Appendix C – Medium Project Submittal Requirements

I. Stormwater Submittal Requirements for Medium Discretionary Projects

(> 500 but < 5,000 square feet of new or replaced impervious area):

At a minimum, the following items shall be provided in order to evaluate the Medium 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

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 (drainage) pathways.
vii. Accommodation of existing upstream runoff in the project design without impact to upstream properties.
viii. Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
ix. Existing and proposed drainage infrastructure on the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. shall be included in the SWP,
x. 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,
xi. 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. Medium projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPS shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority consistent with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
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. Watershed Area Map(s):

i. Show the boundaries of the stormwater (drainage) area(s) for each mitigation feature. Mitigation(s) shall be designed for all runoff being directed to each mitigation feature(s).

D. Best Management Practices:

i. Indicate which Best Management Practices (BMPs) will be implemented to prevent runoff in excess of the pre-development conditions and to minimize the transport of pollutants.

II. Stormwater Submittal Requirements for Medium Building/Grading Projects

(> 500 but < 5,000 square feet of new or replaced impervious area):

At a minimum, the following items shall be provided in order to evaluate the Medium 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:

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. SWP shall identify 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 shall 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.
vii. Accommodation of existing upstream runoff in the project design without impact to upstream properties.
viii. Natural features (e.g., existing wetlands/streams, natural drainage routes, riparian areas) and required setbacks on and around the project site shall be included in the SWP,
ix. Existing and proposed drainage infrastructure on the site and nearby areas including the location of public and private storm drains, channels, ditches, BMPs, etc. shall be included in the SWP,
x. 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,
xi. 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.

xii. Provide final construction cross-section details for all permanent stormwater mitigation features. The details must include all necessary information for the accurate construction of the proposed mitigation features (including, but not limited to: invert elevations, slope, pipe type and diameter, manufacturer specs if applicable, compaction guidelines/requirements, material type, methods of construction, dimensions).

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. Medium projects shall incorporate BMPs to minimize and mitigate pollutant and hydrologic impacts due to development. These BMPS shall include Low Impact Development (LID) measures that emphasize the minimization of impacts as a first priority consistent with the General Plan Policy 7.23.2 for Minimizing Impervious Surfaces.
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. Watershed Area Map(s):

i. Show the boundaries of the stormwater (drainage) area(s) for each mitigation feature. Mitigation(s) shall be designed for all runoff being directed to each mitigation feature(s).

D. Best Management Practices:

i. Indicate which Best Management Practices (BMPs) will be implemented to prevent runoff in excess of the pre-development conditions and to minimize the transport of pollutants.

E. Maintenance Schedule:

i. Provide a final maintenance schedule on the project plans that includes inspection frequency and maintenance requirements for each of the permanent stormwater mitigation features proposed. Identify the single entity that shall be responsible for the long-term operation and maintenance of the stormwater facilities, source control measures, storm drain markings/signage, stormwater (drainage) patterns, and impervious area limits established with the project. A recorded maintenance agreement shall be required (not required for project approval) & will identify a single entity as being solely responsible for said operational & maintenance procedures.

F. Fees:

i. Provide imperious 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.