



RE: Stormwater Management Requirements and Design Guidelines Supplement - Stormwater Control Plan (SCP) Preparation Checklists

To streamline the SCP review and approval process, these helpful checklists have been prepared for the Project Team's internal use prior to submittal. Remember that each SCP is reviewed on a case-by-case basis and all line items in the checklist may not apply to your particular project.

- **Preliminary SCP Preparation Checklist**
- **Final SCP Preparation Checklist**

These checklists will help to ensure that your team will provide a complete SCP submittal. A complete and carefully prepared SCP will reduce review time and increase the potential for approval.

If the SCP is incomplete or is not submitted in the required format, the SFPUC reserves the right to not accept the SCP and request that the Project Team resubmit.

For effective Stormwater Control Plan reporting, please refer to the following reference materials located at www.sfwater.org/smr:

- Parcel SCP Instructions - [link](#)
- Multi-Phase SCP Instructions- [link](#)
- Example Stormwater Management Plan with Calculations - [link](#)
- Green Stormwater Infrastructure Typical Details (July 2014) - [link](#)

Prior to PRELIMINARY SCP submittal, did your team remember to...

- schedule a **Pre-Application Meeting** with SFPUC?
- use the most recent **Stormwater Control Plan (SCP) Instructions** and **SCP Application Form**?
- complete the **Project Information Form** accurately?
- include the **SCP Table of Contents** and ensure that the items marked are included?
- complete the **Statement of Certification**? For the Preliminary SCP provide only a name and license number (or unsigned stamp).
- include the **Separate Sewer Area BMP Selection Form** (for separate sewer area projects ONLY)?
- include a complete **Calculation Summary** section with a clear **Calculation Summary Table**? If more than one BMP Sizing Calculator is used for multiple sub-watershed areas (or discharge points), the summary table should show sub-watershed results, summed for overall site performance.
- include a **Stormwater Management Plan (SMP)** that contains all items listed on the SCP Instructions? (reference the Example SMPs for guidance)
Notably:
 - prepare in 11 x 17 format with legible text scale?
 - delineate all contributing DMAs and hatched all surface types in B&W?
 - provide an **Area Summary Table** on the SMP that matches the DMA areas?
 - provide a typical detail for each BMP type? (refer the GSI Typical Details for BMP design guidance)
- complete the **BMP Maintenance and Inspection Schedules** for each selected BMP type with BMP IDs matching the SMP labels? (Refer to the SMR *Appendix A: BMP Fact Sheets*)

Appendix A: Calculation Spreadsheets

- use the most recent version of the **BMP Sizing Calculator** (based on date of the initial Preliminary SCP submittal)?
- check that areas input into the **BMP Sizing Calculator** match the surface areas provided in the **Area Summary Table** found in the SMP?
- coordinate and back-check calculator input data with SMP and construction documents?

Appendix B: Supporting Documentation

- provide adequate and concise supporting documentation? (Note: Minimize supporting documentation to items pertaining to the proposed Post-Construction Stormwater Controls; e.g. no SWPPPs and ESC Plans.)

Appendix C: CD Drawings

- attach only the plan excerpts listed in the Checklist that specifically relate to the proposed Stormwater Controls? (Typically 10 to 20 drawings)

Submittal Format

- submit a complete **Preliminary SCP** formatted and collated in the same order as the **SCP Table of Contents**? The following should be submitted:
 - One (1) hardcopy – Bound 8.5"x 11" report with 11"x17" attached plans. (Note: loose, stapled, or binder clips NOT accepted)
 - One (1) collated electronic PDF file - Submit on CD or via a company FTP link. (Note: 3rd party file sharing sites NOT supported)
 - As Needed: SCP Comment form with responses in electronic MS Word format. (Note: PDF not accepted)

Prior to FINAL SCP submittal, did your team remember to...

- provide a concise, yet specific, written **response** to all SFPUC comments?
- review the **SCP Table of Contents** to ensure that the items marked are included?
- complete the **Statement of Certification**? For the Final SCP provide a name, signed stamp, and confirm that the Additional Certifications boxes are checked.
- include a **Calculation Summary** section with a clear **Calculation Summary Table**?
- provide a complete **Stormwater Management Plan (SMP)** per the SCP Instructions and the Example SMP with Calculations?
- complete **BMP Maintenance and Inspection Schedules** for each selected BMP type with BMP IDs matching the SMP labels? (Refer to the BMP Fact Sheets)

Appendix A: Calculation Spreadsheets

- check that areas input into the **BMP Sizing Calculator** match the surface areas provided in the **Area Summary Table** found in the SMP?
- coordinate and back-check Calculator input data with the SMP and construction documents?

Appendix B: Supporting Documentation

- submit all supporting documentation? Include all related soils data, specifications, etc.
- provide (when applicable) **manufacturer cut sheets** and relevant **O&M materials** or links?
- attach **infiltration test** results if infiltration BMPs are proposed? Test results match input into the BMP Sizing Calculators (when applicable).

Appendix C: CD Drawings

- attach only the plan excerpts listed in the **Submittal Checklist** and relating to the proposed Stormwater Controls? (Typically 10 to 20 drawings)

Submittal Format

- submit a complete **Final SCP** formatted and collated in same order as the **Submittal Checklist**? The following should be submitted:
 - One (1) hardcopy – Bound 8.5”x 11” report with 11”x17” attached plans. (Note: loose, stapled, or binder clips NOT accepted)
 - One (1) collated electronic PDF file - Submit on CD or via a company FTP link. (Note: 3rd party file sharing sites NOT supported)
 - One (1) SCP Comment form with responses in electronic MS Word format. (Note: PDF not accepted)

Note: All bolded resources in these checklists are available online at www.sfwater.org/smr.