SCP Submittal Guidelines

Dear Stormwater Control Plan (SCP) Project Applicants and Property Owners,

Effective January 1, 2021, hardcopy SCP submittals will no longer be required for projects using the Parcel SCP Project Information Form. Projects using the Multi-Phase SCP Project Information Form must continue to submit both electronic PDF and hardcopy SCPs.

Please submit SCPs as follows:

- For projects submitting via **'Parcel SCP Project Information Form'**: Submit an **electronic PDF ONLY** of the SCP and SCP Review Fee Form to StormwaterReview@sfwater.org.

- For projects submitting via **'Multi-Phase SCP Project Information Form'**:

    - Submit an **electronic PDF** of the SCP and SCP Review Fee Form to StormwaterReview@sfwater.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.
    - 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.
    - Provide page orientation for on-screen review (i.e. not sideways).
    - Flatten and compress the PDF prior to sending.
    - 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.
- Submit check and completed 'SCP Review Fee Form' directly to SFPUC Cashiers Unit per SCP Review Fee and Check Submittal Guidelines.

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

Sincerely,
The Stormwater Review Team