select from the following checklist, the appropriate Best Management Practices (BMPs) for your project. Information about the BMPs can be found on the BMP Fact Sheets that are located at the end of this section as Exhibit A. The BMP Fact Sheets are educational materials containing product information, technical data, and "how-to, do-it-yourself" advice for using BMPs before, during and after construction.

Best Management Practices:
Select all that apply:

1. ***Scheduling Construction Activity***

☒ Avoid rainy season from November 1 through March 30. Use mulching or hydroseeding to stabilize disturbed soils.

☐ Plan your construction work to have your BMPs installed before construction. Have all rainy season BMPs installed prior to October 1. Provide enough time before rainfall begins to stabilize the soil with vegetation or physical means or to install sediment trapping devices.

☐ Gain approval by the Director of Public Works for construction during the rainy season (November-March).

Small Construction Site Storm Water Erosion and Sedimentation Control Plan Template

Best Management Practices, continued from previous page.
Select all that apply:

2. *Preservation of Natural Features, vegetation and soil*

☐ Existing vegetation outside the construction area will be preserved on the site and protected.
☑ Construction activity will avoid activity under the drip line of remaining trees.
☐ Vegetation to be preserved within the construction area will be protected with temporary fencing.
☐ Retain protective measures until all construction activity is complete to avoid damage during site cleanup.

3. *Drainage swales or lined ditches to control storm water flow*

☑ Earthen dike(s) and drainage swale(s) will be constructed, see BMP EC-9.
☐ Velocity Dissipation Devices will be installed at the outlets of culverts, conduits or channels to prevent erosion, see BMP EC-10.

4. *Mulching or hydroseeding to stabilize disturbed soils*

☐ Mulch, such as wood fiber, will be applied to protect exposed soil from erosion from raindrop impact or wind.
☐ Seeding will be used with mulching (i.e. straw mulch).

5. *Erosion control to protect soils*

☑ Mattings of natural materials, geotextiles, or temporary plastic cover, will be used to cover the soil surface to reduce erosion from rainfall impact, see BMP EC-7

6. *Protection of storm drain inlets*

☐ Every storm drain inlet receiving sediment-laden runoff will be protected with at least one type of inlet protection, such as a gravel bag barrier, block and gravel filter, excavated drop inlet sediment trap, or filter fabric fence, see BMP SE-10

7. *Perimeter sediment control*

☑ Slit fence will be installed on a level contour to trap sediment-laden runoff from disturbed areas to capture sedimentation behind the fence, see BMP SE-1.
☐ Fiber roles will be placed along the perimeter of the project to provide for the removal of sediment from runoff, see BMP SE-5.
☐ A sandbag barrier will be placed on a level contour to intercept sheet flow and pond runoff to allow sediment to settle out, see BMP SE-8.
☐ Straw bales will be placed end-to-end on a level contour to intercept sheet flow to pond runoff to allow sediment to settle out, see BMP SE-9

8. Sediment trap or sediment basin to retain sediment on site

☐ A temporary sediment basin will be constructed and maintained until the site is permanently protected against erosion or until a permanent detention basin is constructed, see SE-2.
☐ A temporary sediment trap will be formed and maintained until the site is permanently protected from erosion by using vegetation and/or structures, see SE-3.
☐ A temporary check dam of rock, gravel bags, sandbags, fiber rolls, will be placed across a swale or drainage ditch to reduce the velocity of water, to promote sedimentation and for reducing erosion, see SE-4.

9. *Stabilized construction exits*

☑ A Stabilized Construction Exit, a driveway aggregate (e.g. gravel) underlain with filter cloth, will be located where traffic will be entering or leaving the construction site to or from a public right of way, street, alley, sidewalk, or parking area, see TC-1.
☐ Tire washing will be used with a Stabilized Construction Exit, see TC-3

Small Construction Site Storm Water Erosion and Sedimentation Control Plan Template

Best Management Practices, continued from previous page.
Select all that apply:

10. Wind erosion control

☑ Apply water, dust palliatives, gravel, temporary vegetation, or mulching to prevent or alleviate dust.

11. Other soil loss BMP acceptable to the City

☐ _____

☐ _____

12. Material handling and waste management

☑ Applicant will comply with City of Fort Bragg Demolition and Recycling requirements (15.34.020).
☐ Follow all federal, state, and local regulations that apply to the use, handling, or disposal of hazardous materials, pesticides and herbicides, and fertilizers.
☐ Store pesticides, herbicides, and fertilizers in a dry covered area, and follow the recommended application rates and methods.
☑ Designate a waste collection area and use containers with lids so that they can be covered with lids.

13. Building material stockpile management

☑ Use plastic sheeting or tarps to keep materials (sand, compost, cement, etc) covered during periods of rain.

14. Management of washout areas (concrete, paints, stucco, etc.)

☑ Designate concrete, paint and stucco washout areas. Collect and retain concrete, paints and stucco washout water or chemicals and solids in leak proof containers so that it does not reach the soil surface and then migrate to surface water or into the ground water.

15. Control of vehicle/equipment fueling to contractor's staging area

☐ Store and use petroleum products in dry covered areas and perform vehicle fueling in areas having materials and equipment available to contain and clean up any spills that may occur.

16. Vehicle and equipment cleaning performed off-site

☐ Use detergents only as recommended and limit their use at the construction site. Wash vehicles and equipment where detergent laden wash water will not enter into the storm drain system or will be directed into the sanitary sewer so that it can be treated at the wastewater treatment plant.

17. Spill prevention and control

☐ Check equipment, hydraulic lines, and containers for leaks and corrosion.
☐ Maintain a spill-kit with absorbent materials. Clean up spills immediately. For hazardous materials, follow cleanup instructions on the package.

18. Other housekeeping BMP acceptable to the city of Fort Bragg

☐ _____

☐ _____

Department of Public Works Approval: Name Alfredo Huerta Date 9/8/22

Notes: Also submitted LID worksheets

The City of Fort Bragg reserves the right to modify this form at any time. 1/14/15 ESCP Template

Small Construction Site Storm Water Erosion and Sedimentation Control Plan Template

BMP SITE PLAN - use this page for site layout diagram or attach other site layout diagram