

Appendix B – Small Project Submittal Requirements

I. Stormwater Submittal Requirements for Small Discretionary Projects

(< 500 square feet of new or replaced impervious area):

At a minimum, the following items shall be provided in order to evaluate the Small project proposal with regards to discretionary Stormwater Management review:

A. Project Information:

- i. Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A).
- ii. Provide a project description.
- iii. Include information on any phasing for project construction and implementation.
- iv. List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

B. Conceptual Stormwater Management Plan (SWP):

Provide a conceptual SWP showing:

- i. Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- ii. Proposed best management practices (BMP),
- iii. Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- iv. Any/all easements (reference to the associated recorded document shall be placed on SWP),
- v. How will stormwater runoff will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater (drainage) pathways,
- vi. Accommodation of existing upstream runoff in the project design without impact to upstream properties,
- vii. A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- viii. Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.

2. Small projects with adequate on and off-site drainage are exempt from mitigation requirements. It is recommended that these projects incorporate BMPs to limit pollutant and hydrologic impacts such as pervious pavement, disconnection of runoff from impervious surfaces, etc.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

II. Stormwater Submittal Requirements for Small Building/Grading Projects

(< 500 square feet of new or replaced impervious area):

At a minimum, the following items shall be provided in order to evaluate the Small project proposal with regards to building permit Stormwater Management review:

A. Project Information:

- i. Provide a copy of the Stormwater Control Plan (SWP) – Project Information & Threshold Determination Form, determining the project threshold (Appendix A).
- ii. Provide a project description.
- iii. Include information on any phasing for project construction and implementation.
- iv. List relevant prior permit information (such as a minor land division, subdivision, or prior grading/building permit near the project location).

B. Final Stormwater Management Plan (SWP):

Provide a final SWP showing:

- i. Existing and proposed impervious, semi-pervious, self-treating, disturbed areas,
- ii. Proposed best management practices (BMP),
- iii. Existing and proposed stormwater (drainage) patterns - including areas that drain to/through the project site,
- iv. Any/all easements (reference to the associated recorded document shall be placed on SWP),
- v. SWP shall illustrate how stormwater runoff will be conveyed and controlled.
- vi. How safe stormwater overflow will be conveyed and controlled. Safe stormwater overflow shall be incorporated into the project design and runoff shall not negatively impact neighboring properties or stormwater pathways.
- vii. Accommodation of existing upstream runoff in the project design without impact to upstream properties.
- viii. A site assessment performed by the project Engineer, Architect, or Designer that notes whether there are any existing stormwater (drainage) issues on or near the site and if any stormwater (drainage) issues or impacts are anticipated resulting from the proposed improvements. If downstream restrictions are/have been identified, additional analysis and improvements may be required,
- ix. Identify any conflicts between the proposed project design and the County Design Criteria (CDC). If the project does not completely comply with the CDC, the project description shall include a request for waiver to these criteria and shall provide technical justification for this waiver.

Notes:

1. Diversion of runoff resulting in altered stormwater (drainage) patterns from the project site is not allowed without prior approval by the Director of Public Works.

2. Small projects with adequate on and off-site drainage are exempt from mitigation requirements. It is recommended that these projects incorporate BMPs to limit pollutant and hydrologic impacts such as pervious pavement, disconnection of runoff from impervious surfaces, etc.
3. The SWP may be combined with another plan set, at the discretion of the applicant. All information must be legible and consistent with standard engineering drafting conventions. SWP shall be consistent with grading, landscape, architectural, and utility plans (as applicable).

C. Fees:

Provide impervious area calculations. If the project is located in Santa Cruz County Flood Control and Water Conservation District Zones 5, 6, 7A or 8, impact fees based on the net increase in permitted impervious area will be assessed based on the current Unified Fee Schedule. The project may be eligible for fee credits for existing impervious areas previously permitted or built prior to the establishment of the flood control zone. To establish credit eligibility, documentation should be submitted with the project plans. Documentation such as assessor's records, survey records, permit records, dated aerial photographs or other official records that will help establish and determine the construction date, structure/impervious area footprint, or to confirm that a permit was previously issued is acceptable. Zones 5, 6, 7A and 8 were established in 1969, 1986, 2005 and 1977, respectfully. The County GIS may be used to determine the flood control district within which the project is located.