

## SCP Review Fee and Check Submittal Guidelines

SCP Review Fee and check submittal requirements are provided below:

- **All projects MUST submit a review fee check and form**, regardless of Preliminary SCP submittal date.
- **CHECK submittal:** AFTER submitting electronic SCP to [StormwaterReview@sfgwater.org](mailto:StormwaterReview@sfgwater.org), send the paper check and completed SCP Review Fee Form to the SFPUC Cashiers Unit at the address below. **Do NOT send the SCP to this address.**
  - Determine check amount per current [SFPUC Rates Schedules & Fees](#), Schedule W-47
  - Make check payable to “San Francisco Water Power and Sewer”
  - Complete and print the [SCP Review Fee Form](#) (under SCP Materials & Resources)
  - Send paper check and form to:

*SFPUC*  
*Attn: Cashiers*  
*525 Golden Gate Ave, 2<sup>nd</sup> Floor*  
*San Francisco, CA 94102*
  - NOTE: The **Cashiers Unit will return checks** that:
    - Are not received with a completed Review Fee Form.
    - Are received before electronic SCP is received.

Stormwater Review staff will:

- Receive a scanned copy of the check and Review Fee Form from the Cashiers Unit, and;
- Send confirmation of receipt of check to the Project Applicant and Property Owner on record.

Submit SCPs per SCP Submittal Guidelines. Please continue to direct any questions you may have about SCP submittals and process to [StormwaterReview@sfgwater.org](mailto:StormwaterReview@sfgwater.org). **The Cashiers Unit cannot answer SCP-related questions.**