



Stormwater Control Plan Requirements

(www.el-cerrito.org/458/Development-Construction-Information)

Per El Cerrito Municipal Code Chapter 8.40, every application for a development project, including but not limited to a rezoning, tentative map, parcel map, conditional use permit, variance, site development permit, design review, or building permit that is subject to the development runoff requirements in the city's NPDES permit shall be accompanied by a stormwater control plan that meets the criteria in the most recent version of the Contra Costa Clean Water Program Stormwater C3 Guidebook ("Guidebook", available for at <https://www.cccleanwater.org/development-infrastructure/development/stormwater-c-3-guidebook>).

Definition of a "Project"

When determining which Provision C.3 requirements apply, a "project" should be defined consistent with CEQA definitions of "project." That is, the "project" is the whole of an action that has the potential for adding or replacing, or resulting in the addition or replacement, of roofs, pavement, or other impervious surfaces and thereby resulting in increased flows and runoff pollutants. "Whole of an action" means the project may not be segmented or piecemealed into small parts if the effect is to reduce the quantity of impervious area for any part to below the C.3 threshold.

The C.3 project scope includes any impervious surfaces added or replaced within the adjacent public right-of-way in connection with the project.

Thresholds, Effective Dates, and Requirements

Table 1 summarizes requirements for development projects. Thresholds are based on the sum of impervious area created or replaced in connection with a project. The following may be excluded:

- Interior remodels and routine maintenance or repair such as replacement of a roof or exterior wall surface.
- Pavement resurfacing within the existing footprint. Generally, resurfacing is interpreted to mean work on existing pavement that does not involve changes to grading or drainage; however, Public Works Engineering staff determines applicability on a case-by-case basis.
- Pervious pavements constructed to the criteria in the Guidebook.
- Swimming pools and other features that overflow and drain to the sanitary sewer.



TABLE 1-1. THRESHOLDS AND REQUIREMENTS FOR PARCEL-BASED PROJECTS

| | Impervious Area Threshold | Requirement |
|------------------------|---|---|
| Non-Regulated Projects | All projects requiring municipal approvals or permits (including single-family residences) | As encouraged or directed by local staff, preserve or restore open space, riparian areas, and wetlands as project amenities; minimize land disturbance and impervious surfaces (especially parking lots); cluster structures and pavements; include micro-detention in landscaped and other areas; and direct runoff to vegetated areas. Use Bay-friendly landscaping |
| | Projects creating or replacing more than 2,500 to 5,000 square feet of impervious surface that are not Regulated Projects | Using the template in Appendix C, prepare and submit a Stormwater Control Plan for a Small Land Development Project. Implement one of four options: (1) Disperse runoff from some amount of roof or paved area to a vegetated area; (2) incorporate some amount of permeable pavement into your project; (3) include a cistern or rain barrel if allowed by your municipality; or (4) incorporate a |
| Regulated Projects | One single-family home, not part of a larger plan of development, creating or replacing 10,000 square feet of impervious surface | Prepare and submit a Stormwater Control Plan as described in Chapter 2, including features and facilities to ensure runoff is treated before leaving the site. Use the Low Impact Development (LID) Design Guide in Chapter 3 and the design criteria in Chapter 4, including sizing factors and criteria for “treatment only.” |
| | All other projects creating or replacing between 5,000 square feet and one acre of impervious surface (10,000 square feet for projects approved before 7/1/2023) | |
| | Projects creating or replacing an acre or more of impervious surface, unless exempted. See text. | Design LID features and facilities for hydromodification management (HM) as well as stormwater treatment. Prepare and submit a Stormwater Control Plan as described in Chapter 2 and use the LID Design Guide in Chapter 3, including the sizing factors and criteria for “treatment |

¹ Summary only. Requirements for your project are determined by your municipality.

² Thresholds in **bold** apply to projects approved beginning 7/1/2023.

General Requirements

Review the Contra Costa Clean Water Program Stormwater C3 Guidebook at <https://www.cccleanwater.org/development-infrastructure/development/stormwater-c-3-guidebook> and the City of El Cerrito Green Infrastructure Plan, Section 1.6.2 available at www.el-cerrito.org/1335/Green-Infrastructure-Plan. Then plan and design your stormwater controls integrally with the site planning and landscaping for your project, and coordinate your submittals at each stage so that your proposed site plan, landscape plan, and stormwater compliance design are congruent.



Non-Regulated Project Requirements (for Projects adding or replacing 2,500 to 10,000 square feet of impervious surface)

All projects requiring municipal approvals or permits (includes single-family residences) should preserve or restore open space, riparian areas, and wetlands as project amenities, minimize land disturbance and impervious surfaces (especially parking lots) cluster structures and pavements, include micro-detention in landscaped and other areas, and direct runoff to vegetated areas. Use Bay-friendly landscaping features and techniques. Include Source Controls specified in Guidebook, Appendix D.

As of December 1, 2012, development projects (including single-family residences) that create or replace between 2,500 square feet and 10,000 square feet more of impervious surface (roofs, patios driveway, paths) must incorporate one or more specified measures to reduce runoff. It is fairly easy to achieve compliance with the stormwater requirements for small land development projects. Compliance for each project must be carefully documented.

Use the forms in Guidebook Appendix C to prepare and submit a Stormwater Control Plan for a Small Land Development Project. Implement one of four options: (1) Disperse runoff from some amount of roof or paved area to a vegetated area; (2) incorporate some amount of permeable pavement into your project; (3) include a cistern or rain barrel if allowed by your municipality, or (4) incorporate a bioretention facility or planter box.

Regulated Project Requirements (for all projects adding or replacing 10,000 square feet or more of impervious area or auto service facilities, gas stations, restaurants, and uncovered parking lots adding or replacing over 5,000 square feet or more of impervious area)

Your Stormwater Control Plan for a Regulated Project will demonstrate your project complies with all applicable requirements in the stormwater NPDES permit to:

- minimize imperviousness and reduce runoff
- slow runoff rates and retain or detain stormwater
- incorporate required source controls
- treat stormwater prior to discharge from the site
- control runoff rates and durations if required
- consider and, if applicable, incorporate Green Infrastructure projects identified in City's Green Infrastructure Plan
- provide for operation and maintenance of stormwater facilities

The Stormwater Control Plan must be submitted with your application for discretionary approvals and must have sufficient detail to ensure the stormwater design, site plan, and landscaping plan are congruent.

A complete and thorough Stormwater Control Plan will facilitate quicker review and fewer cycles of review. Every Contra Costa municipality requires a Stormwater Control Plan for every applicable project.

Your Stormwater Control Plan will consist of a report and an exhibit and must follow all guidance in the Guidebook. A template for a Stormwater Control Plan, in MS Word format, can be found on at the



PUBLIC WORKS DEPARTMENT

10890 San Pablo Ave

El Cerrito, CA 94530

(510) 215-4382

EncroachmentPermit@ci.el-cerrito.ca.us

Contra Costa Clean Water Program's C.3 web pages. Follow the instructions in this Guidebook while using the template. Complete the checklist at the end of this document and certify that your Stormwater Control Plan is complete prior to submitting your development application.

For regulated projects, applicants for development project approval must follow the general steps below to achieve C.3 compliance.

Planning Phase/Discretionary Approvals

1. In a pre-application meeting with Public Works Engineering staff, discuss C.3 compliance for your project—including how C.3 compliance review will be coordinated with review of site plans, architectural plans, landscaping plans, and tentative maps. C.3 requirements apply for both non-regulated and regulated projects as discussed in following sections. **Your design will need to consider any green infrastructure projects along or near your project frontage that are identified in the City's Green Infrastructure Plan as described in Section 1.6.2 of the Plan.** Public Works Engineering staff may recommend you prepare and submit a preliminary site design prior to formally applying for planning and zoning approvals. Your preliminary site design should incorporate a conceptual plan for site drainage, including self-treating and self-retaining areas and the locations and footprints of any treatment and flow-control facilities. This additional up-front design effort will save time and avoid delays later in the review process.
2. Review the instructions in this Guidebook before you prepare your tentative map, preliminary site plan, drainage plan, architectural plan, and landscaping plan.
3. Prepare a Stormwater Control Plan and submit it with your application for development approvals (entitlements). Preparation of a complete and detailed Stormwater Control Plan is the key to cost-effective C.3 compliance and expeditious review of your project. Instructions for preparing a Stormwater Control Plan are in the Guidebook. Approval of the Stormwater Control Plan by Public Works Engineering is required as part of your development approvals.
4. Pay City C.3 Stormwater Control Plan Review/Approval fees per Master Fee Schedule.

Detailed Design Phase/Building Permit Submittal

5. Following development approval, create your detailed project design by fully incorporating and referencing the approved Stormwater Control Plan and Guidebook on all relevant plans including Civil, Landscape, Architectural (Site, Building, Elevations) and Plumbing. Each plan sheet must also include a note indicating that the improvements shall comply with the approved Stormwater Control Plan, the Contra Costa Clean Water Program Stormwater C.3 Guidebook, and any changes to the design shown on the plans must be reviewed by the Engineer of Record and approved by the City Engineer.
6. The Civil Plan sheets must include notes on items requiring inspection during construction, from initial layout to rough grading, installation of utilities, construction of buildings, paving, landscaping, and final clean-up per the construction checklist in the Guidebook.
7. Prepare a draft Stormwater Facility Operation and Maintenance Plan (using templates provided by the Contra Costa Clean Water Program at <https://www.cccleanwater.org/development->



PUBLIC WORKS DEPARTMENT

10890 San Pablo Ave

El Cerrito, CA 94530

(510) 215-4382

EncroachmentPermit@ci.el-cerrito.ca.us

infrastructure/development/stormwater-c-3-guidebook) and submit it with your application for a building permit.

8. Pay City C.3 Stormwater Control O&M Plan Review/Approval fees per Master Fee Schedule.

During Construction

9. Construction Manager or Project Superintendent must schedule inspections with the Public Works Engineering for all the C.3 facilities as noted on the plan sheets. Public Works Engineering needs to inspect all the installed piping subdrains, cleanouts, catch basins, and any filter median devices, pumps and piping, as well as the elevations of placed C.3 facilities soils, rock dissipators, planting and other C.3 facilities.

10. Construction Manager or Project Superintendent must submit to Public Works Engineering information on the soils and plants that will be used on the facilities for review and approval.

11. For your review and comment, Public Works Engineering will provide you with a template of the standard Operations and Maintenance (O&M) Agreement (Agreement) that assigns responsibility for operations & maintenance to property owner and that “runs with the land”.

12. Maintain stormwater facilities during construction and following construction in accordance with required warranties and draft Stormwater Facility Operation and Maintenance Plan.

Prior to Certificate of Occupancy

13. Finalize and submit final Stormwater Facility Operation and Maintenance Plan (including as-builts), and formally transfer responsibility for maintenance to the owner or permanent occupant.

14. Finalize and execute the Agreement (including as-builts if not previously submitted). The City will record the Agreement with the County and provide you with a recorded copy.

After Occupancy

15. Operate and maintain the facilities in perpetuity.

16. Conduct required annual inspections and certifications, as indicated in the final Stormwater Facility Operation and Maintenance Plan, and pay City C.3 Stormwater Control inspection fees per Master Fee Schedule.

17. Public Works Engineering staff will periodically verify the facilities are maintained.



PUBLIC WORKS DEPARTMENT

10890 San Pablo Ave

El Cerrito, CA 94530

(510) 215-4382

EncroachmentPermit@ci.el-cerrito.ca.us

REGULATED PROJECTS - STORMWATER CONTROL PLAN CHECKLIST

All projects adding or replacing 10,000 square feet or more of impervious area or auto service facilities, gas stations, restaurants, and uncovered parking lots adding or replacing over 5,000 square feet or more of impervious area

Complete this checklist, certify and submit along with your development application.

CONTENTS OF EXHIBIT Show all the following on drawings:

- Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- Existing and proposed site drainage network and connections to drainage off-site.
- Layout of buildings, pavement, and landscaped areas.
- Impervious areas proposed (roof, plaza/sidewalk, and streets/parking) and area of each.
- Entire site divided into separate Drainage Management Areas, with each DMA identified as self-treating, self-retaining (zero-discharge), draining to a self-retaining area, or draining to an IMP. Each DMA has one surface type (roof, paving, or landscape), is labeled, and square footage noted.
- Locations, footprints, and square footage of proposed treatment and flow-control facilities.
- Potential pollutant source areas, including refuse areas, outdoor work and storage areas, etc. listed in Appendix C and corresponding required source controls.

CONTENTS OF REPORT Include all the following in a report:

Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control. Include soil types (including Hydrologic Soil Group), slopes, and depth to groundwater.

- Narrative description of site design characteristics that protect natural resources.
- Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that minimize imperviousness of the site.
- Narrative description of opportunities to integrate with Green Infrastructure projects identified in City's Green Infrastructure Plan
- Tabulation of DMAs, including self-treating areas, self-retaining areas, areas draining to self-retaining areas, and areas tributary to Integrated Management Practices (IMPs), in the format shown in Chapter 4. Output from the IMP Sizing Calculator may be used.
- Sketches and/or descriptions showing there is sufficient hydraulic head to route runoff into, through, and from each IMP to an approved discharge point.
- A table of identified pollutant sources and for each source, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See Appendix D.
- General maintenance requirements for infiltration, treatment, and flow-control facilities.
- Means by which facility maintenance will be financed and implemented in perpetuity.
- Statement accepting responsibility for interim operation & maintenance of facilities.
- Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan.



PUBLIC WORKS DEPARTMENT

10890 San Pablo Ave

El Cerrito, CA 94530

(510) 215-4382

EncroachmentPermit@ci.el-cerrito.ca.us

- Construction Plan C.3 Checklist.
- Certification by a civil engineer, architect, and landscape architect.
- Appendix: Compliance with flow-control requirements (if using an HM compliance option other than the design guidance in Chapter 3).
-

Applicant Name & Signature Certifying Complete Submittal:

Print Name _____

Signature _____