

## **MUNICIPAL PERMITTING AND CODE INFORMATION**

Municipalities and unincorporated areas within the County (members of the SMCWPPP) address implementation and regulation of the NPDES permit within their own jurisdictions through the San Mateo Countywide Pollution Prevention Program. Additionally, each member may have adopted their own policy and code to complement the NPDES requirements. Below is a table of the ordinances issued by each municipality addressing stormwater (SMCWPPP Master Plan, 2004). On the following pages, contact and relevant permitting information under each municipality is presented.

### **Municipal Stormwater Ordinances Adopted**

<b>Municipality</b>	<i>Stormwater Management and Discharge Control Ordinance</i>	
	<b>Ordinance Number</b>	<b>Date Adopted</b>
City of Atherton	481	March 23, 1994
City of Belmont	883	June 14, 1994
City of Brisbane	392	June 1994
City of Burlingame	1503	June 20, 1994
City of Colma	465	May 11, 1994
City of Daly City	1194	February 14, 1994
City of East Palo Alto	176	September 6, 1994
City of Foster City	See "Legal Authority" section of Chapter 1 (Introduction and Background) of this SWMP for explanation.	
City of Half Moon Bay	C-5-94	May 3, 1994
City of Hillsborough	530	November 8, 1993
City of Menlo Park	859	July 19, 1994
City of Millbrae	607	June 14, 1994
City of Pacifica	617 - C.S. [Chapter 12 of Title 6 of P.M.C.]	June 27, 1994
City of Portola Valley	1998 - 308	February 5, 1998
City of Redwood City	2090	June 13, 1995
City of San Bruno	1558	August 8, 1994
City of San Carlos	1149	April 25, 1994
City of San Mateo	1994-9	April 18, 1994
City of South San Francisco	1145-94	July 22, 1994
City of Woodside	52.01 - 52.37	June 22, 1994
County of San Mateo	3633	February 14, 1995

## TOWN OF ATHERTON

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### **Building Department**

Main Building Department  
(650) 752.0560

Kenneth Huo, Building Inspector/Plan  
Checker

[khuo@ci.atherton.ca.us](mailto:khuo@ci.atherton.ca.us)

650.752.0547

Kevin Cittadini, Building Inspector/Plan  
Checker

[kcittadini@ci.atherton.ca.us](mailto:kcittadini@ci.atherton.ca.us)

650.752.0537

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### **Public Works**

Main Public Works Department  
(650) 752.0570

Duncan L. Jones, Public Works  
Director/City Engineer

650.752.0532

[djones@ci.atherton.ca.us](mailto:djones@ci.atherton.ca.us)

## **PERMITTING PROCESS**

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## **EXISTING RESOURCES**

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### **On the horizon:**

#### Environmental Programs Committee

Educating our residents about environmental issues and seeking to improve the overall environmental performance of the Town. We hope to do this by involving both residents and students from the ten Atherton schools in activities that include reducing waste and pollution, enhancing energy efficiency, reducing our contributions to greenhouse gas emissions, increasing our use of alternative energy and adopting effective conservation practices.

## CITY OF BELMONT

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### **City Hall**

City Hall  
One Twin Pines Lane  
Suite 385  
Belmont, CA 94002

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### **Community Development**

650-595-7416  
[cdev@belmont.gov](mailto:cdev@belmont.gov)

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### **Public Works**

650-595-7425  
[pworks@belmont.gov](mailto:pworks@belmont.gov)

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### **PERMITTING PROCESS**

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## CITY OF BRISBANE

### City Hall

Clayton Holstine, City Manager  
50 Park Place  
Brisbane, CA 94005  
Phone: (415)508-2100  
Fax: (415)467-4989

### Public Works

Randy Breault, Director/City Engineer  
Main Line: (415) 508-2130  
Fax: (415)467-5547

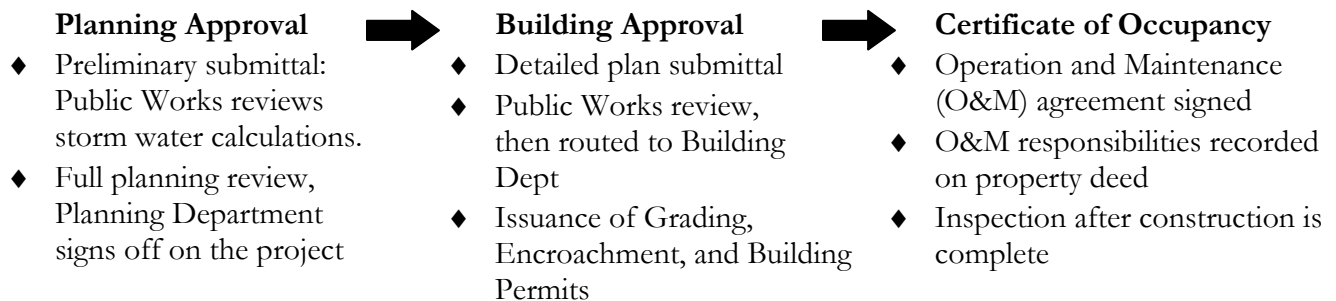
### Community Development

Bill Prince, Director  
Building/ Planning Main Phone: (415)  
508-2120  
Fax: (415)467-5547  
Building: [building@ci.brisbane.ca.us](mailto:building@ci.brisbane.ca.us)  
Planning: [planning@ci.brisbane.ca.us](mailto:planning@ci.brisbane.ca.us)

## PERMITTING PROCESS

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Most stormwater treatment projects would go through the City's complete permitting process, outlined as follows:



Stormwater on small sites, such as single family residential homes, may not need to go through the complete process outlined above, but will still need to go through the building permit process, which will require review and approval by Public Works.

Planning, Building, Encroachment, and Grading Permits and the associated application guidelines are downloadable from the city website: [www.ci.brisbane.ca.us](http://www.ci.brisbane.ca.us)

### Public Works Department

The Public Works Department is the primary city department involved in permitting stormwater management systems. The Department reviews technical calculations pertaining to stormwater treatment in the first phase of permitting and reviews the technical aspects of plans for compliance with municipal code and countywide stormwater permit requirements in the second phase of the process. The following are supplemental documents downloadable from the city's website:

#### Grading Permit

A grading permit is required from the Public Works Department if you plan to excavate, fill, grade or store more than five (5) cubic yards of soil or earth material. If you plan to export more than fifty (50) cubic yards or move a total of more than two hundred fifty (250) cubic yards, then you also need approval from the Planning Commission prior to starting work. Additional information on requirements associated with grading can be

found in Chapter 15.01 of the Brisbane Municipal Code. The Grading Permit application includes the City's New Development Checklist for any project subject to Provision C.3 of the San Mateo Countywide municipal stormwater permit (available at [www.flowstobay.org](http://www.flowstobay.org)). This Checklist details the various site design measures project applicants must consider in order to reduce impervious surfaces. The permit application can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/pw/Permits/GradingApp.pdf>

### **HCP Permit**

If your property is one of the parcels within the San Bruno Mountain Habitat Conservation Plan (HCP) then you need to obtain a Site Activity Permit from the San Mateo County plan operator prior to grading and prior to any clearing, weeding, or grubbing operations. The permit application can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/pw/Permits/HCPSiteActivityPermit.PDF>

### **Encroachment Permit**

An encroachment permit is required if your proposed work will open, tear up, break out or excavate in any portion of the public right of way (PROW) or of a public easement. Most of the City's streets have a minimum right of way width of forty (40) feet. The best way to determine if you need a permit is to come to the Public Works counter at City Hall and review the photographic maps and assessor's maps for your property to see where the PROW is relative to your land. Additional information on requirements associated with encroachment can be found in Chapter 12.04 of the Brisbane Municipal Code. The permit application can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/pw/Permits/EncroachmentApp.pdf>

### **Encroachment Permit (Traffic)**

An encroachment permit (traffic) is required if you want to obstruct or divert traffic, place traffic control devices on the street or sidewalk, or generally cause interference with the PROW. Additional information on requirements associated with traffic encroachment can be found in Chapter 12.04 of the Brisbane Municipal Code. The permit can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/pw/Permits/EncroachmentAppTraffic.pdf>

## **Planning Department**

The Planning Department has an important role in the approval of stormwater management plans. During the first phase of permitting, all materials will be submitted to the Planning Department and distributed internally to the other departments. The following are supplemental documents downloadable from the [city website](http://www.ci.brisbane.ca.us/) (<http://www.ci.brisbane.ca.us/>).

### **Planning Application**

The application form for planning submittal can be downloaded here:

[http://www.ci.brisbane.ca.us/html/cityDept/comDev/doc\\_center.asp?d\\_id=240000146](http://www.ci.brisbane.ca.us/html/cityDept/comDev/doc_center.asp?d_id=240000146)

Supplemental checklists for the application as well as a planning fee schedule can be downloaded here: <http://www.ci.brisbane.ca.us/html/cityDept/comDev/planning.asp>

### **Environmental Information Form**

Form must accompany planning submittal, and can be downloaded here:  
<http://www.ci.brisbane.ca.us/html/cityDept/comDev/planning.asp>

### **Modification of Parking Regulations and Variance Request**

When compliance with city regulations is detrimental to the design of the project, this variance may allow for creative design.

*NOTE: May be useful for projects seeking to transform parking area into landscape.*

<http://www.ci.brisbane.ca.us/html/cityDept/comDev/planning.asp>

### **Building Department**

The Building Department may not have a large role for the permitting of stormwater management plans. This department typically addresses aspects of projects pertaining to building structures, electric service, plumbing, and mechanical systems. During the second phase of permitting (see preceding flowchart for Building Approval), all documentation associated with the building permit is submitted to the building department and distributed to the other respective departments internally. The following are supplemental documents downloadable from the city website.

#### **Building Permit Details/Plan Submittal Requirements**

General information on obtaining a building permit and plan submittal requirements can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/comDev/building.asp>

#### **Building Permit Fee Schedule**

The building department's fee schedule can be downloaded here:

<http://www.ci.brisbane.ca.us/html/cityDept/comDev/building.asp>

Additionally, brochures addressing the following topics are available at City Hall:

- Construction and Demolition requirements

### **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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#### **Stormwater**

Calculations for performance are checked by the Public Works Department. The maintenance agreement between the City and property owner assures that the performance of treatment features is maintained over time. Stormwater treatment measures and associated maintenance requirements need to be recorded on the property deed to ensure operation and maintenance throughout the life of the property. Public works staff will inspect stormwater treatment measures during and after construction to ensure proper installation, and periodically once in service to ensure proper maintenance is being performed by the property owner.

The City's municipal code can be viewed online at:

<http://www.ci.brisbane.ca.us/municode/index.htm>.

Chapter 13.06 provides the City's requirements with regard to discharges to the storm drain system. The following Sections detail what types of discharges are prohibited and conditionally allowed to the storm drain system:

**13.06.130 Discharge of pollutants** - *The discharge of nonstorm water discharges to the city storm sewer system is prohibited except as provided herein. All discharges of material other than storm water must be in compliance with a NPDES permit issued for the discharge other than NPDES Permit No. CA0029921.*

**13.06.140 Exceptions to discharge prohibition** - *The following discharges are exempt from the prohibition set forth in Section 13.04.580.*

- A. The prohibition on discharges shall not apply to any discharge regulated under a National Pollutant Discharge Elimination System (NPDES) permit issued to the discharger and administered by the state of California under authority of the United States Environmental Protection Agency; provided, that the discharger is in full compliance with all requirements of the permit and other applicable laws or regulations.*
- B. Discharges from the following activities will not be considered a source of pollutants to waters of the United States when properly managed: water line flushing and other discharges from potable water sources, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to separate storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential car washings, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges or flows from fire fighting, and accordingly are not subject to the prohibition on discharges*

**13.06.170 Reduction of pollutants in storm water** - *Any person engaged in activities which will or may result in pollutants entering the city storm sewer system shall undertake all practicable measures to reduce such pollutants. Examples of such activities include ownership and use of facilities which may be a source of pollutants such as parking lots, gasoline stations, industrial facilities, commercial facilities, stores fronting city streets, etc. The following minimal requirements shall apply:*

*A. Littering.*

- 1. No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, placed, left or maintained, any refuse, rubbish, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land in the city, so that the same might be or become a pollutant, except in containers or in lawfully established grounds.*
- 2. The occupant or tenant, or in the absence of occupant or tenant, the owner, lessee, or proprietor of any real property in the city in front of which there is a paved sidewalk shall maintain the sidewalk free of dirt or litter to the maximum extent practicable. Sweepings from the sidewalk shall not be swept or otherwise made or allowed to go into the gutter or roadway, but shall be disposed of in receptacles maintained on the real property as required for the disposal of garbage.*
- 3. No person shall throw or deposit litter in any fountain, pond, lake, stream, lagoon, or any other body of water in a park or elsewhere within the city.*

*B. Standard for Parking Lots and Similar Structures. Persons owning or operating a parking lot, gas station pavement or similar structure shall clean those structures as frequently and thoroughly as practicable in a manner that does not result in discharge of pollutants to the city storm sewer system.*

*C. Best Management Practices for New Developments and Redevelopments. Any construction contractor performing work in the city shall endeavor, whenever possible, to provide filter materials at the catch basin to retain any debris and dirt flowing in to the city's storm sewer system. The director of public works/city engineer may establish controls on the volume and rate of storm water runoff from new developments and redevelopments as may be appropriate to minimize the discharge and transport of pollutants.*

*D. Notification of Intent and Compliance With General Permits.*

- 1. Each industrial discharger, discharger associated with construction activity, or other discharger, described in any general storm water permit addressing such discharges, as may be adopted by the United States Environmental Protection Agency, the State Water Resources Control Board, or the California Regional Water Quality Control Board, San Francisco Bay Region, shall provide notice of intent, comply with, and*



*undertake all other activities required by any general storm water permit applicable to such discharges.*  
2. *Each discharger identified in an individual NPDES permit relating to storm water discharges shall comply with and undertake all activities required by such permit.*

*E. Compliance With Best Management Practices. Where best management practices, guidelines or requirements have been adopted by any federal, state of California, regional and/ or city agency, for any activity, operation or facility which may cause or contribute to storm water pollution or contamination, illicit discharges, and/ or discharge of nonstorm water to the storm water system, every person undertaking such activity or operation, or owning or operating such facility shall comply with such guideline or requirements as may be identified by the director of public works/ city engineer.*

Maintenance of landscape stormwater treatment features must be addressed before a certificate of occupancy is issued by the City. The owner and City must agree upon and sign a maintenance agreement.

### **Parking**

During plan review, the Planning Department verifies the number of parking spaces required, dimensional requirements, parking layout, and circulation requirements, per Brisbane Municipal Code Chapter 17.34. Any proposed on-site bicycle parking is also reviewed by the Planning Department. Parking design standards are found in Tables 1 and 2 of Chapter 17.34. Standards for ADA accessible parking are per Title 24 of the California Code of Regulations. Additional Parking requirements are detailed in Chapter 10.24.

### **Sewer**

During the design and construction of stormwater treatment facilities, existing sewer lines may need to be relocated or accommodated by a new development. The City's requirements for sanitary sewers are detailed in Brisbane Municipal Code Chapter 13.04.

### **Streets and Sidewalks**

The City's requirements for public rights-of-way, including streets and sidewalks, are found in Brisbane Municipal Code Chapter 12.24. Section 12.24.010 details the City's street standards and Section 12.24.015 details standards for curb cuts and driveways. The City is developing standard construction details and will place them on its website upon completion.

### **Trees**

The City's requirements with regard to street trees are detailed in Brisbane Municipal Code Chapter 12.12. Maintenance requirements associated with plantings in the public rights-of-way are detailed in Section 12.12.060.

## CITY OF BURLINGAME

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### City Hall

501 Primrose Road  
Burlingame, California 94010

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### Community Development Department

Building Division  
Main Line: (650) 558-7260

Planning Division  
Main Line: (650) 558-7250

Brooks MacNeil  
Senior Building Inspector

Maureen Brooks  
Senior Planner

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### Public Works Engineering

Front desk: (650) 558-7230  
Email: [Public.works@colma.ca.gov](mailto:Public.works@colma.ca.gov)

Victor Voong, Associate Engineer  
Direct Line: (650) 558-7242  
[VVoong@burlingame.org](mailto:VVoong@burlingame.org)

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### PERMITTING PROCESS

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### RELEVANT MUNICIPAL CODE AND CITY POLICY

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## TOWN OF COLMA

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**Town Hall**

1198 El Camino Real  
Colma CA 94014

**Building Department**

Main Line: (650)757-8888  
Inspection Line: (650)757-8888

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**Planning Department**

Main Line: 650-985-2590

*Andrea Ouse, City Planner*

Direct Line: (650)985-2590

Email: [andrea.ouse@colma.ca.gov](mailto:andrea.ouse@colma.ca.gov)

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**Public Works Engineering**

Front desk: (650)757-8888

Email: [Public.works@colma.ca.gov](mailto:Public.works@colma.ca.gov)

*Brad Donohue, Deputy Director Public Works*

Direct Line: (650)757-8888

Email: [brad.donohue@colma.ca.gov](mailto:brad.donohue@colma.ca.gov)

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**PERMITTING PROCESS**

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A planning application is submitted during preliminary project planning stage to the Planning Department. The City Planner in coordination with all City Departments determines the project specific conditions and CEQA criteria for the project. Provision C-3 requirements are discussed as part of this process. After the CEQA and Project approval by the City Council, plan review process and permitting follows. Public Works/Engineering reviews the plans, reports and worksheets for compliance as required under the NPDES permit and C-3 guidelines.

Exempt and Small projects are reviewed for compliance at the plan review stage.

As of current, permit applications are not available on the Town's website. The Town refers all developers to the countywide website at [www.flowstobay.org](http://www.flowstobay.org) for NPDES requirements, guidance and applicable forms.

**Public Works/Engineering Department** oversees the NPDES requirements for all developments. Department Staff meets with the Developers and Engineers at the early planning stage to give an oversight of the NPDES criteria. Staff reviews the plans, reports and applications required under provision C-3. Staff works with the City Attorney's office in administration of the Stormwater Maintenance Agreement.

The Engineering Department makes available to all project proponents and developers information pertaining to NPDES General Construction Permit, Provision C-3 requirements and applicable forms, guidance documents, etc. Information pertaining to Stormwater BMP's and C&D recycling is also made available.

**Planning Department** enforces/approves NPDES requirements through the CEQA and conditions of approval process. Landscape-based stormwater controls are subject to the approval of the Planning Department. A Landscape maintenance agreement is also processed by the Planning Department.

**The Building Department** may not have a large role for the permitting of stormwater management plans. This department typically addresses aspects of projects pertaining to building structures, electric service, plumbing, and mechanical systems.

## **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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### **Stormwater**

Stormwater Treatment Calculations are checked by the Public Works/Engineering Department. The maintenance agreement between the City and the Property Owner that assures the performance of treatment features are maintained over time is administered by this Department in conjunction with the City Attorney's office. Construction and Yearly Maintenance Inspections are conducted as required by the NPDES permit.

Chapter 3, Subchapter 10 of the Colma Municipal Code: Stormwater Management and Discharge Controls: specifies the requirements and prohibitions for stormwater quality control.

Requirements for Types of Permanent Stormwater Systems are site specific. Development Review Team consisting of all Town Departments evaluates these requirements on project by project basis.

Stormwater Maintenance Agreement is administered by the Public Works/Engineering Department and Landscape Maintenance Agreement is administered by the Planning Department.

Town Standard Details and Specifications are available at the Public Work/Engineering Department.

### **Parking**

During planning review of a project, the Planning Department verifies the number of parking spaces required, per the municipal code requirements, Chapter 6, Subchapter 4, while Planning and Public Works verifies the dimensional requirements, parking layout and circulation requirements. Standards for parking dimensions, including ADA accessible parking are regulated by the Building Department.

### **Sewer**

Sewer installation standards, relocation and any discharge prohibitions are as specified by the Sewer Districts, NSMCS D for the northern portion of the Town and the City of SSF for the southern portion of the Town.

### **Sidewalks**

Town Standard Details for Sidewalks and Handicap Ramps are available at the Public Works/Engineering Department.

### **Trees**

Town Standard Details and requirements for street trees are available at the Town's Planning Department.

## CITY OF DALY CITY

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### City Hall

333 90th Street  
Daly City, CA 94015

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### Community Development

Economic and Community Development

Building Division

(650) 991-8061

Planning Division

(650) 991-8033

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### Public Works

City Engineer: Mohinder Sharma

(650) 991-8064

[msharma@dalycity.org](mailto:msharma@dalycity.org)

Street Division

Supervisor: Mike Peterson

(650) 991-8097

[mpeterson@dalycity.org](mailto:mpeterson@dalycity.org)

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### PERMITTING PROCESS

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### EXISTING RESOURCES

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## CITY OF EAST PALO ALTO

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### **City Hall**

2415 University Avenue  
East Palo Alto, CA 94303  
[www.ci.east-palo-alto.ca.us](http://www.ci.east-palo-alto.ca.us)

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### **Community Development**

Planning Division  
Main Line: (650) 853-3137

### Brad Tarr

Planning Manager  
Phone: (650) 853-3137  
[btarr@cityofepa.org](mailto:btarr@cityofepa.org)

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### **Public Works**

1960 Tate Street  
East Palo Alto, CA 94303  
(650)853-3105

### Anthony Docto

Phone: (650)853-3117  
[adocto@cityofepa.org](mailto:adocto@cityofepa.org)

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### **Building and Engineering Divisions**

(650)853-3129

### Lucy Chen

Assistant Engineer  
[lchen@cityofepa.org](mailto:lchen@cityofepa.org)

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### **PERMITTING PROCESS**

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### **EXISTING RESOURCES**

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## CITY OF FOSTER CITY

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### City Hall

610 Foster City Blvd.  
Foster City, CA 94404  
[www.fostercity.org](http://www.fostercity.org)

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### Community Development

Planning Department  
Main Line: (650) 286-3235  
Planner Counter: (650) 286-3245  
[cdd@fostercity.org](mailto:cdd@fostercity.org)

### Rick Marks

Community Dev. Department  
Direct Line 650-286-3232

### Building Inspection Division

Main Line: (650)286-3227  
[building@fostercity.org](mailto:building@fostercity.org)

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### Public Works

(650) 286-3270  
[PublicWorks@fostercity.org](mailto:PublicWorks@fostercity.org)

### Norm Dorais

Project Engineer  
Direct Line: (650)286-3279  
[ndorais@fostercity.org](mailto:ndorais@fostercity.org)

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## PERMITTING PROCESS

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Due to the established development process of Foster City, all applications are reviewed on a case by case basis. Please contact the city directly if you are considering a development project.

Pertinent documents are available for download here:

<http://www.fostercity.org/Services/permits/upload/MAJOR%20PROPERTY%20DEVELOPMENT.pdf>

**CITY OF HALF MOON BAY**

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**City Hall**  
501 Main Street  
Half Moon Bay, CA 94019

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**Planning Department**  
Sage Schaan  
Senior Planner  
(650)726-8270

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**Public Works / Building Department**  
Rick Mao  
Interim Public Works Director/City Engineer  
(650) 726-8260

**PERMITTING PROCESS**

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**EXISTING RESOURCES**

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## TOWN OF HILLSBOROUGH

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### **Town Hall**

1600 Floribunda Ave.  
Hillsborough, CA 94010  
[www.hillsborough.net](http://www.hillsborough.net)

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### **Planning Department**

Main Line (650)375-7411

Serena Ponzo, Assistant Planner

Direct Line (650)375-7411

[ecullinan@hillsborough.net](mailto:ecullinan@hillsborough.net)

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### **Building Department**

Main Line (650) 375-7411

Ray Yniguez, Plan Checker/Senior Building  
Inspector

Direct Line (650)375-7411

[ryniguez@hillsborough.net](mailto:ryniguez@hillsborough.net)

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### **Public Works – Engineering Dept.**

Main Line: (650) 375-7444

Environmental: (650) 375-7436

[pw@hillsborough.net](mailto:pw@hillsborough.net)

Dave Bishop, Assistant City Engineer

Direct Line (650) 375-7444

[dbishop@hillsborough.net](mailto:dbishop@hillsborough.net)

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### **PERMITTING PROCESS**

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For permitting information, refer to the website of Town of Hillsborough:

<http://www.hillsborough.net>

# CITY OF MENLO PARK

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## City Hall

701 Laurel Street  
Menlo Park, CA 94025-3483  
[www.menlopark.org](http://www.menlopark.org)

## Community Development Department Planning Division

Main Line (650) 330-6702  
[planning@menlopark.org](mailto:planning@menlopark.org)

Justin Murphy  
Development Services Manager  
[jicmurphy@menlopark.org](mailto:jicmurphy@menlopark.org)

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## Building Division

Main Line (650) 330-3704

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## Public Works

### Engineering Services Division

Main Line: (650) 330-6740  
Environmental: (650) 330-6763

Jennifer Ng  
Senior Civil Engineer  
[jcng@menlopark.org](mailto:jcng@menlopark.org)

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## PERMITTING PROCESS

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All projects\* which need discretionary review through the Planning Division will undergo a full hydrology and storm water analysis.

\*single family homes which are not part of a larger development are exempt

The process takes place over two steps:

- 1) Planning review and approval. The hydrology report must be submitted, reviewed, and accepted by the Public Works Engineering Services Division prior to release of the project for public hearing. The City of Menlo Park has a policy of no net increase in post-project runoff.
- 2) Building review and approval: Detailed grading and drainage plans are required to be as part of the architectural and structural plan set, and will show implementation of any storm water compliance measures identified in the approved hydrology report. An Operations and Maintenance agreement must be signed, executed, and recorded prior to release of any permit beyond demolition. In most cases, the grading and drainage permit is NOT issued as a separate permit from building permit package.

Single family homes which are required to prepare a grading and drainage plan (affecting more than 500 square feet of lot coverage of impervious area) will undergo a simplified analysis during the Building plan-check phase.

The Hydrology Report Guidelines and Grading and Drainage Guidelines are available on the City's webpage at: [http://www.menlopark.org/departments/dep\\_publicworks.html](http://www.menlopark.org/departments/dep_publicworks.html)

## **Planning Division**

The Planning division is typically the first stop for a project. A complete planning application will include a conceptual grading and drainage plan and complete hydrology report for Public Work's review. The Planning Division will not accept project submittals without an advance appointment. Additional information can be found on the Planning Division webpage at: [http://www.menlopark.org/departments/dep\\_planning.html](http://www.menlopark.org/departments/dep_planning.html)

## **Building Division**

The Building Division issues the permits for on-site the grading and drainage plans, of which, the storm water compliance is a part. Frontage improvements may be required as part of the grading and drainage plans. See "Engineering Division", below.

Additional documentation on various permits is available on the Building Division webpage at: [http://www.menlopark.org/departments/dep\\_building.html](http://www.menlopark.org/departments/dep_building.html)

## **Engineering Division**

Engineering review of the calculations of the storm water compliance devices identified in a hydrology report follows the San Mateo Countywide Water Pollution Prevention Program's C.3 Stormwater Technical Guidance for Developers, Builders and Project Applicants. This manual can be found online at:

<http://www.flowstobay.org/p2business/C3stormwatertechguide.html>

The grading permit issued by the Building Division will typically have some frontage improvements on the plan. These frontage improvements are reviewed by the Engineering Services Division. An encroachment permit is necessary for any work that is occurring in the public right-of-way. The encroachment permit application and application package information is available on the City's webpage at:

[http://www.menlopark.org/departments/dep\\_publicworks.html](http://www.menlopark.org/departments/dep_publicworks.html)

City standard details for construction can be found online at:

[http://www.menlopark.org/departments/dep\\_publicworks.html](http://www.menlopark.org/departments/dep_publicworks.html)

## **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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### **Stormwater**

The intent of Section 7.42 "Storm Water Management" of the Menlo Park Municipal Code is to protect and enhance the water quality of our watercourses, water bodies, and wetlands in a manner pursuant to and consistent with the Clean Water Act.

The section addresses the future health, safety, and general welfare of City citizens by:

1. Eliminating non-storm water discharges to the municipal separate storm sewer;
2. Controlling the discharge to municipal separate storm sewers from spills, dumping or disposal of materials other than storm water;
3. Reducing pollutants in storm water discharges to the maximum extent practicable.

The Municipal Code can be viewed online at:  
<http://ordlink.com/codes/menlopark/index.htm>

Section 7.42.090 addresses discharges, other than storm water, which are allowed to flow to the City's storm drain system.

Section 7.42.120 addresses pollutants to the storm water and Best Management Practices which must be implemented

#### **EXISTING RESOURCES**

City Wide Storm Drainage Report

Grading and Drainage Checklist

Hydrology Report Requirements for projects greater and less than 10,000 sf

# CITY OF MILLBRAE

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## **City Hall**

621 Magnolia Avenue  
Millbrae, CA 94030

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## **Community Development**

Building Division  
650-259-2330  
Planning Division

David Petrovich, City Planner

(650) 259-2443

Rick Hirsch, Associate Planner

(650) 259-2346

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## **Public Works**

Administration and Engineering  
Located at City Hall  
(650) 259-2339  
Director - Ron Popp

Utilities and Operations

(650)259-2374

Superintendent - Mike Riddell

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## **PERMITTING PROCESS**

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## **EXISTING RESOURCES**

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## CITY OF PACIFICA

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### City Hall

170 Santa Maria Avenue  
Pacifica, CA 94044

Front desk: (650) 738-3767

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### Planning Department

Main Line 650-738-7341  
Planner Counter 650-738-7341  
Environmental: 650-738-7341

Michael Crabtree, Planning Director  
Email [crabtreem@ci.pacifica.ca.us](mailto:crabtreem@ci.pacifica.ca.us)

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### Building Division

1800 Francisco Blvd.  
Pacifica, CA 94044  
(650)738-7344  
Main Line 650-738-7341

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### Public Works Engineering

155 Milagra Drive  
Pacifica, CA 94044  
(650)738-3760

Van Dominic Ocampo, Director/ City Engineer  
Email [ocampov@ci.pacifica.ca.us](mailto:ocampov@ci.pacifica.ca.us)

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## PERMITTING PROCESS

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### *Outline of the permitting process:*

1. Plan submittal
2. Planning Fee Payment
3. Department Review
  - Planning
  - Building
  - Engineering
  - Fire
  - Wastewater
4. Planning Commission Hearing (if warranted)
  - Planning Permit Issuance with Conditions (if warranted)
  - O&M agreement processing (if warranted)
  - (Changes to plans may result from Planning Commission Hearing)
5. Plan Resubmission (to review changes)
6. Department Review
  - Planning
  - Building
  - Engineering
  - Fire
  - Wastewater
7. Building Permit Fee Payment
8. Building Permit Issuance
9. Building Department
  - Final Inspection for Residential

## Certificate of Occupancy for Commercial

10. Plan submittal
11. Planning Fee Payment
12. Department Review
  - Planning
  - Building
  - Engineering
  - Fire
  - Wastewater
13. Planning Commission Hearing (if warranted)
  - Planning Permit Issuance with Conditions (if warranted)
  - O&M agreement processing (if warranted)
  - (Changes to plans may result from Planning Commission Hearing)
14. Plan Resubmission (to review changes)
15. Department Review
  - Planning
  - Building
  - Engineering
  - Fire
  - Wastewater
16. Building Permit Fee Payment
17. Building Permit Issuance
18. Building Department
  - Final Inspection for Residential
  - Certificate of Occupancy for Commercial

No exceptions are made for stormwater treatment relating to small projects

Currently, the City of Pacifica does not offer applications for download on the City website. However, multiple project-related brochures and FAQ handouts are available for download from the City website on the Engineering, Planning and Building Pages:

[www.cityofpacifica.org](http://www.cityofpacifica.org)

### **Public Works**

Depending on the size and scope of the project the Engineering Division will utilize the BAHM software to ensure that proposed stormwater management measures/systems will adequately do the job and are consistent with C3 and Hydromodification requirements. Permitting for stormwater treatment measures is handled under the planning and building permit process, however engineering plays a large role in reviewing the proposed measures and may participate in inspections depending on the size and scope of the project.

### **Planning Handouts below can be found at**

<http://cityofpacifica.org/depts/planning/default.asp>

Zoning Code

Zoning/Planning: Handouts

Zoning Maps (1.63 MB)

Pacifica Design Guidelines (1.28 MB)  
Local Coastal Land Use Plan (7.1 MB)  
Inclusionary Zoning Ordinance (692.1 KB)  
General Plan Housing Element (3.23 MB)  
General Plan (Pages 123-142) (1.47 MB)  
General Plan (Pages 071-122) (4.95 MB)  
General Plan (Pages 001-070) (5.55 MB)  
Development List - Residential (27.7 KB)  
Development List - Commercial (24.5 KB)  
Bicycle Plan (5.54 MB)

**Building Handouts below can be found at:**

[http://www.cityofpacifica.org/depts/planning/building/building\\_handouts/default.asp](http://www.cityofpacifica.org/depts/planning/building/building_handouts/default.asp)

Fresh Concrete & Mortar Information Sheet

General Construction & Site Supervision

Earth-Moving Activities

Heavy Equipment Operation

Landscaping, Gardening & Pool Maintenance

Painting & Application of Solvents/Adhesives

Roadwork & Paving

Construction Best Management Practices (BMP) [http://www.flowstobay.org/pdfs/bmp/Construction\\_Series/general.pdf](http://www.flowstobay.org/pdfs/bmp/Construction_Series/general.pdf)

Building Permit Hours of Construction (11.6 KB)

Do I need a Building Permit? (You Can Do It handout)

**Stormwater Management Handouts below can be found at:**

[http://cityofpacifica.org/depts/planning/stormwater\\_compliance/default.asp](http://cityofpacifica.org/depts/planning/stormwater_compliance/default.asp)

C3 Handbook

Engineering for Storm Water Compliance



Guide to Creek and Wetland Project Permitting (789.8 KB)

NPDES Checklist (43.7 KB)

Stormwater Detention Requirements Brochure (373.1 KB)

Stormwater Quality Control Measures Brochure (324.7 KB)

Planning and Engineering along with Building staff work collaboratively on large project stormwater requirements.

## **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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### **Stormwater**

The Engineering Division of the Public Works Department deals with assessing calculations for stormwater flows. The Planning Department, via the planner assigned to the project, facilitates the execution of the maintenance agreement. Engineering is then responsible for reviewing any required monitoring reports/ annual information submissions for compliance.

Washing of cars at residential properties is allowed and Best Management Practices such as washing of a vehicle on grass to capture and biofiltrate soap.

#### [Sec. 6-12.205. Reduction of pollutants in storm water.](#)

*Any person engaged in activities which will or may result in pollutants entering the City storm sewer system shall undertake all practicable measures to reduce such pollutants. Examples of such activities include ownership and use of facilities which may be a source of pollutants such as parking lots, gasoline stations, industrial facilities, commercial facilities, stores fronting City streets, etc. The following minimal requirements shall apply:*

*(a) Littering. No person shall throw, deposit, leave, maintain, keep or permit to be thrown, deposited, placed, left or maintained, any refuse, rubbish, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley sidewalk, storm drain, inlet, catchbasin, conduit or other drainage structures, business place, or upon any public or private lot of land in the City, so that the same might be or become a pollutant, except in containers or in lawfully established dumping grounds. The occupant or tenant, or in the absence of occupant or tenant, the owner, lessee, or proprietor of any real property in the City of Pacifica in front of which there is a paved sidewalk shall maintain said sidewalk free of litter to the maximum extent practicable. No person shall throw or deposit litter in any pond, lake, ocean, stream or any other body of water within the city.*

*(b) Standard for parking lots and similar structures. Persons owning or operating a parking lot, gas station pavement or similar structure shall clean those structures as frequently and thoroughly as practicable in a manner that does not result in discharge of pollutants to the City storm sewer system.*

*(c) Best management practices for new developments and redevelopments. Any construction contractor performing work in the City shall provide filter materials at the catchbasin to retain any debris and dirt flowing into the City's storm sewer system. City*

*may establish controls on the volume and rate of storm water runoff from new developments and redevelopments as may be appropriate to minimize the discharge and transport of pollutants.*

*(d) Compliance with best management practices. Where best management practices guidelines or requirements have been adopted by the City for any activity, operation, or facility which may cause or contribute to storm water pollution or contamination, illicit discharges, and/or discharge of non-storm water to the storm system, every person undertaking such activity or operation, or owning or operating such facility shall comply with such guidelines or requirements as may be identified by the Environmental Services Manager.*

*(§ 1, Ord. 617-C.S., eff. July 27, 1994)*

The City of Pacifica looks at projects on a case by case basis and prefers to have implemented, the best treatment measure for the specific project at hand. The City also prefers sustainable development and believes that the maximum extent practicable for implementation of treatment measures is key. In addition the City offers information to contractors and developers on BMP's associated with stormwater site controls, source control and treatment systems.

Hard Copies of standard detail requirements for the construction of stormdrain inlets and stormdrains can be obtained at the City's Engineering office located at 151 Milagra Drive Pacifica, CA 94044

## **Parking**

Standard detail requirements are available at the City's Engineering Office located at 151 Milagra Drive, Pacifica, CA 94044

### [Sec. 9-4.2818. Number of parking spaces required.](#)

The number of off-street *parking* spaces required for the uses set forth in this section shall be as follows:

(§ 2, Ord. 497-C.S., eff. February 10, 1988)

### [Sec. 9-4.2259. Parking requirements \(HPD\).](#)

### [Sec. 9-4.2817. Design standards for parking areas.](#)

*(a) All required covered off-street parking spaces shall have a minimum usable area of not less than 171 square feet, exclusive of access drives or aisles, and shall be of usable shape, location, and condition. The minimum dimensions of covered parking spaces shall be nine (9') feet in width by nineteen (19') feet in length. The vertical clearance shall be not less than seven (7') feet over the entire area.*

*(e) Automobiles may overhang plantings in areas where the median between parking stalls is a minimum of six (6') feet in width and a six (6") inch curb is provided. The parking space length may be reduced two (2') feet, and no wheel stop need be provided in*

*such cases. Plantings shall be designed to not be damaged by the overhang of parked automobiles.*

[Sec. 4-7.1202. Parking space markings.](#)

[Sec. 9-4.2814. Surfacing of parking areas.](#)

[Sec. 9-4.2815. Screening of parking areas.](#)

*All open automobile parking areas for more than ten (10) parking spaces shall be effectively screened on each side adjoining or fronting on any property situated in a residential district by a wall, fence, or densely-planted, compact hedge not less than three (3') feet nor more than six (6') feet in height which shall be maintained in good condition.*

*(§ 2, Ord. 497-C.S., eff. February 10, 1988)*

[Sec. 9-4.2816. Lighting of parking areas.](#)

[Sec. 9-4.2821. Parking for disabled persons.](#)

*Parking spaces specifically designed, located, and reserved for vehicles licensed by the State for use by disabled persons shall be provided in all parking facilities (excluding residential uses) according to the following schedule:*

**Sewer**

Standard detail requirements are available at the City's Engineering Office located at 151 Milagra Drive  
Pacifica, CA 94044

[Sec. 6-11.106. Credit for installations of larger than required lines.](#)

[Sec. 10-1.1002. Improvements required.](#)

*(a) General. All improvements as may be required as conditions of approval of the tentative map or City ordinance, together with, but not limited to, the improvements set forth in this section shall be required for all subdivisions.*

*Requirements for the construction of on-site and of-site improvements for subdivisions of four (4) or less parcels shall be noted on the parcel map, or waiver of parcel map, or the subdivision improvement agreement recorded prior to or concurrent with the parcel map. The completion of improvements shall be in accordance with Section 10-1.1010 of this article.*

**Sidewalks**

Standard Detail Requirements for Sidewalks, Handicapped Access and Sidewalk grating are available at the City Engineering Office located at 151 Milagra Drive, Pacifica, CA 94044

[Sec. 7-2.210. Replacement of pavement.](#)

## Trees

### [Sec. 4-12.03. Council designation of heritage trees.](#)

*(a) All trees within the City, exclusive of eucalyptus, which meet the size criteria set out in Section 4-12.02(c) (1) herein are hereby designated to be heritage trees.*

### [Sec. 4-12.05. Applications for and granting of tree removal permits.](#)

*(a) A person who desires to destroy, move, or remove one or more heritage trees on any private or City-owned property shall apply in writing to the Director.*

### [Sec. 10-1.908. Street trees.](#)

*Street trees shall be provided by the subdivider in all subdivisions. Street trees shall be selected, installed, and maintained in accordance with the Standard Engineering Specifications.*

### [Sec. 4-12.04. Permits required to remove or destroy trees.](#)

*No person shall cut down, destroy, remove, or move a heritage tree, or engage in new construction within the dripline of a heritage tree growing on private property or City-owned property, without a permit. As used in this section, “destroy” shall include substantial trimming which threatens the healthy growth and development of the tree. (§ 1, Ord. 542-C.S., eff. January 10, 1990)*

### [Sec. 4-12.07. Tree protection plans.](#)

*(a) Tree protection plan required. Any development proposal which requires a discretionary permit or other land use approval as set forth in Title 9 of this Code, and which includes a proposal to cut down, destroy, remove, move, or engage in construction within the dripline of a heritage tree, must be accompanied by a tree protection plan which shall insure the preservation of trees where possible and the protection of trees during construction so as to maximize chances for their survival. Such projects are excepted from obtaining a tree removal permit from the Director.*

### [Sec. 4-14.01. City tree maintenance and preservation—Scope and intent.](#)

## EXISTING RESOURCES

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Guide to Creek and Wetland Project Permitting (County)

NPDES Requirements Checklist (County)

Stormwater Detention Requirements (County)

Stormwater Quality Control Measures (County)

## **TOWN OF PORTOLA VALLEY**

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Town Hall  
765 Portola Road  
Portola Valley, CA. 94028  
(650) 851-1700

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**Building and Planning Department**  
(650) 851-1700 Ext 11

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**Public Works Department**  
(650) 851-1700 Ext 14

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### **PERMITTING PROCESS**

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### **EXISTING RESOURCES**

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Corte Madera Creek Guide

## CITY OF REDWOOD CITY

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City Hall  
1017 Middlefield Road  
Redwood City, CA 94064

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### Community Development Department

Planning Department  
(650) 780-7234  
[planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov)

Tom Passanisi  
Planning Department  
(650) 780-7237

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Building Department  
(650) 780-735

Fereydoun Shehabi, P.E., Plan Checker  
[fshehabi@redwoodcity.org](mailto:fshehabi@redwoodcity.org)

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### Public Works Department

Jon Lynch  
Engineering and Construction Dept  
(650) 780-7371

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## PERMITTING PROCESS

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### Parking and Streets

All Street Permits are obtained through the Engineering and Construction Department of Community Development.

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## RELEVANT MUNICIPAL CODE AND CITY POLICY

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### Stormwater

Chapter 27A of the Municipal Code and Part V, Volume 3 of the Engineering Standards (see below) address the requirements of stormwater treatment and stormdrain design. The city also refers applicants to the county-published NPDES Compliance Checklist.

### Parking and Streets

Parts III and IV, Volume 3 of the Engineering Standards address design requirements for streets, driveways, and off-street parking that may be impacted or included in stormwater treatment projects.

## EXISTING RESOURCES

Engineering Standards:  
<http://www.redwoodcity.org/cds/engineering/standards/index.html>

Stormwater BMP's For Citizens  
<http://www.redwoodcity.org/publicworks/stormdrains/management.htm>

Protect Our Creeks and Waterways  
<http://www.redwoodcity.org/publicworks/stormdrains/index.html>

Redwood Shores Lagoon Management Plan (draft)

<http://www.redwoodcity.org/publicworks/stormdrains/index.html>

The Bay and Ocean Begin At Your Front Door

<http://www.redwoodcity.org/publicworks/stormdrains/index.html>

Creek Care Guide For Residents & Businesses

<http://www.redwoodcity.org/publicworks/stormdrains/index.html>

# CITY OF SAN BRUNO

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## City Hall

567 El Camino Real  
San Bruno, CA 94066

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## Community Development Department

Planning Division  
(650) 616-7074  
[planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov)

Lisa Costa Sanders  
Acting Planning Manager  
[LSanders@sanbruno.ca.gov](mailto:LSanders@sanbruno.ca.gov)

Building Division  
(650) 616-7076

Luca Miranda  
Building Inspector  
[lmiranda@ci.sanbruno.ca.us](mailto:lmiranda@ci.sanbruno.ca.us)

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Public Works Department  
Engineering (650) 616-7065

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## PERMITTING PROCESS

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Project applicants should contact Planning first to discuss the proposed project and submittal requirements.

During the Planning review process, the Planning Division receives all submittal materials and routes them to other departments. During this phase, the Engineering Division reviews general stormwater requirements. After Planning approval, the applicant submits detailed plans for review by the Building Division. At that time, Engineering also reviews detailed stormwater plans.

The Engineering Division of the Public Works Department has the lead role in approving stormwater management systems. The Planning Division works closely with Engineering throughout the process. The Building Division may also play a limited role in the approval of stormwater facilities, including the review of ADA accessible parking and facilities on private property.

Additional application information can be found at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov).

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## RELEVANT MUNICIPAL CODE AND CITY POLICY

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### Parking

Parking requirements are available in section 12.100 of the municipal code, available online at <http://qcode.us/codes/sanbruno/>. Planning, Building, and Engineering review parking quantity, ADA accessibility, and circulation.

### Sewer

The design and/or relocation of sewer facilities is handled on a project specific basis. The Engineering Division has the lead role in approval of sewer facilities.



## **Sidewalks**

The City standard details are available from the Engineering division.

## **Trees**

The Parks and Recreation Department reviews the installation of new street trees. Visit [http://www.sanbruno.ca.gov/parks\\_main.html](http://www.sanbruno.ca.gov/parks_main.html) for additional information.

## **EXISTING DOCUMENTS**

Downtown Design Guidelines, 1987  
San Bruno Redevelopment Plan, 1999  
Downtown Parking Study, 2000  
Downtown Improvement Plan, 2000  
General Plan, 1984

Currently these documents are available for download here:

[http://sanbruno.ca.gov/comdev\\_transitcorridors.html](http://sanbruno.ca.gov/comdev_transitcorridors.html)

## CITY OF SAN CARLOS

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### **City Hall**

600 Elm Street  
San Carlos, CA 94070

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### **Community Development, Building Department**

Christopher Valley  
Building Official  
Phone: (650) 802-4261

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### **Community Development, Planning**

Deborah Nelson  
Planning Manager  
Phone: (650) 802-4236

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### **Department of Public Works**

Parviz Mokhtari  
Director/City Engineer  
Phone: (650) 802-4204

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### **PERMITTING PROCESS**

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### **EXISTING RESOURCES**

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# CITY OF SAN MATEO

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## City Hall

330 West 20th Avenue  
San Mateo, CA 94403

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## Community Development Department

Building Division  
Main Line (650)522-7172  
Inspection Line (650)522-7170

## Planning Department

Main Line (650)522-7202  
Planner Counter (650)522-7212

Ronald Munekawa, Chief of Planning

Direct Line (650)522-7203  
[rmunekawa@cityofsanmateo.org](mailto:rmunekawa@cityofsanmateo.org)

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## Public Works Engineering

Front desk: (650) 522-7300  
Environmental: (650) 552-7347  
[publicworks@cityofsanmateo.org](mailto:publicworks@cityofsanmateo.org)

Martin Quan, Project Engineer

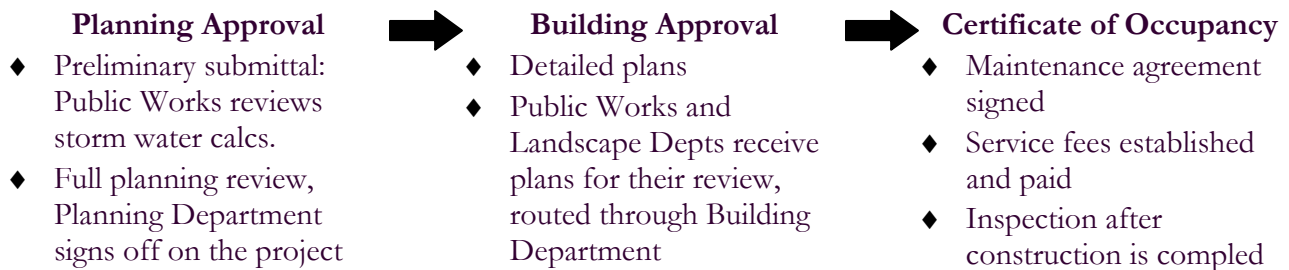
Direct Line (650) 522-7330  
[mquan@cityofsanmateo.org](mailto:mquan@cityofsanmateo.org)

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## PERMITTING PROCESS

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Most projects will go through the full permitting process. This is outlined below.



Stormwater on small sites, such as single family residential homes, may not need to go through the process outlined above and may be permitted by the Public Works Department (PWD) with only basic hydrologic and hydraulic calculations and BMP sizing completed per county requirements.

Planning and Building Permits and the associated application guidelines are downloadable from the city website: [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Public Works Department

The Public Works Department is the primary city department in regards to permitting stormwater management systems. The Department reviews technical calculations pertaining to stormwater treatment in the first phase of permitting and reviews the technical aspects of plans for compliance with city and county code in the second phase. The following are supplemental documents downloadable from the city website.

- **Encroachment Permit**  
This permit is needed when private property infringes upon the public right of way or another piece of property.
- **Checklist for NPDES Permit Requirements (from County)**  
This is the same form issued by the county for the NPDES permit. As the Discharger on the permit, the City uses it to check individual compliance.  
Available at: [http://www.flowstobay.org/articles\\_links/index.html](http://www.flowstobay.org/articles_links/index.html)
- **Details from the Public Works Standard Drawings page:**  
[http://www.cityofsanmateo.org/dept/pubwks/standard\\_drawings.html](http://www.cityofsanmateo.org/dept/pubwks/standard_drawings.html)  
These include details for parking, sidewalks, sewer, and stormdrains.  
*NOTE: To be used in conjunction with drawings and specifications in this Guidebook.*

### **Planning Department**

The Planning Department has an important role in the approval of stormwater management plans. These projects consist mainly of landscape-based stormwater controls and, therefore, are subject to the approval of the Landscape Division of the Planning Department. During the first phase of permitting, all materials will be submitted to the Planning Department and distributed internally to the other departments. The following are supplemental documents downloadable from the [city website](http://www.cityofsanmateo.org) (<http://www.cityofsanmateo.org>).

- **Planning Application and Guide**  
Application form for planning submittal contains checklist and fee schedule. Guide contains more detailed requirements.
- **Environmental Information Form**  
Form must accompany planning submittal.
- **Variance Request for Setback Reduction/ Reduction of Number of Required Parking Spaces/ Reduction of Parking Space Dimensions/ Increase in Distance to Off-site Residential Parking**  
When compliance with city regulations is detrimental to the design of the project, this variance may allow for creative design.  
*NOTE: May be useful for projects seeking to transform parking area into landscape.*

### **Building Department**

The Building Department may not have a large role for the permitting of stormwater management plans. This department typically addresses aspects of projects pertaining to building structures, electric service, plumbing, and mechanical systems. During the second phase of permitting (see preceding flowchart for Building Approval), all documentation associated with the building permit is submitted to the building department and distributed to the other respective departments internally. The following are supplemental documents downloadable from the city website.

- ADA Unreasonable Hardship Request Form**  
 When compliance with ADA becomes an unreasonable financial burden on a project, some exemptions from compliance may be granted. To be considered unreasonable the project's total cost must not exceed \$90,840 and the estimated cost of ADA compliance must exceed 20% of the total cost.  
*NOTE: May be useful for small projects where ADA accessibility is not related to a primary use of the site.*
- Construction and Demolition Recycling and Waste Reduction Program Form**  
 Form must accompany Building Permit if valuation of project is greater than \$50,000. This form also outlines city policy on construction and demolition waste management and lists facilities for waste management.  
*NOTE: May be used as a resource for recycling or properly disposing of construction waste, even if not required by the City.*
- Plan Submittal Requirements for Driveway/ Curb Cut Permits**  
 Lists design requirements and plan submittal information for design of driveways.  
*NOTE: May offer guidance for some stormwater treatment projects where curbs are involved.*
- Request for Modification of Code/ Alternate Material or Method of Construction/ Hardship Exemption or Equivalent Facilitation**  
 When compliance with city standards for materials, construction methods, etc. would not allow a project to be constructed as designed, this form may be submitted for variance from the city standard. Applicant must "demonstrate suitability, strength, effectiveness, fire resistance, durability, and safety of justification."  
*NOTE: May be useful for alternate paving materials and innovative treatment systems.*
- Development Fee Calculator Guidebook**  
 A detailed handbook that helps estimate fees from the following city departments for a given project: Planning, Building, Fire, Public Works, Parks and Recreation, San Mateo/Foster City Elementary School District.

Additionally, brochures addressing the following topics are available at no cost by mail or in person at City Hall:

- Fencing and Paving Regulations
- Slope Development Regulations
- Site Plan and Architectural Review
- Special Use Permit

## **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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### **Stormwater**

Calculations for performance are checked by the Public Works Department. The maintenance agreement between the City and property owner assures that the performance of treatment features is maintained over time. Annual service fees are used to fund the bi-annual inspections to ensure that the BMP'S are being properly maintained.

Per section 7.39.090 of the municipal code, the following are acceptable discharges, in addition to stormwater, that may be put into the storm drain system:

- ◆ Water line flushing and other discharges from potable water sources, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to separate storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential car washings, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges or flows from fire fighting.

Per section 7.39.245 of the municipal code, the following discharges are not allowed into the storm drain system.

- ◆ Interior floor drains and exterior drains located in the following areas:
  - Equipment or vehicle washing areas
  - Areas where equipment fluids are routinely changed
  - Areas where hazardous materials, chemicals or other uncontained materials that are easily transported by wind or water are stored and are not secondarily contained
  - Loading dock areas, except that loading dock drains to the storm drain system may be allowed if a valve or equivalent device is provided, which remains closed except when it is raining.
- ◆ Runoff from any rooftop equipment, tanks or pipes containing other than potable water, cooling water, heating system hot water, steam, water condensate or equivalent substances, that has not been fitted with secondary containment and which the superintendent determines will otherwise cause a probable discharge to the storm drain system.

Owners or users of properties operating parking lots, gasoline stations, industrial facilities, commercial facilities, stores fronting city streets, etc. are required by section 7.39.120 of the municipal code to “undertake all practicable measures to reduce” pollutants entering the municipal storm drain system. This includes actions to prevent littering, maintenance of parking lots, and implement BMP’s, all outlined in this same section of the code. If a stormwater treatment facility is installed on one of the above types of property, a Stormwater Management (SWM) permit must be obtained from the Director of Public Works (section 7.39.235).

Per section 7.39.170, the City requires a Stormwater Pollution Prevention Construction Permit (SWPPC) for construction activities. This requires that temporary stormwater treatment measures be installed and maintained by the contractor for the duration of construction. The Director of Public Works may require a SWPPC permit even for construction work that does not require a planning application.

Stormwater treatment facilities are favored by the City to be low-maintenance (section 7.39.210), which means that landscape treatment measures are preferred over mechanical ones. Please see section ??? of this guidebook for details on landscape treatment features.

Maintenance of landscape stormwater treatment features must be addressed before a certificate of occupancy is issued by the City. The owner and City must agree upon and sign a maintenance agreement. Service fees must be established and the first annual payment made. In certain cases where the treatment facility provides great benefit to the City, either the ownership or maintenance responsibility may be transferred to the City (sections 7.39.220 and

7.39.230). In addition to the initial maintenance agreement, the owner of such facility is required to provide the City with an annual report of proof of maintenance. This may consist of schedules and bills of maintenance crew work as well as documentation of repair work performed on the facilities. If a third party, such as a gardener, is hired to perform maintenance, the owner must also provide the City with a copy of the agreement with the third party.

### **Parking**

During plan review, the Planning Department verifies the number of parking spaces required, per the schedule in section 27.64.100 of the municipal code while Public Works verifies the dimensional requirements, parking layout and circulation requirements. Bicycle parking is also checked by the PWD. Standards for parking dimensions, including ADA accessible parking, can be downloaded from the Public Works Standard Drawings page. (See previous section.)

### **Sewer**

During the design and construction of stormwater treatment facilities, existing sewer lines may need to be relocated or accommodated by a new development. When relocating sewer lines or installing new utilities near existing sewer lines, an offset of at least 6” is required by the City. Calwater and PG&E may also have offset requirements for their utilities.

In rare cases, sewer lines may need to be used as stormwater overflow discharge connections. Chapter 7.38 of the municipal code addresses sewer requirements and section 7.38.505 defers to U.S.E.P.A. “General Pretreatment Regulations for Existing and New Sources of Pollution” published in 40 CFR Part 403, whenever the two documents are in conflict. Specific discharge prohibitions are listed in section 7.38.120 and include regulations for solids, incompatible substances (such as oxygen-demanding pollutants), oil and grease, and toxic substances. Also addressed in this section is the discharge of stormwater, including runoff from roofs, yards, and foundation drainage, to the sewer system. This may be allowed with the authorization of the Director.

### **Sidewalks**

The Public Works Department publishes standard details for the construction of sidewalks, downloadable from the Public Works Standard Drawings page (See previous section). See section 17.24.010 of the municipal code for information on and design requirements of gratings in sidewalks. Per section ??? of the municipal code, handicapped access requirements in the City follow that established by the Office of the State Architect.

### **Trees**

There is a Street Tree Master Plan that establishes city policy on trees in the public right of way. As per section 13.35.105 of the municipal code, trees replaced as a result of development in the public right of way, including heritage trees, will be at the discretion of the Director and must be no larger than a 48” box tree. And, “Where the Director determines that replacement is not feasible and/or appropriate, the Director (1) may require that a payment of equal value to the cost of the purchase and installation of the replacement tree(s) be made to the city tree planting fund or (2) may place other conditions on the permit which are of equal value to the cost of the purchase and installation of the replacement tree(s).”

## Development Fee Calculator Guidebook

A detailed handbook that helps estimate fees from the following city departments for a given project: Planning, Building, Fire, Public Works, Parks and Rec, San Mateo/ Foster City Elementary School District.

- **Plan Submittal Requirements for Driveway/ Curb Cut Permits**  
Lists design requirements and plan submittal information for design of driveways.
- **Request for Modification of Code/ Alternate Material or Method of Construction/ Hardship Exemption or Equivalent Facilitation**  
When compliance with city standards for materials, construction methods, etc. would not allow a project to be constructed as designed, this form may be submitted for variance from the city standard. Applicant must “demonstrate suitability, strength, effectiveness, fire resistance, durability, and safety of justification.”  
*\*May be useful for alternate paving materials and innovative treatment systems.*

## Planning

- **Environmental Information Form**  
Form must accompany Planning Permit.
- **Variance Request for Setback Reduction/ Reduction of Number of Required Parking Spaces/ Reduction of Parking Space Dimensions/ Increase in Distance to Off-site Residential Parking**  
When compliance with city regulations will be detrimental to the design of the project, this variance may allow for creative design.  
*\*May be useful for projects seeking to transform parking area into landscape.*

## Public Works

- **Encroachment Permit**  
This is needed when it is necessary for private property to infringe upon the public right of way or another piece of property.
- **Stormwater Checklist (from county)**  
This is the same form issued by the county for the NPDES permit. As the Discharger on the permit, the city uses it to check individual compliance.
- **Details from the Public Works Standard Drawings page:**  
[http://www.cityofsanmateo.org/dept/pubwks/standard\\_drawings.html](http://www.cityofsanmateo.org/dept/pubwks/standard_drawings.html)  
These include details for parking, sidewalks, sewer, and stormdrains.

In addition, the following brochures are available at no cost by mail or in person at City Hall:

- Fencing and Paving Regulations
- Slope Development Regulations
- Floor Area Ratio
- Secondary Units
- Site Plan and Architectural Review
- Special Use Permit

## Stormwater:

Calculations for performance are checked by PWD. The maintenance agreement between the city and property owner is to maintain the performance of treatment features over time. The annual service fees are to fund the bi-annual inspections to ensure that the BMP'S are being properly maintained.



Per section 7.39.090 of the municipal code, the following are acceptable discharges, in addition to stormwater, that may be put into the storm drain system:

- ◆ Water line flushing and other discharges from potable water sources, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to separate storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential car washings, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges or flows from fire fighting.

Owners or users of properties operating parking lots, gasoline stations, industrial facilities, commercial facilities, stores fronting city streets, etc. are required by section 7.39.120 of the municipal code to “undertake all practicable measures to reduce” pollutants entering the municipal storm drain system. This includes actions to prevent littering, maintenance of parking lots, and following BMP’s, all outlined in the same section of the code.

Per section 7.39.170, the city requires a Stormwater Pollution Prevention Construction Permit (SWPPC) for construction activities. This requires that temporary stormwater treatment measures be installed and maintained by the contractor for the duration of construction. The Director of Public Works may require a SWPPC permit even for construction work that does not require a planning application.

**7.39.210** Storm water treatment facilities shall be designed to minimize the need for maintenance. All designs shall be approved by the Director of Public Works and must be in accordance with all applicable City standards or requirements.

(b) The treatment facility must control the discharge of pollutants and/or peak runoff rates to the performance standards designated by the City.

**7.39.220 STORMWATER TREATMENT FACILITY OWNERSHIP.**

(b) The property owner must show adequate proof to the City that they will be able to adequately finance routine maintenance and repairs to a level approved by the Director of Public Works.

(c) The ownership of the treatment facility and any necessary easements may be granted to the City, but only with the written consent and approval of the City.

**7.39.230 STORM WATER TREATMENT FACILITY MAINTENANCE.** (a)

Responsibility and repair of all storm water treatment facilities shall be the responsibility of the facility owner. The facility owner may transfer maintenance responsibility to the City, but only with the written consent of the City. The facility owner shall remain liable for any spill or contaminant release or facility replacement or repair.

(b) All treatment facilities shall be maintained according to the requirements outlined by the City and documented in an operating permit or maintenance agreement. The facility owner shall provide the City with proof of maintenance in an annual report. The City has the right to mandate a maintenance schedule for the treatment facility as outlined in the operating permit or maintenance agreement.

(c) A notification that the property owner comply with all city stormwater pollution prevention program requirements shall be recorded with the property Deed of Trust.

(d) If maintenance is provided by a third party (other than the facility owner or the City), the facility owner shall provide City with a copy of the agreement with the third

party vendor. The facility owner is still required to comply with a stormwater program operating permit or a maintenance agreement with the City and issue the City a performance bond. The facility owner shall still be held liable for any spill or contaminant release even if the event was caused due to negligence on behalf of the third party.

**7.39.235 STORMWATER MANAGEMENT PERMIT.** A stormwater treatment facility must obtain a Stormwater Management (SWM) permit from the Director of Public Works. A SWM permit shall conform to the same procedures as for the stormwater pollution prevention construction permit except for the following: Stormwater treatment facilities presently in operation are subject to the requirements of this section.

**7.39.245 THREATENED DISCHARGE**

(c) Interior floor drains shall not be connected to storm drains.

(d) Exterior drains located in the following areas shall not be connected to storm drains:

(1) Equipment or vehicle washing areas;

(2) Areas where equipment fluids are routinely changed;

(3) Areas where hazardous materials, chemicals or other uncontained materials that are easily transported by wind or water are stored and are not secondarily contained; or

(4) Loading dock areas, except that loading dock drains to the storm drain system may be allowed if a valve or equivalent device is provided, which remains closed except when it is raining. Secondary containment shall be provided for any rooftop equipment, tanks or pipes containing other than potable water, cooling water, heating system hot water, steam, water condensate or equivalent substances, which the superintendent determines will otherwise cause a probable discharge to the storm drain system. (Ord. 2003-5 § 1, 2003).

**Parking**

During plan review, the Planning Department verifies the number of parking spaces required, per the schedule in section 27.64.100 of the municipal code while Public Works verifies the dimensional requirements, parking layout and circulation requirements. Bicycle parking is also checked by the PWD. Standards for parking dimensions, including ADA accessible parking, can be downloaded from the Public Works Standard Drawings page.

**Sewer**

During the design and construction of stormwater treatment facilities, existing sewer lines may need to be relocated or accommodated by any new development. When relocating sewer lines or installing new utilities near existing sewer lines, an offset of at least 6" is required by the city. Calwater and PG&E may also have offset requirements for their utilities.

In rare cases, sewer lines may need to be used as stormwater overflow discharge connections. Chapter 7.38 of the municipal code addresses sewer requirements and section 7.38.505 defers to U.S.E.P.A. "General Pretreatment Regulations for Existing and New Sources of Pollution" published in 40 CFR Part 403, whenever the two documents are in conflict. Specific discharge prohibitions are listed in section 7.38.120 and include regulations for solids, incompatible substances (such as oxygen-demanding pollutants), oil

and grease, and toxic substances. Also addressed in this section is the discharge of stormwater, including runoff from roofs, yards, and foundation drainage, to the sewer system. This may be allowed with the authorization of the Director.

### **Sidewalks**

The Public Works Department publishes standard details for the construction of sidewalks, downloadable from the Public Works Standard Drawings page.

[http://www.cityofsanmateo.org/dept/pubwks/standard\\_drawings.html](http://www.cityofsanmateo.org/dept/pubwks/standard_drawings.html)

See section 17.24.010 of the municipal code for information on and design requirements of gratings in sidewalks. Per section of the municipal code, handicapped access in the city follows that established by the Office of the State Architect.

### **Trees**

There is a Street Tree Master Plan that establishes city policy on trees in the public right of way. And per section 13.35.105 of the municipal code, trees replaced as a result of development in the public right of way, including heritage trees, will be at the discretion of the Director must be no larger than a 48" box tree. And, "Where the Director determines that replacement is not feasible and/or appropriate, the Director (1) may require that a payment of equal value to the cost of the purchase and installation of the replacement tree(s) be made to the City tree planting fund or (2) may place other conditions on the permit which are of equal value to the cost of the purchase and installation of the replacement tree(s)."

## COUNTY OF SAN MATEO

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San Mateo County  
Planning and Building Department  
Development Review Center (DRC)  
455 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063  
Main Line 650-599-7310

Lisa Grote, Director of Community  
Development  
Phone No. (650) 363-1861

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### **Current Planning Section**

(650) 877-8535  
Planner Counter (650) 363-1825

### **Building Inspection Section**

(650) 829-6670  
Building Inspection Line (650) 599-7311

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### **Public Works**

#### **Development Review Unit**

(650) 877-8550  
Ken Au, (650) 363-1822  
Richard Lee, (650) 599-1852

#### Diana Shu, Road Operations Manager

(650) 599-1414

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## **PERMITTING PROCESS**

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The jurisdiction of the San Mateo County Planning and Building Department is generally limited to the unincorporated area of the County (the area outside city limits). The Development Review Center (DRC) is the County's one-stop permit center, where all of the County's major development review functions are located. The DRC includes Building Inspection, which administers the building code; Current Planning, which administers the County subdivision and zoning regulations and the Local Coastal Program; and representatives of the Public Works Department who review and approve Right of Way Encroachments, Traffic Control Elements, and On-Site Stormwater Design Review. The DRC also includes a Design Review Section that evaluates and approves the design of new development in certain areas of the County and a Code Compliance Section that handles nuisance complaints and zoning code enforcement. Current Planning is also responsible for the County's administration of the California Environmental Quality Act (CEQA), which requires that public agencies evaluate in advance the potential environmental consequences of their actions. It also administers the County's tree removal, surface mining and grading regulations.

For projects that do not require any discretionary Planning Permit(s), the permitting process starts with the applicant submitting a building permit application with the Building Inspection Section. For projects requiring one or more discretionary permit (i.e., Use Permit, Land Clearing/Grading Permit, Coastal Development Permit, if within the Coastal Zone), the applicant will begin the permitting process by submitting the appropriate Planning Permit application(s). In either case, project review includes referral to other responsible agencies within the DRC, the applicable fire protection district, and any other applicable agencies for their review and comment. Specifically, the Department of Public Works reviews the project for compliance with the San Mateo County Stormwater Management Plan (<http://www.ccag.ca.gov/pdf/documents/archive/SWMPExecutiveSummary.pdf>) and assures that construction projects involving the public right-of-ways (i.e., road and street improvements, drainage structures, utilities, sidewalks, driveway approaches, curbs and

gutters) meet established standards. In addition, for non-exempt projects that create or replace 10,000 sq. ft. of impervious surface, the Current Planning Section and the Department of Public Works check for project compliance with NPDES Provision C.3 (see NPDES Permit for exempt projects). The Current Planning Section monitors compliance with Provision C.3's Operation and Maintenance requirements, including the execution of maintenance agreements with the County. Upon execution of a maintenance agreement, the property owner is required to perform annual inspections and submit Annual Reports to the County over the life of the project.

*Planning and Building Department Resources:*

Development Review Resource Guide:

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/9652469userguide.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/9652469userguide.pdf)

Application for a Building Permit:

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/1556437312001.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/1556437312001.pdf)

Planning Permit Application Form:

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/9724318planning%20app%202022054.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/9724318planning%20app%202022054.pdf)

Environmental Information & Hazardous Waste Site Disclosure Form:

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/10073464haz%20waste%2022010.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/10073464haz%20waste%2022010.pdf)

Zoning Maps for Unincorporated San Mateo County

[http://www.sforoundtable.org/P&B/pb\\_zoning\\_maps.html](http://www.sforoundtable.org/P&B/pb_zoning_maps.html)

San Mateo County Zoning Regulations

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/9441580Zregs-wp.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/9441580Zregs-wp.pdf)

Department of Public Works Resources:

*Public Works Encroachment Permit, Inspection and Traffic Program Fees Information for 2008 through 2012*

[http://www.co.sanmateo.ca.us/smc/department/dpw/home/0,,5562541\\_5562593\\_1303284931,00.html](http://www.co.sanmateo.ca.us/smc/department/dpw/home/0,,5562541_5562593_1303284931,00.html)

*Encroachment Permit Application Form and Instructions*

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/56/43/974496189E%20Permit%20Application%20with%20instruction.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/56/43/974496189E%20Permit%20Application%20with%20instruction.pdf) (see revised fee schedule above)

Tree Maintenance Guide: Property Owners & County Public Works Responsibility for Trimming or Removing Trees Adjacent to County Maintained Roads

[http://www.co.sanmateo.ca.us/vgn/images/portal/cit\\_609/32/29/596605502Web%20Tree%20Boucher.pdf](http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/32/29/596605502Web%20Tree%20Boucher.pdf)

## Department of Public Works - Watershed Protection Services

*The Watershed Protection Services Section of the Department of Public Works provides information, training and resources in order to protect the natural resources and scenic beauty of San Mateo County. Watershed Protection Services is staffed by a registered civil engineer, a biologist, and a watershed protection specialist. Staff provides information and support to Public Works and its contractors, other County Departments, outside agencies and members of the public. Activities include projects and programs that benefit sensitive resources; permitting and compliance monitoring of Public Works projects; erosion control design and implementation; stormwater pollution prevention; development of Watershed Protection Maintenance Standards; training for County staff; and participation in local and regional conservation efforts.*

### *Watershed Protection Maintenance Standards*

*([http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541\\_5562589\\_16435276,00.html](http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541_5562589_16435276,00.html));*

## Permitting of Parking Lots & Garages:

First, it is necessary to determine whether the proposed use is permitted for the selected location. Please refer to the Zoning Maps to find the zoning district and the San Mateo County Zoning Regulations for a listing of permitted uses and uses requiring a Use Permit within the district. Depending on the location of the project (i.e., near or in a sensitive habitat, natural resource location, scenic corridor, etc.) and whether excavation is needed, other discretionary permits may also be required. In addition, please reference the County's parking requirements to determine the number of required parking spaces for your project (Chapter 3 of the Zoning Regulations). In general, pavement of a parking lot does not require a building permit. However, projects involving the construction of parking structures or installation of lighting fixtures or drainage systems require a building permit. In addition, projects located within the public right-of-way will require an encroachment permit from the Department of Public Works. Property owners shall implement appropriate source control measures in the maintenance of parking lots and garages ([http://www.flowstobay.org/pdfs/articles/Source\\_Control.doc](http://www.flowstobay.org/pdfs/articles/Source_Control.doc)).

## Permitting of New Roads:

New roads must meet Department of Public Works standards as well as those of the applicable fire protection district. For the maintenance of privately-owned rural roads, property owners are encouraged to implement Best Management Practices (BMPs), as listed in the Watershed Protection Maintenance Standards. One or more BMPs may be required in order to fully meet the standard. BMP selection should be made based on site conditions, weather and the availability of materials. BMP descriptions and detail drawings are included in Part 10 of the manual.

## **RELEVANT CODE AND POLICY**

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## **Chapter 4.40 UNDERGROUND UTILITY DISTRICTS**

### **4.40.060 Other exceptions.**

The following types of facilities are exempt from this section:

- (a) Any municipal facilities or equipment installed under the supervision and to the satisfaction of the Director of Public Works.
- (b) Poles, or electroliers used exclusively for street lighting.
- (c) Overhead wires (exclusive of supporting structures) crossing any portion of a District within which overhead wires have been prohibited, or connection to buildings on the perimeter of a District, when such wires originate in an area from which poles, overhead wires and associated overhead structures are not prohibited.
- (d) Poles, overhead wires and associated overhead structures used for the transmission of electric energy at nominal voltages in excess of 34,500 volts.
- (e) Overhead wires attached to the exterior surface of a building by means of a bracket or other fixture and extending from one location on the building to another location on the same building or to an adjacent building without crossing any public street.
- (f) Antennae, associated equipment and supporting structures, used by a utility for furnishing communication services.
- (g) Equipment appurtenant to underground facilities, such as surface mounted transformers, pedestal mounted terminal boxes and meter cabinets, and concealed ducts.
- (h) Temporary poles, overhead wires and associated overhead structures used or to be used in conjunction with construction projects.

### **4.40.080 Responsibility of utility companies.**

If underground construction is necessary to provide utility service within a District created by any resolution adopted pursuant to section 4.40.030 hereof, the supplying utility shall furnish that portion of the conduits, conductors and associated equipment required to be furnished by it under its applicable rules, regulations and tariffs on file with the Commission.

### **4.40.090 Responsibility of property owners.**

Every person owning, operating, leasing, occupying or renting a building or structure within a district shall construct and provide that portion of the service connection on his property between the facilities referred to in section 4.40.080 and the termination facility on or within said building or structure being served in accordance with applicable rules and regulations of the respective utility on file with the Commission.

### **4.40.100 Responsibility of county.**

County shall remove at its own expense all County owned equipment from all poles required to be removed hereunder in ample time to enable the owner or user of such poles to remove the same within the time specified in the resolution enacted pursuant to section 4.40.030 hereof.

## **Chapter 4.100 STORM WATER MANAGEMENT AND DISCHARGE CONTROL**

### **4.100.060 Waiver procedures.**

An applicant for a waiver of a provision of this ordinance shall file a waiver application with the Director of the Division of Environmental Health on a form provided by the Director identifying

the provision sought to be waived or modified. The applicant shall file a complete form and shall provide all documentation and information required by the Director to determine whether application of the provision in question will prohibit any economically viable use of the land in question or otherwise have a confiscatory impact.

#### **4.100.070 Discharge of pollutants.**

The discharge of non-storm water discharges to the County storm sewer system is prohibited. All discharges of material other than storm water must be in compliance with a NPDES permit issued for the discharge (other than NPDES Permit No. CA0029921) and this ordinance.

#### **4.100.080 Exceptions to discharge prohibition.**

The following discharges are exempt from the prohibition set forth in section 4.100.070:

- ◆ The prohibition on discharges shall not apply to any discharge regulated under a National Pollutant Discharge Elimination System (NPDES) permit issued to the discharger and administered by the State of California under authority of the United States Environmental Protection Agency.
- ◆ Dischargers from the following activities will not be considered a source of pollutants to waters of the United States when properly managed: water line flushing and other discharges from potable water sources, municipal street cleaning, municipal park maintenance, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to separate storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning and condensation, springs, individual residential care washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, or flows from fire fighting and other emergency response activity, and accordingly are not subject to the prohibition on discharges.

#### **4.100.090 Discharge in violation of permit.**

Any discharge that would result in or contribute to a violation NPDES Permit No. CA0029921, the terms of which are incorporated herein by reference, and which is on file in the County's Department of Health Services, Division of Environmental Health, and any amendment, revision or reissuance thereof, either separately considered or when combined with other discharges, is prohibited.

#### **4.100.110 Reduction of pollutants in storm water.**

Any person engaged in activities which will or may result in pollutants entering the County storm sewer system shall undertake measures to reduce such pollutants. Examples of such activities include ownership and use of facilities which may be a source of pollutants such as parking lots, gasoline stations, in district facilities, commercial facilities, stores fronting County roads and streets, etc.

#### **4.100.120 Littering.**

The occupant or tenant, or in the absence of occupant or tenant, the owner, lessee, or proprietor of any real property in front of which there is a paved sidewalk, shall maintain said sidewalk free of litter to the maximum extent practicable.



#### **4.100.130 Standard for parking lots and similar structures.**

Persons owning or operating park lot, gas station pavement, or similar structure shall clean those structures as frequently and thoroughly as practicable in a manner that does not result in discharge of pollutants to the County storm sewer system. (Prior code § 5021; Ord. 3633, 2/14/95)

#### **4.100.140 Best management practices for new developments and redevelopments.**

Any construction contractor performing work shall provide filter materials at the catch basin to retain any debris and dirt flowing in to the County's storm sewer system. County may establish controls on the volume and rate of storm water runoff from new developments and redevelopments as may be appropriate to minimize the discharge and transport of pollutants.

#### **4.100.150 Compliance with best management practices.**

Every person undertaking any activity or operation, or operating a facility, which may cause or contribute to storm water pollution or contamination, illicit discharges, and/or discharge of non-storm water to the storm water system, shall utilize best management practices to prevent or reduce the discharge of pollutants directly or indirectly to the County's storm sewer system.

#### **4.100.170 Authority to inspect.**

The County Health Officer or other duly authorized representative of the County shall visit all premises from time to time and examine the sanitary conditions of said premises and determine whether the provisions of this ordinance are complied with.

#### **4.100.180 Authority to sample and establish sampling devices.**

The County shall have the right to establish on any property such devices as are necessary to conduct sampling or metering operations. During all inspections as provided herein, the official may take samples deemed necessary to aid in the pursuit of the inquiry or in the recordation of the activities on-site.

#### **4.100.200 Requirement to test or monitor.**

Any authorized enforcement official may request that any person engaged in any activity and/or owning or operating any facility which may cause or contribute to storm water pollution or contamination, illicit discharges, and/or discharge of non-storm water to the storm water system, undertake such monitoring activities and/or analyses and furnish such reports as the official may specify.

### **Chapter 7.80 BICYCLES**

#### **7.80.010 Establishment of bicycle lanes.**

The Director of Public Works, upon authorization from the Board of Supervisors, may designate on such streets or portions of streets the existence of bicycle lanes as may be necessary, and shall designate said bicycle lanes by appropriate signs and markings giving effect to bicycle lanes and otherwise regulating the location and use of vehicles and bicycles with respect to them, including but not limited to restricting parking in any bicycle lane.

Stormwater Pollution Prevention

[http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541\\_5562589\\_16663507,00.html](http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541_5562589_16663507,00.html)

Watershed Protection Maintenance Standards

[http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541\\_5562589\\_16435276,00.html](http://www.co.sanmateo.ca.us/smc/department/home/0,,5562541_5562589_16435276,00.html)

-BMP Maintenance Standards

## CITY OF SOUTH SAN FRANCISCO

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City of South San Francisco  
315 Maple Avenue  
South San Francisco, CA 94080

**Community Development Department  
Building Division**

Main Line (650) 829-6670  
Email [Jim.Kirkman@ssf.net](mailto:Jim.Kirkman@ssf.net)

Jim Kirkman  
Building Official

---

**Planning Division**

Main Line (650) 877-8535  
Email [Susy.Kalkin@ssf.net](mailto:Susy.Kalkin@ssf.net)

Susy Kalkin  
Chief Planner

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**Public Works Department  
Engineering Division**

Main Line (650) 829-6652  
Email [Ray.Razavi@ssf.net](mailto:Ray.Razavi@ssf.net)

Ray Razavi  
City Engineer

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### PERMITTING PROCESS

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Stormwater on sites less than 10,000 square feet, such as many single family residential dwellings, may not be subject to the process outlined above and may be permitted by the Public Works Department with only basic hydrologic and hydraulic calculations and Best Management Practices sizing completed per the San Mateo County requirements.

Planning, Building and Encroachment Permits and the associated application guidelines are downloadable from the city website: [www.ssf.net](http://www.ssf.net)

#### Public Works Department

The Public Works Department is the lead city department reviewing stormwater management systems. The Department reviews technical calculations pertaining to stormwater treatment in the first phase of permitting and reviews the technical aspects of plans for compliance with city and county codes in the second phase. The following are supplemental documents downloadable from the city website.

- **Encroachment Permit**  
This permit is needed when private property infringes upon the public right-of-way or another piece of property.
- **Checklist for National Pollution Discharge Elimination System Permit (NPDES) Requirements (from San Mateo County)**  
This is the same form issued by the San Mateo County for the NPDES permit. As the Discharger on the permit, the City uses it to check individual compliance.  
Available at: [http://www.flowstobay.org/articles\\_links/index.html](http://www.flowstobay.org/articles_links/index.html)
- **Details from the Public Works Standard Drawings page:**

[http://www.ssf.net/dept/pubwks/standard\\_drawings.html](http://www.ssf.net/dept/pubwks/standard_drawings.html)

These include details for parking, sidewalks, sewer, and storm drains.

*NOTE: To be used in conjunction with drawings and specifications in this Guidebook.*

- **Plan Submittal Requirements for Driveway/Curb Cut Permits**

Lists design requirements and plan submittal information for design of driveways.

*NOTE: May offer guidance for some stormwater treatment projects where curbs are involved.*

### **Planning Division**

The Planning Division reviews development proposals to ensure that the plans incorporate stormwater controls. During the conceptual review of developments requiring discretionary approvals, plans are submitted to the Planning Division and distributed internally to the other reviewing city departments. The following are supplemental documents downloadable from the [city website](http://www.cityofsanmateo.org) (<http://www.cityofsanmateo.org>).

- **Planning Application and Guide**

Application form for planning submittal contains environmental form and checklist. Guide contains more detailed requirements.

- **Planned Unit Development and Guide**

Application form for planning submittal contains environmental form and checklist. Guide contains more detailed requirements. Allows greater design flexibility including reduction in lot size and building setbacks.

### **Building Division**

The Building Division has a limited role in permitting stormwater management plans. The division reviews plans including building structures, electric service, plumbing, and mechanical systems. During the review of construction plans of approved developments (see preceding flowchart for Building Approval), all documentation associated with the Building Permit is submitted to the Building Division and distributed to the reviewing departments. The following are supplemental documents downloadable from the city website.

- **ADA Unreasonable Hardship Request Form**

When compliance with ADA becomes an unreasonable financial burden on a project, some exemptions from compliance may be granted. To be considered unreasonable the project's total cost must not exceed \$ 119,985.60 and the estimated cost of ADA compliance must exceed 20% of the total cost.

*NOTE: May be useful for small projects where ADA accessibility is not related to a primary use of the site.*

- **Construction and Demolition Recycling and Waste Reduction Program Form**

Form must accompany Building Permit if valuation of project is greater than \$50,000. This form also outlines city policy on construction and demolition waste management and lists facilities for waste management.

*NOTE: May be used as a resource for recycling or properly disposing of construction waste, even if not required by the City.*

- **Request for Modification of Code/Alternate Material or Method of Construction/Hardship Exemption or Equivalent Facilitation**

When compliance with city standards for materials, construction methods, etc. would not allow a project to be constructed as designed, this form may be submitted for variance from the city standard. Applicant must “demonstrate suitability, strength, effectiveness, fire resistance, durability, and safety of justification.”

Additionally, brochures addressing the following topics are available at no cost by mail or in person at City Hall:

- Fencing and Paving Regulations
- Slope Development Regulations
- Site Plan and Architectural Review
- Special Use Permit

## **RELEVANT MUNICIPAL CODE AND CITY POLICY**

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### **Stormwater**

Calculations for performance are checked by the Public Works Department Engineering Division staff. The maintenance agreement between the City and property owner assures that the performance of treatment features is maintained over time. Annual service fees are used to fund the bi-annual inspections to ensure that the BMP'S are being properly maintained.

Section 14.04.150 of the SSFMC allows the following are acceptable discharges, in addition to stormwater, that may be put into the storm drain system:

- ◆ Water line flushing and other discharges from potable water sources, landscape irrigation and lawn watering, irrigation water, diverted stream flows, rising ground waters, infiltration to separate storm drains, uncontaminated pumped ground water, foundation and footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential car washings, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges or flows from fire fighting.

Per section 14.04.140 of the municipal code, the following discharges are not allowed into the storm drain system:

- ◆ Interior floor drains and exterior drains located in the following areas:
  - Equipment or vehicle washing areas
  - Areas where equipment fluids are routinely changed
  - Areas where hazardous materials, chemicals or other uncontained materials that are easily transported by wind or water are stored and are not secondarily contained
  - Loading dock areas, except that loading dock drains to the storm drain system may be allowed if a valve or equivalent device is provided, which remains closed except when it is raining.
- ◆ Runoff from any rooftop equipment, tanks or pipes containing other than potable water, cooling water, heating system hot water, steam, water condensate or equivalent substances, that has not been fitted with secondary containment and which the

superintendent determines will otherwise cause a probable discharge to the storm drain system.

Owners or users of properties operating parking lots, gasoline stations, industrial facilities, commercial facilities, stores fronting city streets, etc. are required by SSFMC Section of the municipal code to “undertake all practicable measures to reduce” pollutants entering the municipal storm drain system. This includes actions to prevent littering, maintenance of parking lots, and implement BMP’s, all outlined in this same section of the code. If a stormwater treatment facility is installed on one of the above types of property, a Stormwater Management (SWM) permit must be obtained from the Director of Public Works (SSFMC Section 14.04.180).

The City requires a Stormwater Pollution Prevention Construction Permit (SWPPC) for construction activities. This requires that temporary stormwater treatment measures be installed and maintained by the contractor for the duration of construction. The Director of Public Works may require a SWPPC permit even for construction work that does not require a planning application.

Stormwater treatment facilities are favored by the City to be low-maintenance (SSFMC Section ), which means that landscape treatment measures are preferred over mechanical ones. Please see [C.3 Stormwater Technical Guidance](#) guidebook for details on landscape treatment features.

Maintenance of landscape stormwater treatment features must be addressed before a certificate of occupancy is issued by the City. The owner and City must agree upon and sign a maintenance agreement. Service fees must be established and the first annual payment made. In certain cases where the treatment facility provides great benefit to the City, either the ownership or maintenance responsibility may be transferred to the City. In addition to the initial maintenance agreement, the owner of such facility is required to provide the City with an annual report of proof of maintenance. This may consist of schedules and bills of maintenance crew work as well as documentation of repair work performed on the facilities. If a third party, such as a gardener, is hired to perform maintenance, the owner must also provide the City with a copy of the agreement with the third party.

## **Parking**

During conceptual and permit plan review, the Planning Division staff verifies the number of parking spaces, dimensional requirements, parking layout and circulation requirements required by SSFMC Chapter 20.74.

Standards for parking dimensions, including ADA accessible parking, can be downloaded from the Public Works Standard Drawings page. (See previous section.)

## **Sewer**

During the design and construction of stormwater treatment facilities, existing sewer lines may need to be relocated or accommodated by a new development. Relocation of sewer lines or the installation of new utilities near existing sewer lines, requires an offset of at a minimum of 6 inches. California Water Service Company, Westborough Water District and Pacific Gas & Electric may also have offset requirements for their utilities.

In rare cases, sewer lines may need to be used as stormwater overflow discharge connections. Chapter 14.08 of the SSFMC addresses sewer requirements and section defers to U.S. Environmental Protection Agency. “General Pretreatment Regulations for Existing and New Sources of Pollution” published in 40 CFR Part 403, whenever the two documents are in conflict. Specific discharge prohibitions are listed in Section 14.08.200 and include regulations for solids, incompatible substances (such as oxygen-demanding pollutants), oil and grease, and toxic substances. Also addressed in this section is the discharge of stormwater, including runoff from roofs, yards, and foundation drainage, to the sewer system. This may be allowed with the authorization of the Director.

### **Sidewalks**

The Public Works Department publishes standard details for the construction of sidewalks, downloadable from the Public Works Standard Drawings page (See previous section). Chapter 19.20 of the SSFMC contains information and design requirements of gratings in sidewalks. Contractors must construct sidewalks in accordance with the approved City standard detail.

### **Trees**

The Street Tree Master Plan establishes city policy on trees in the public right of way. Section 13.28 of the SSFMC, requires trees replaced as a result of development in the public right-of-way, including heritage trees, will be at the discretion of the Director.

“Where the Director determines that replacement is not feasible and/or appropriate, the Director (1) may require that a payment of equal value to the cost of the purchase and installation of the replacement tree(s) be made to the city tree planting fund or (2) may place other conditions on the permit which are of equal value to the cost of the purchase and installation of the replacement tree(s).”

## TOWN OF WOODSIDE

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### **Town Hall**

2955 Woodside Road  
Woodside, CA 94062

Joanne Kurz, Building Inspector  
jkurz@woodsidetown.org

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### **Planning Department**

Main Line (650)851-6796

Deborah Mallison, Associate Planner  
dmallison@woodsidetown.org

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### **Public Works Department**

Front desk: (650) 851-6790

Paul Nagengast, Town Engineer/  
Director of Public Works  
pnagengast@woodsidetown.org

### **PERMITTING PROCESS**

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