

CITY OF CORONADO



Storm Water Review
Process, Instructions, and Forms

www.coronado.ca.us

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STORM WATER SUBMITTAL AND REVIEW PROCESS INSTRUCTIONS

PURPOSE: Outline the process to comply with storm water regulations and requirements, and the City’s review and approval steps for development projects and design plans.

AUTHORITY: CMC: Title 61 Storm Water and Urban Runoff Management and Discharge Control
Order No. R9-2007-0001 National Pollutant Discharge Elimination System (NPDES) Permit
County Model SUSMP Standard Urban Storm Water Mitigation Plan Requirements for Development Applications
Latest Resolution adopting the City’s Schedule of Development User Fees
SWRCB Order No. 2009-0009-DWQ – Construction General Permit

APPROVING DEPARTMENT: Public Services.

Applicants are encouraged to contact Public Services at the above listed numbers and email address as early as possible in the project planning stage to verify storm water requirements.

REQUIREMENTS:

Initial Review and Assessment:

All projects have a construction and post-construction phase (See Acronyms and Definitions page) and each phase shall meet the minimum requirements based on the project category. Project categories are distinct for the construction phase and post-construction phase. The project’s potential categories are summarized below and provided in detail in the Construction and Post-Construction Requirements Summary Table in Appendix A.

The applicant shall use the City’s Storm Water Project Assessment (Form 1) to determine the project’s category for both Construction and Post-Construction phases. The City’s initial project review requires submittal of a completed Storm Water Project Assessment Form 1.

Construction Phase			Post-Construction Phase		
Temporary BMPs to control construction erosion and sediment with good housekeeping and pollution prevention			Permanent BMPs to control post-construction (long-term) land use and operating practices generating pollutants		
Category based on threat of sediment discharge during land disturbance and construction activities			Category based on type of land use, size, location, and other criteria applicable to the development or redevelopment project		
Categories			Categories		
High Threat	Medium Threat	No Threat (Exempt)	Priority Development Project	Standard Development Project	Exempt

All projects that are categorized as posing a threat to water or as Priority or Standard Development Project quality require a project review and inspection fee.

The Packet, Forms, and Instructions are available on the City’s website www.coronado.ca.us by clicking Forms and Applications under the Quick Links and searching for Storm Water Forms. The review and submittal forms are the following:

1. Storm Water Review Form Packet with Instructions, Acronyms and Definitions with Appendices
2. Form 1 - Storm Water Project Assessment
3. Form 2 - Low Impact Development Design Checklist
4. Form 3 - Storm Water Pollutant Sources and Source Control Checklist
5. Form 4 - Priority Development Project Compliance Certification
6. Form 5 - BMP Construction Self Certification
7. Attachment A - SUSMP Document Outline and Template
8. Attachment B – WQSA Property List and Maps
9. Attachment C – Construction BMP Trifold

Construction Phase (see Flow Chart 1 for overview):

1. Form 1 is required for all projects and to assess the project’s pollutant threat level and category [High Threat, Medium Threat or No Threat (Exempt)]. Construction projects may pose a high or medium threat of sediment and pollutant discharges, and are categorized based on the criteria presented in Flow Chart 1 in Appendix B.
2. All projects, unless exempt, must comply with minimum construction best management practices (BMPs) to control erosion, sediment, and pollutant discharges to the City’s right-of-way, municipal storm drain system, and Coronado’s receiving waters – Pacific Ocean and San Diego Bay. See Construction BMP Handout in Attachment C.
3. Projects that pose a medium threat of erosion, sediment, and pollutant discharge during construction may be required to prepare an Erosion and Sediment Control Plan as part of the drawing set in addition to the minimum construction BMPs in the Construction BMP Handout (Attachment C).
4. Projects that disturb over one (1) acre are categorized as high threat and may require coverage under the State’s Construction General Permit and may be subject to additional construction BMPs, self-inspections and reporting. Additional information is available at: www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml

All projects are subject to construction phase requirements, BMPs, and inspections unless they are determined to be exempt. The minimum required inspection frequency is dependent on project designation, season, and compliance record.

Post-Construction or SUSMP Phase (see Flow Chart 2 for overview):

1. Form 1 in the Storm Water Review Packet is required for all projects and to assess the project’s post-construction BMP category (Priority, Standard, or Exempt Development Project). Projects are categorized for post-construction requirements based on land use, size of new development or redevelopment, location and other factors as presented in Flow Chart 2 in Appendix C
2. All submitted development projects are required to undergo an initial storm water requirements review to determine the level of post-construction BMP requirements. Some development projects may be exempt from post-construction BMP requirements after the initial review is completed.
3. For storm water purposes, examples of projects that may be exempt from storm water post-construction requirements review:
 - a. Signage
 - b. Fencing
 - c. Siding/Stucco¹
 - d. Windows/Doors¹
4. Projects categorized as **Standard Development Project** must comply with the standard post-construction BMP requirements that include: storm water pollutant sources and source control, and Low Impact Development

¹ Without any building or footprint modification
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(LID) Design. **All applicants with a project categorized as Standard must submit the project plans, along with Storm Water Review Packet Forms 1 through 3 to the Building Department.**

5. Applicants who identify the project as a **Priority Development Project** are required to prepare and submit Forms 1-5 and a Standard Urban Storm Water Mitigation Plan (SUSMP) Document for review. Priority Development Projects are required to implement post-construction requirements and/or BMPs for pollutant source/source control, LID Design and treatment control. See Attachment A for a sample template and SUSMP Document outline. The SUSMP Document is approved by the Public Services Department.

PRIORITY DEVELOPMENT PROJECT SUBMITTAL PROCESS:

Prior to designing the project site, the applicant must understand the impacts that the site may have to water quality and the design requirement to prevent pollutant runoff. Applicants are advised to contact the Public Services Department (stormwaterreview@coronado.ca.us) for a project consultation meeting prior to designing the project. The Storm Water Review Packet Forms and Instruction will help the applicant determine if the site may impact water quality. The County's Model SUSMP Guidance, available on the City's website, will guide the applicant to designing appropriate BMPs for the project. The Storm Water Review Packet and Instructions are used by the City to ensure the requirements of Order No. R9-2007-0001 are implemented and approved.

1. To facilitate an efficient review of a submitted project, the applicant is highly encouraged to contact the Public Services Department at any time to discuss a project. A thorough first submittal streamlines the review process and minimizes applicant costs.
2. A Priority Development Project must complete and submit Forms 1-5 and must be prepare the SUSMP Document (see the template provided in Attachment A) and submit for review and approval. Form 5 is finalized by the applicant as indicated in step 9 below.
3. The Public Services Department and/or the City's consultant will review Forms 1-5 as applicable and coordinate any SUSMP Document submittal comments and revisions with the applicant.
4. The applicant shall submit the SUSMP Document, any related supporting documents, and related plan sheets supporting the SUSMP Document to Public Services in electronic format (Adobe Acrobat pdf) during the review process.
5. A SUSMP Document may require supporting reports and documentation for completeness and to receive approval. Supporting documentation shall include:
 - a. Site Plan with general overview of design features, LID Design, and BMPs
 - b. Drainage Study, Report or Memorandum, detailing runoff direction by zones including impervious areas and treatment control BMPs, as applicable
 - c. Geotechnical Report or Soils (boring) Report if infiltration is used as treatment; report must determine groundwater levels and satisfy specific requirements (2010 Model SUSMP, page 25, Criteria for Infiltration Devices)
 - d. Landscaping plan showing appropriate plant palate for water quality treatment BMPs (e.g., bioswales, flow-through planters)
 - e. Plumbing sheets showing conveyance of roofs or other impervious areas towards BMPs
 - f. Treatment BMP details including installation specifications, as applicable
 - g. Operation and Maintenance plan for all post-construction BMPs
6. The applicant must re-submit the SUSMP Document and plans as many times as necessary to satisfy the requirements of all the reviewing authorities.
7. The SUSMP Document and associated plans shall be submitted in electronic format (Adobe Acrobat, preferably not scanned) during the review stages. After the SUSMP Document is approved, the applicant shall submit two (2) hardcopies and one electronic copy to Public Services.
8. When the final SUSMP Document is received, Public Services will advise the Building Department of SUSMP Document approval and appropriate building permits will be issued
9. All Priority Development Projects are required to have the owner and engineer of record or architect certify that the project's treatment control BMPs have been designed to meet the requirements in accordance with the 2010 Model SUSMP (Form 4) and constructed per the approved SUSMP Document and associated plans (Form 5). Certification of BMP construction must be completed by the engineer of record or architect using Form 5 and submitted to the City prior to issuance of the Certificate of Occupancy. Public Services may also conduct an

inspection to verify that the project's treatment control BMPs are constructed per the approved SUSMP Document and associated plans.

10. All Priority Development Projects are required to undergo and pass annual site inspections in perpetuity after completion of the project. The property owner is responsible for operating and maintaining all approved SUSMP post-construction BMPs in good working order as noted in the approved SUSMP Document. The results of the post-construction annual inspections are tracked and reported to the San Diego Regional Water Quality Control Board.

11. The City's annual compliance inspection is subject to a fee as noted below.

FEE SUMMARY:

All fees are approved by resolution of the Coronado City Council in the Schedule of Development User Fees.

All projects are subject to standard storm water review and inspection. The standard storm water plan review and inspection fee applies. The fee is collected during the initial project submittal.

Priority Development Projects. If the project is determined to be a Priority Development Project and requires submittal of a SUSMP Document, the project review and construction inspection requires a \$5,000.00 deposit. The Building Department will advise the applicant of such determination and collect the \$5,000.00 deposit. This deposit will cover storm water forms and SUSMP Document review, including City consultant fees, and project construction inspection costs. Unused funds will be returned to the applicant after the project is completed.

All Priority Development Projects require post-construction BMPs to be inspected by the City on an annual basis. The City's annual inspection fee is collected by the Building Department for the required annual BMP inspection. The Public Services Department tracks and conducts the inspection, compliance, and regulatory reporting.



STORM WATER REVIEW PROCESS ACRONYMS AND DEFINITIONS

ACRONYMS:

BMP: Best Management Practice
LID: Low Impact Development
MS4: Municipal Separate Storm Sewer System
NPDES: National Pollutant Discharge Elimination System

SUSMP: Standard Urban Stormwater Mitigation Plan
SWPPP: Storm Water Pollution Prevention Plan
WQSA: Water Quality Sensitive Area

DEFINITIONS:

BMP: A BMP is a general term for a practice or device implemented to reduce, control or eliminate pollutants from urban runoff or storm water discharges or reduce the volume, flow or peak of storm water discharges.

Construction phase: this phase generally initiates with demolition or soil preparation and ends when construction is completed and all temporary construction-related BMPs are removed from the site. All construction projects must implement construction BMPs (good housekeeping, material storage, pollution control, etc.).

Development project: refers to new development on previously undeveloped land.

LID: LID is a design practice that includes minimizing directly connected impervious areas and maximizing permeability and infiltration of storm water on the project site through design and landscaping principles. It is generally considered to be incorporated to mimic pre-development runoff conditions and reducing runoff.

Impervious Area: is made up of any material that prevents or substantially reduces infiltration of water into the soil. Examples include asphalt, concrete, grouted unit pavers, and roofs. Generally they are assigned a runoff factor of 1.0

Model SUSMP: The Model SUSMP describes the requirements and procedures that must be met to comply with post-construction BMP requirements by both non-priority/standard and priority development projects. It is equivalent to a standards manual for post-construction storm water runoff compliance.

Pervious Area: is made up of any material that allows water to infiltrate into the soil. Examples include pervious concrete, unit pavers with granular base, crushed aggregate, landscaping, amended and mulched soil, and turfblock. Generally they are assigned a runoff factor between 0.1 and 0.3.

Post-Construction phase: this phase initiates when occupancy is authorized for the new project site or building and permanent, post-construction BMPs are in place to mitigate urban runoff and storm water pollutants according to the land use for the site. Post-construction BMPs are installed, maintained and operated by the owner in perpetuity.

Priority Development Project: a development or redevelopment project that meets specific criteria is classified as a Priority Development Project and is required to comply with additional and more specific storm water runoff treatment controls sized according to the site's design, layout, and drainage patterns. Both development and redevelopment projects may be classified as Priority Development Projects and require preparation of a site specific Project SUSMP Document.

Project SUSMP Document: a Project SUSMP Document generally refers to the project proponent's documentation demonstrating compliance with post-construction BMPs as outlined in the Model SUSMP. The Project SUSMP Document is prepared by a Civil Engineer and submitted to the City for review and approval.

Redevelopment project: refers to projects on previously developed sites.

Standard Project: a development project that is not a Priority Development Project. Standard Projects are required to comply with less stringent post-construction BMP requirements. The minimum post-construction requirements include storm water pollutant source control BMPs and LID BMPs. Requirements are described in the City's Model SUSMP and applicable to all standard projects.

WQSA: a designated area defined as 200 feet inland from the mean high water mark that includes all the parcels located within the buffer area up to the 200 feet mark that discharge directly to the receiving waters.

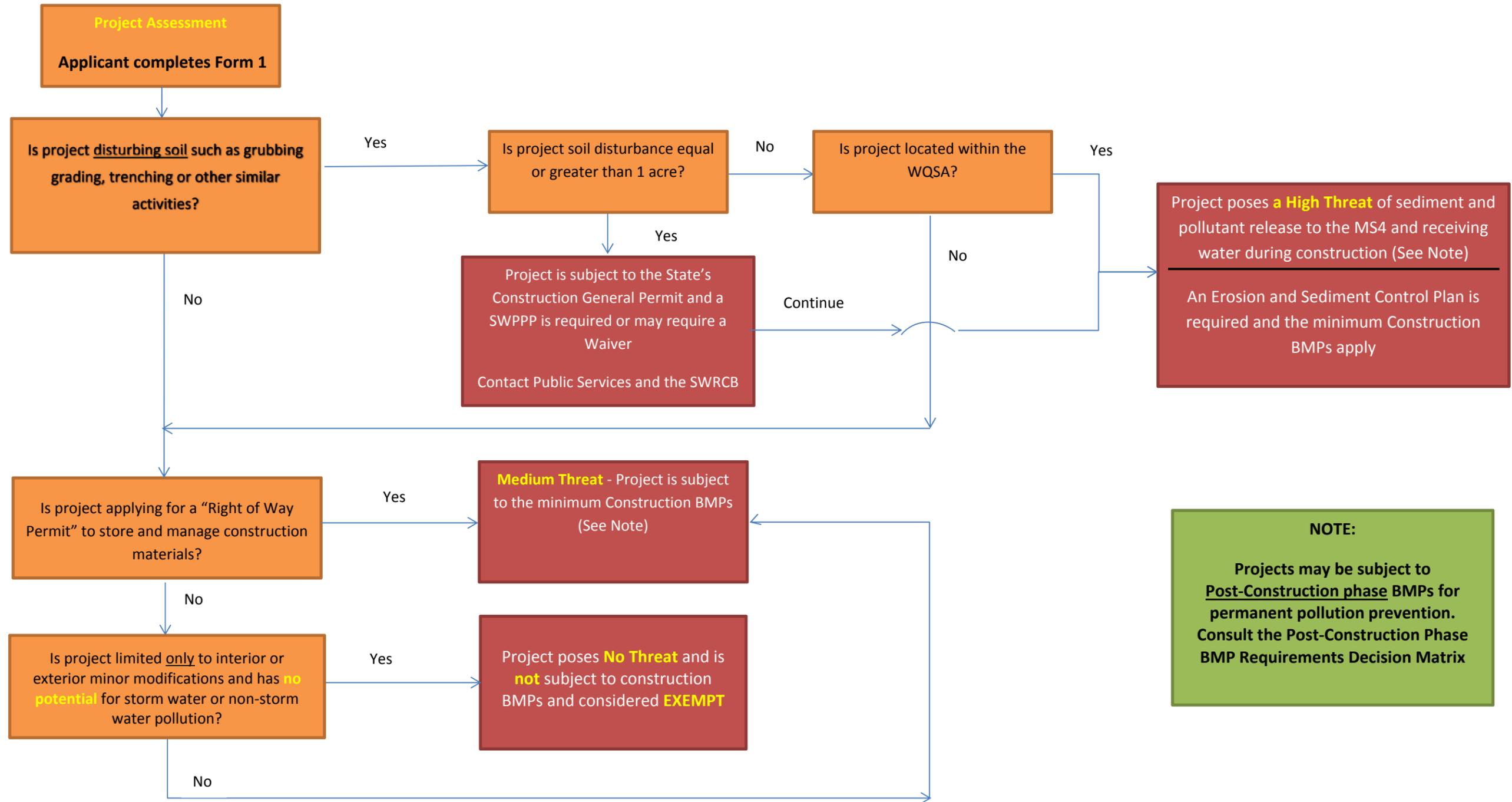
APPENDICES

CONSTRUCTION AND POST-CONSTRUCTION REQUIREMENTS SUMMARY TABLE

APPENDIX A

	Construction Phase			Post-Construction Phase		
Requirements by Category	Temporary BMPs to control construction erosion and sediment with good housekeeping and pollution prevention			Permanent BMPs to control post-construction (long-term) land use and operating practices generating pollutants		
Category Basis	Category based on threat of sediment and pollutant discharge during land disturbance and construction activities			Category based on type of land use, size, location, and other criteria applicable to the development or redevelopment project		
Category =>	High Threat	Medium Threat	No Threat (Exempt)	Priority	Standard	Exempt
Coronado Jurisdictional Urban Runoff Management Plan (JURMP, 2008)	Chapter 5	Chapter 5	Chapter 5	Chapter 4	Chapter 4	Chapter 4
Coronado Municipal Code	61.04 61.08 61.08.100 61.12	61.04 61.08 61.08.100 61.12	61.04 61.08 61.08.100 61.12	61.04 61.08.110-120 61.10 61.12	61.04 61.08.110-120 61.10 61.12	61.04 61.08.110-120 61.10 61.12
Municipal Permit Section (R9-2007-0001)	D.2	D.2	D.2	D.3	D.3	D.3
Construction General Permit (2009-0009-DWQ)	NOI, WDDID, SWPPP, Etc.	-	-	-	-	-
CASQA Construction BMP Handbook	Erosion & Sediment Control BMPs	Erosion & Sediment Control BMPs	NA	-	-	-
Coronado Construction BMP Trifold	General BMPs	General BMPs	NA	-	-	-
Model Standard Urban Stormwater Mitigation Plan (SUSMP, 2010)	-	-	-	Full BMP implementation	Implement LID and Housekeeping BMPs	-
Coronado Storm Water Review Forms by category	Instructions. Form 1 Attach. B & C	Instructions. Form 1 Attach. C	Instructions. Form 1	Instructions. Form 1-5 Attach. A & B	Instructions. Form 1-3	Instructions. Form 1
New Municipal Permit (R9-2013-0001) by 2015	E.4	E.4	E.4	E.3	E.3	E.3

CONSTRUCTION PHASE BMP REQUIREMENTS DECISION MATRIX



Flow Chart 2

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POST-CONSTRUCTION PHASE BMP REQUIREMENTS DECISION MATRIX

