

Stormwater Control Plan Submittal Guidelines

Stormwater Control Plan (SCP) submittal requirements are provided below. Hardcopy SCP submittals are no longer required. However, SFPUC may request a hardcopy when needed for complex projects using the [Multi-Phase SCP Project Information Form](#).

Please submit SCPs as follows:

- Submit an **electronic PDF ONLY** of the SCP and [SCP Review Fee Form](#)* to StormwaterReview@sfgwater.org.
- If a hardcopy is requested:
 - Submit an **electronic PDF** of the SCP and [SCP Review Fee Form](#)* to StormwaterReview@sfgwater.org **AND**
 - Submit a **hardcopy** SCP by mail to

*Attn: SCP Project Review Team
c/o Ken Kortkamp
SFPUC, Wastewater Enterprise
525 Golden Gate Ave, 11th Floor
San Francisco, CA 94102*

Additional guidance:

- Confirm SCP is complete per the [SCP Instructions](#)* and [SCP Preparation Checklist](#)*.
- Provide electronic SCP package as a single collated PDF file. Ensure checklist below is completed:
 - Provide a Bookmark for all SCP section headers that match the 'Table of Contents' provided in the SCP.
 - Provide a 'Page Label' for CDs sheets that match the sheet number provided on the drawing.
 - Orient all pages for on-screen review (i.e., not sideways).
 - Flatten and compress the PDF prior to sending.
 - Ensure there are any comments by "AutoCAD SHX Text" are removed.
 - Submit via company FTP site (preferred), or SFPUC Sharefile site (if needed and requested).
 - Provide electronic copy of the completed 'SCP Review Fee Form,' and copy of check if available.
- **AFTER** submitting electronic SCP package, submit check and completed 'SCP Review Fee Form' directly to 'SFPUC Cashiers Unit' per [SCP Review Fee and Check Submittal Guidelines](#)*.

*All referenced documents are provided in the 'SCP Materials & Resources' section of the SFPUC 'Stormwater Requirements' webpage.

Please continue to direct any questions you may have about SCP submittals and process to StormwaterReview@sfgwater.org.