

Stormwater Control Plan Submittal Guidelines

Stormwater Control Plan (SCP) submittal requirements are provided below. [Hardcopy SCP submittals are no longer required.]

Submit an electronic PDF of the SCP and [SCP Review Fee Form](#)* to StormwaterReview@sfgwater.org.

Preparation Guidance:

- Confirm the 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.