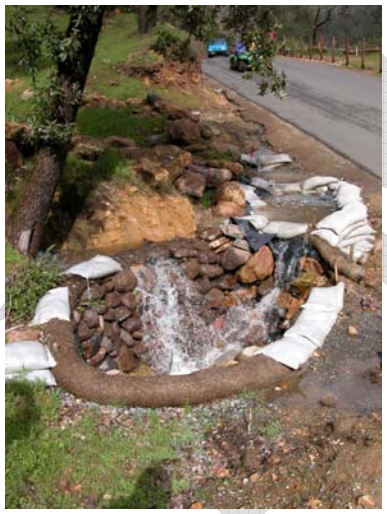
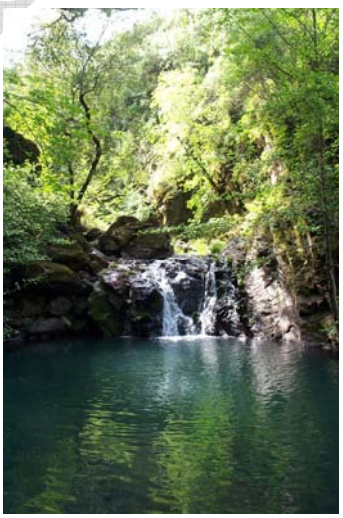
NAPA COUNTY
CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

ADOPTED DATE:



NAPA COUNTY DEPARTMENT OF PUBLIC WORKS
1195 THIRD STREET, SUITE 201
NAPA, CA 94559
707-253-4351
www.co.napa.ca.us/publicworks

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DEFINITIONS

Best Management Practices (BMPs) – means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Development - means any activity that moves soils or substantially alters the pre-existing vegetated or man-made cover of any land. This includes, but is not limited to, grading, digging, cutting, scraping, stockpiling or excavating of soil, placement of fill materials, paving, pavement removal, exterior construction, substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing, or any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse. Development does not include routine maintenance to maintain original line and grade, hydraulic capacity, or the original purpose of the facility, nor does it include emergency construction activities (i.e., land disturbances) required to protect public health and safety.

Directly Connected Impervious Area (DCIA) - means the area covered by a building, impermeable pavement, and/or other impervious surfaces, which drains directly into the stormwater conveyance system without first flowing across permeable vegetated land area (e.g., lawns).

Director – means the Director of the Napa County Public Works Department.

Discharge - means the release, addition or deposit of any fluid, liquid, solid, flowing substance, or any other material or substance to the stormwater conveyance system.

Erosion Control BMP – means any source control practice that protects the soil surface and prevents soil particles from being detached by rainfall, flowing water, or wind.

Illicit Discharge - means any discharge to a stormwater conveyance system that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

Grading – means any stripping, cutting, filling, contouring, recontouring or stockpiling of earth or land, including the land in its cut or fill condition.

Maximum Extent Practicable (MEP) - means the technology-based standard established by Congress in the Clean Water Act 402(p)(3)(B)(iii) for stormwater discharges that municipalities must meet. MEP is generally the result of emphasizing pollution prevention and source control best management practices (BMPs) primarily (as a first line of defense) and in combination with treatment methods serving as backup (additional line of defense). The MEP approach is an ever evolving, flexible and advanced concept, which considers technical and economic feasibility. As knowledge about controlling urban runoff continues to evolve, so does what constitutes MEP.

National Pollutant Discharge Elimination System (NPDES) - means a permit issued by the U.S. Environmental Protection Agency, State Water Resources Control Board, or the California Regional Water Quality Control Board pursuant to the Clean Water Act, 33 U.S.C. § 1251 et seq., (CWA) that authorizes discharges to waters of the United States and requires the reduction of pollutants in the discharge.

Non-Stormwater Discharge - means any discharge to a stormwater conveyance system that is not composed entirely of stormwater.

Pollutant - means any "pollutant" defined in Section 502(6) of the CWA or incorporated into the California Water Code Section 13373. Pollutants may include, but are not limited to the following:

A. Residential, commercial and industrial waste (such as trash, litter, fuels, solvents, detergents, plastic pellets, hazardous substances, fertilizers, pesticides, slag, ash, and sludge);
B. Metals such as cadmium, lead, zinc, silver, nickel, chromium, copper and non-metals such as phosphorous and arsenic;
C. Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants, and grease);
D. Excessive eroded soil, sediment, and particulate materials in amounts that may adversely affect the beneficial use of the receiving waters, flora or fauna of the State.
E. Animal wastes (such as discharge from confinement facilities, kennels, pens, recreational facilities, stables, and show facilities; and
F. Substances having characteristics such as pH less than 6 or greater than 9, or unusual coloration or turbidity, or excessive levels of fecal coliform, or fecal streptococcus, or enterococcus.

Precipitation – means any form of water, such as rain or snow, that falls to the earth's surface.

Predicted Storm Event – means a precipitation event forecasted by the National Weather Service. Forecasts for Napa County can be obtained from the National Weather Service at www.wrh.noaa.gov/mtr.

Qualified Contact Person – means a person who is responsible for overseeing the implementation and maintenance of all BMPs. For projects that disturb one acre or more, the Qualified Contact Person shall provide documentation that he/she has attended at least one training, acceptable to the director, on stormwater management for construction sites in the previous 3 years.

Rainy Season – means the period from October 15th through April 1st.

Receiving Waters – means all waters that are "Waters of the State" within the scope of the California Water Code, including but not limited to natural streams, creeks, rivers, reservoirs, lakes, ponds, water in vernal pools, lagoons, estuaries, bays, the Pacific Ocean, and ground water.

Sediment Control BMP – means any practice that traps soil particles after they have been detached and moved by rain, flowing water, or wind.

Sensitive Domestic Water Supply Watershed (SDWSW) – include watersheds and drainage areas for Bell Canyon, Kimball, Milliken, Rector, Lake Hennessey, Friesen lakes, Lake Curry, and Lake Madigan.

Storm Drain – Drainage pipe used to collect and transport stormwater.

Storm Event - means any amount of precipitation. See also, "predicted storm event".

Stormwater - means surface runoff and drainage associated with storm events, which is free of pollutants to the maximum extent practicable.

Stormwater Conveyance System - means those artificial and natural facilities within the unincorporated area of the County, whether publicly or privately owned, by which stormwater may be conveyed to a watercourse or Waters of the State, including any roads with drainage systems, streets, catch basins, natural and artificial channels, aqueducts, stream beds, gullies, curbs, gutters, ditches, and natural and artificial channels or storm drains.

Stormwater Pollution Prevention Plan (SWPPP) - means a document that describes the BMPs to be implemented by the owner or operator of a construction site disturbing one acre or more to eliminate illicit discharges and/or reduce to the maximum extent practicable pollutant discharges to the stormwater conveyance system.

Stormwater Quality Management Plan (SQMP) – means a document that describes the BMPs to be implemented by the owner or operator of a construction site disturbing less than one acre to eliminate illicit discharges.

Structure - means anything which is built or constructed, or any piece of work artificially built up or composed of parts joined in some definite manner whether installed on, above, or below the surface of the land.

Tracking Control – means any practice that prevents or reduces the tracking of sediment off-site by vehicles leaving the construction area.

Watercourse - means any natural stream, whether flowing continuously or not, that is fed from permanent or natural sources, and includes, without limitation, rivers and creeks.

Weather-Triggered Action Plan – means a checklist of BMPs to be implemented prior to predicted storm events to prevent illicit discharges from leaving the construction site. The action plan may include one or more BMP implementation scenarios depending on the amount of precipitation forecasted and/or the time of year. See also, "predicted storm event".

ABBREVIATIONS

ACE – United State Army Corps of Engineers

BMP – Best Management Practice

DFG – Department of Fish and Game

DPW – Department of Public Works

MEP – Maximum Extent Practicable

NOI – Notice of Intent

NCSWMP – Napa County Stormwater Management Program

NPDES – National Pollutant Discharge Elimination System

RWQCB – Regional Water Quality Control Board

SDWSW – Sensitive Domestic Water Supply Watershed

SQMP – Stormwater Quality Management Plan

SWPPP – Stormwater Pollution Prevention Plan

SWRCB – State Water Resources Control Board

I. BACKGROUND

Napa County's receiving waters (e.g. creeks, wetlands, lakes and reservoirs, etc.) are vital to our economy and quality of life. Surface and ground waters in Napa County provide most of the County's drinking and irrigation water supply. Creeks, wetlands, and lakes also provide recreational opportunities such as swimming, boating, fishing, and wildlife viewing. Unfortunately, many of these uses may become degraded or impaired by pollution.

Much of the pollution that enters our surface waters is the result of contaminated stormwater runoff. When rain falls to the earth during a storm and accumulates to the point that runoff occurs, stormwater is produced. As this stormwater travels across the land it may become contaminated with pollutants before it's released to surface waters.

Stormwater runoff generated from construction sites may become a significant contributor of stormwater pollution if effective BMPs are not implemented. For example, construction sites without erosion and sediment control BMPs may discharge up to 15 times the amount of sediment as a construction site with these measures in place and up to 100 times the natural background level of erosion[1]. Although sediment is the most abundant pollutant associated with construction activity, other pollutants that may be generated include nutrients, pathogens, oil and grease, fuel, heavy metals, and trash. Furthermore, some materials such as concrete waste can affect the pH of stormwater.

II. LEGAL FRAMEWORK

With the growing concerns of stormwater pollution, local, state, and federal agencies devised regulations requiring BMPs to eliminate or control polluted runoff from construction sites. As of March 10, 2003, all development projects that disturb one acre or more must comply with the conditions of the SWRCB's NPDES General Permit for Stormwater Associated with Construction Activity. The construction permit requires that a SWPPP be developed and implemented to manage stormwater runoff to the MEP.

In addition to these new regulations, on May 20, 2004, Napa County and the Cities on Napa, St. Helena, Calistoga, and Town of Yountville were issued an NPDES General Permit for Municipal Stormwater. The Municipal permit requires the permitees to develop a Stormwater Management Program that includes the establishment of local authority to prohibit illicit discharges and the adoption of requirements to manage stormwater runoff from construction sites.

Napa County established this authority on June 22, 2004 through the adoption of the Stormwater Management and Discharge Control Ordinance (Ordinance No. 1240, Chapter 26.28). In addition to prohibiting illicit discharges, the ordinance gives the Director of Public Works the authority to establish runoff control requirements for development projects (chapter 26.28.100B).

The primary objectives of the Stormwater Standards for Construction Site Runoff Control are to: (1) effectively prohibit illicit discharges; and (2) reduce the discharge of pollutants to the stormwater conveyance system to the Maximum Extent Practicable (MEP). This document provides information on how to comply with all of the County's Construction Site Runoff Control requirements in the unincorporated areas of Napa County. The effective date of these requirements is September 1st, 2006 and applies to all structural, road, driveway, and mass grading (non-agricultural) projects submitting an application for a building or grading permit on or after September 1st, 2006.

[1] Erosion and Sediment Control Field Manual (SFRWQCB, 07/02) and California BMP Handbook, Construction (January 2003).

III. Project Review and Permitting Process

The steps below describe the elements of the plan review and permitting processes for Napa County's Construction Site Runoff Control BMP requirements.

Step 1: Determine Applicable Stormwater BMP Requirements

Prior to submittal of a building or grading permit, applicants must complete the "Construction Site Runoff Control Applicability Checklist" in Appendix A to determine if their project is subject to Construction Site Runoff Control BMP requirements. This form must be completed for all building and grading permit applications, even if previous approvals exist. Projects requesting additional permits, even though previous permits and/or approvals have been obtained, will be required to comply with the requirements in this document. This checklist must be completed, signed by the responsible party for the project, and submitted with your permit application.

If the answer to any question in Part A of the Applicability Checklist is "yes", the applicant must prepare and submit a SQMP or a SWPPP to the DPW. The preparation of a SWPPP is required for projects that disturb one acre or more and a SQMP is required for projects that disturb less than one acre. If the answer to any question in Part A is "yes", the applicant must also answer the questions in Part B of the Applicability Checklist to determine the project's priority ranking (high, medium or low). The prioritization will determine the inspection frequency by County staff and associated fees, but will not change the BMP requirements.

If the answer to all questions in Part A is "no", the project is not required to prepare a SQMP or a SWPPP and the project must comply with the Standard Conditions of Approval attached to the building or grading permit (see Attachment D).

Note: In addition to the requirements in this document, projects preparing SWPPPs must also apply for coverage under the State's NPDES Stormwater Associated with Construction Activity General Permit which contains additional requirements for construction site management. Refer to the State Water Resource Control Board's website (www.swrbc/stormwater/construction.gov) for information on the General Permit.

Step 2 – Prepare & Submit Appropriate Plans.

SQMPs and SWPPPs must be prepared in accordance with the requirements described in Section IV, Construction Site Runoff Control Requirements. The requirements include BMPs for erosion control, sediment control, and materials management. The plan shall depict the BMPs that will be implemented during construction to eliminate or minimize the discharge of pollutants to the maximum extent practicable. To ensure a speedy review process, refer to the Construction Site Runoff Control Plan Review Checklist in Appendix C which provides minimum guidelines for a complete application submittal[2].

It is the responsibility of the property owner or his/her designee to select, install and maintain effective BMPs. The BMPs identified in the plan must be appropriate for the site conditions, season, project design, and construction methods. BMPs must be installed in accordance with an industry recommended standard or in accordance with the requirements of the State General Construction Permit. More information about BMPs is provided in the California Stormwater Best Management Practices Handbooks (www.cabmphandbooks.com).

[2] You can get more information on upcoming workshops, BMPs, inspection and training forms, stormwater plan templates and more by going to www.napastormwater.org. You may also contact the Department of Public Works at 707-253-4351 if you have questions.

For any project on slopes 15% or greater, only the following persons are authorized to prepare SQMPs and SWPPPs:

- ✓ A licensed civil engineer; or
- ✓ A licensed architect; or
- ✓ A licensed landscape architect; or
- ✓ A registered professional forester (RPF); or
- ✓ A certified engineering geologist; or
- ✓ A certified professional soil erosion and sediment control specialist (CPSESCS); or
- ✓ A NRCS employee working under the direction of a CPSESCS

For projects under 15% slope, the following **additional** persons may prepare SQMPs and SWPPPs:

- ✓ The property owner or his/her designee.

After preparing a SQMP/SWPPP and supporting documents according to the requirements in this document, submit plans and associated fees with your building and/or grading permit application. These plans will be forwarded to the DPW for review (See Step 3).

Step 3 – Determine Adequacy of Proposed Plans.
Under the authority of the Director, DPW staff will review submitted plans for compliance with the stormwater requirements contained in this policy. The Director may approve proposed alternatives to the BMP requirements in this manual if they are determined to be applicable and equally effective. Additional analysis or information may be required to enable staff to determine the adequacy of proposed BMPs, and will be requested through a project issues report following the conclusion of a staff review cycle.

Note: Applicants with projects disturbing one acre or more must provide a copy of Waste Discharge Identification Number issued for coverage under the NPDES Stormwater Associated with Construction Activity General Permit before building and/or grading permits are issued. Furthermore, projects proposing to alter streambeds and/or fill or dredge Waters of the State must provide proof of coverage under, or a waiver from, all applicable State and Federal permits (1600 DFG, 404 ACE, 401, RWQCB) prior to construction or work within receiving waters.

IV. CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

A. Site Management Requirements

Site management requirements for stormwater pollution prevention include:

1. The Qualified Contact Person(s) shall implement the conditions of the SWPPP/SQMP, contract documents and/or local ordinances with respect to erosion and sediment control and other waste management regulations.
2. A Qualified Contact Person(s) who is trained and competent in the use of BMPs shall be on site daily when building and grading activities occur, although not necessarily full time, to evaluate the conditions of the site with respect to stormwater pollution prevention. The Qualified Contact Person(s) shall represent the contractor/owner on stormwater issues.
3. The Qualified Contact Person(s) is responsible for monitoring the weather and implementing effective BMPs to prevent illicit discharges from the project area. The weather shall be monitored on a 5-day forecast plan and a “weather-triggered” action plan shall be fully implemented prior to predicted storm events and during all storm events to prevent illicit discharges from leaving the construction site.
4. The Qualified Contact Person(s) is responsible for overseeing any site grading and construction operations and evaluating the effectiveness of the BMPs. This person shall modify the BMPs as

necessary to prevent all illicit discharges. This person or other qualified persons shall document all modifications to the SQMP/SWPPP.

B. Self-Inspections

Construction is a dynamic operation where changes are expected. Stormwater BMPs for construction sites are usually temporary measures that require frequent maintenance to maintain their effectiveness and may require relocation, revision, and reinstallation, particularly as project grading progresses. For these reasons self-inspections are necessary to prevent illicit discharges. Inspections shall be performed by the owner's/contractor's Qualified Contact Person(s) specifically trained in stormwater construction site management and runoff control BMPs.

Note: The SWRCB's, NPDES Stormwater Associated with Construction Activity General Permit has additional inspection and monitoring requirements.

There are four primary purposes of the self-inspections conducted by the Qualified Contact Person(s):

- To ensure that the owners/contractors take full responsibility for managing stormwater pollution caused by their activities.
- To ensure that the project proponents implement their stormwater management plans.
- To document that stormwater BMPs are properly installed/implemented and functioning effectively.
- To identify maintenance and repair needs.

A self-inspection checklist, noting date, time, conditions, BMP maintenance and/or modifications, and picture numbers must be kept on-site and made available to County staff. Self-inspections must be performed according to the following schedule:

1. Inspections will be performed prior to all predicted storm events, once each 24 hours during extended storm events greater than 0.25 inches within 24 hours, and after each storm event.
2. Daily inspections as earth moving/grading is being conducted from October 15th through April 1st. **Note: This self-inspection requirement only applies to projects allowed to grade during the rainy season.**
3. At least weekly (every 7 days) inspections as construction and grading is being conducted throughout the year.

C. Training

Documented training on the proper use of BMPs is required for all employees working onsite. Employees must be informed that illicit discharges are prohibited by Local, State, and Federal laws and instructed on the proper installation/implementation of all BMPs applicable to their duties.

D. GRADING DEADLINES

1. Projects on slopes less than 5%

Clearing of vegetation, grading of land, and/or any other soil disturbing activities are permissible throughout the year.

2. Projects on slopes 5% and greater

Clearing of vegetation, grading of land, and/or any other soil disturbing activities shall only take place between April 1st and October 15th of any given year. Moreover, erosion and sediment control measures shall be fully implemented by October 15th of each year and maintained through April 1st. When the SQMP/SWPPP requires the installation of sediment retention devices, these devices must be completed and functional no later than October 1st of that year.

Extensions of the October 15th winter shut-down deadline may be authorized by the Director upon written request if all of the following conditions are met: (1) the project is substantially complete, (2) the work

remaining can be finished in a short period of time, (3) completion of the work involved will lessen the amount of erosion and/or sedimentation expected in the future, (4) the erosion and sediment control BMPs specified on the SQMP/SWPPP have been installed prior to October 1st, (5) they have been inspected and found to be adequate, **and** (6) weather permits. A written request for an extension and associated fee must be submitted to the Director seven days prior to October 1st and describe how the above conditions will be satisfied.

E. PERFORMANCE STANDARDS

The Department of Public Works will conduct site visits to evaluate the effectiveness of the owner's/contractor's site management based on the performance standards described below. Poor BMP practices shall be challenged. Performance standards shall include:

1. All illicit discharges shall be eliminated from the project site.
2. All BMPs shall be installed in accordance with an industry recommended standard such as the California BMP Handbooks, the CalTrans Construction Site BMP Manual, or other standards as approved by the Director. The BMPs must also be installed in accordance with the requirements of the State General Construction Permit, if applicable.

Regardless of any inspections conducted by County staff, property owners and contractors are required to prevent any construction-related materials, wastes, spills or residues from entering a stormwater conveyance system. Property owners and contractors are also required to comply with the provisions of the State General Construction Permit if the disturbed area is greater than one acre.

F. BMP IMPLEMENTATION REQUIREMENTS

Year-Round Requirements (All Projects)

Year-round requirements for all projects include but are not limited to:

1. Prior to beginning land disturbing activities, including clearing and grading, all clearing limits, sensitive areas and their buffers, and trees that are to be preserved within the construction area shall be clearly marked, both in the field and on the plans, to prevent damage and offsite impacts. Plastic, metal, or stake wire fence may be used to mark the clearing limits.
2. The area that can be cleared or graded and left exposed at one time is limited to the amount of acreage that the owner/contractor can adequately protect prior to a predicted storm event.
3. The owner/contractor must implement a "weather-triggered" action plan and have the ability to deploy standby BMPs within 24 hours of a predicted storm event. The "weather-triggered" action plan must be implemented prior to the predicted storm event and during all storm events to prevent illicit discharges from leaving the construction site. Material needed to install standby BMPs to prevent illicit discharges must be stored on site. On request, the owner/contractor must provide proof of this capability that is acceptable to DPW staff.
4. Erosion and sediment control BMPs must be upgraded if necessary to provide effective protection from erosion and sediment-laden runoff. If a BMP fails it must be repaired and improved, or replaced with an acceptable alternate, as soon as it is safe to do so. The failure of a BMP shows that the BMP, as installed, was not adequate for the circumstances in which it was used and shall be corrected or modified as necessary. The Qualified Contact Person(s) shall document all modifications to the BMP implementation plan in the SQMP/SWPPP.
5. BMPs to control sediment tracking must be installed and maintained at entrances/exits to comply with the performance standards. BMP implementation may depend on connectivity of paved road surface to stormwater conveyance system. Construction vehicle access and exit shall be limited to one route if possible.

6. All pollutants, including waste materials and demolition debris, that occur on-site during construction shall be stored, handled, and disposed of in a manner that does not cause contamination of stormwater.

7. A washout area shall be designated and maintained for materials such as concrete, stucco, paint, caulking, sealants, drywall plaster, etc.

8. Cover, containment, and protection from vandalism shall be provided for all chemicals, liquid products, petroleum products, and non-inert wastes present on the site.

9. Remnant trash and debris shall be removed and/or properly stored/disposed of daily.

10. Storage, service, cleaning and maintenance areas for vehicles and equipment shall be identified and protected accordingly.

11. Spill prevention BMPs shall be used when maintenance and repair of heavy equipment and vehicles (e.g. oil changes, hydraulic system drain down, solvent and de-greasing cleaning operations, fuel tank drain down and removal) may result in the discharge or spillage of pollutants to the ground or into stormwater runoff.

12. Materials for spill control/containment must be stored onsite. Contaminated surfaces shall be cleaned immediately following any discharge or spill incident.

Rainy Season Requirements **(October 15th through April 1st)**

Projects on slopes less than 5%

13. In addition to the year-round requirements described above, projects on less than 5% slope must fully implement and maintain a combination of effective erosion and sediment control BMPs for all disturbed areas while the site is inactive. A site will be considered inactive if construction and grading activities have ceased for a period of 7 or more consecutive calendar days.

Projects on slopes 5% and greater

14. In addition to the year-round requirements described above, projects on slopes 5% and greater must fully implement and maintain a combination of effective erosion and sediment control BMPs for all disturbed areas throughout the rainy season.

NAPA COUNTY
CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

APPENDIX A

APPLICABILITY CHECKLIST

NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS
APPENDIX A – APPLICABILITY CHECKLIST

Construction Site Runoff Control Applicability Checklist	County of Napa Department of Public Works 1195 Third Street Napa, CA 94559 (707) 253-4351 www.co.napa.ca.us/publicworks

Project Address:	Assessor Parcel Number(s):	Project Number: *(for County use Only)*

INSTRUCTIONS

Structural projects that require a building and/or grading permit must complete the following checklist to determine if the project is subject to Napa County's Construction Site Runoff Control Requirements. This form must be completed and submitted with your permit application(s). Definitions are provided in the Napa County Construction Site Runoff Control Requirements policy. **Note:** If multiple building or grading permits are required for a common plan of development, the total project shall be considered for the purpose of filling out this checklist.

DETERMINING PROJECT APPLICABILITY TO THE CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

- ✓ If the answer to question 1 of Part A is answered "Yes" your project is subject to Napa County's Construction Site Runoff Control requirements and must prepare a Stormwater Pollution Prevention Plan (SWPPP). The applicant must also comply with the SWRCB's NPDES General Permit for Stormwater Associated with Construction Activity and must provide a copy of the NOI and WDID.
- ✓ If the answer to question 1 of Part A is "No", but the answer to any of the remaining questions is "Yes" your project is subject to Napa County's Construction Site Runoff Control requirements and must prepare a Stormwater Quality Management Plan (SQMP).
- ✓ If every question to Part A is answered "No" your project is exempt from Napa County's Construction Site Runoff Control Requirements, but must comply will all construction site runoff control standard conditions attached to any building or grading permit (see Appendix D of the Napa County Construction Site Runoff Control Requirements).
- ✓ If any of the answers to the questions in Part A is "Yes", complete the construction site prioritization in Part B below.

Part A: Determine Construction Phase Stormwater Requirements

Would the project meet any of these criteria during construction?

1. Propose any soil disturbance of one acre or more? …… Yes No
2. Does the project propose any soil disturbance greater than 10,000 square feet?…… Yes No
3. Does the project propose grading, earth moving, or soil disturbance on slopes 15% or greater?…… Yes No
4. Does the project propose earthmoving of 50 cubic yards or more?…… Yes No
5. Does the project propose soil disturbance within 50 feet of a stream, ditch, swale, curb and gutter, catch basin or storm drain that concentrates and transports stormwater runoff to a "receiving water" (i.e. Waters of the State)? …… Yes No

OVER

Part B: Determine Construction Site Priority

Projects that are subject to the Construction Site Runoff Control Requirements must be designated with a priority of high, medium, or low. This prioritization must be completed with this form, noted on the plans, and included in the SWPPP or SQMP. Indicate the project's priority in one of the checked boxes using the criteria below. The County reserves the right to adjust the priority of projects both before and during construction.

Note: The construction priority does NOT change construction BMP requirements that apply to projects. The construction priority does affect the frequency of inspections that will be conducted by County staff and associated fees.

Select the highest priority category applicable to the project.

☐ High Priority

a) Projects with soil disturbance of one acre or greater.

b) Projects on slopes of 30% or greater.

c) Projects proposing new storm drains.

☐ Medium Priority

a) Projects on slopes from 5% to 29%.

b) Projects with soil disturbance between 10,000 sq. ft and one acre.

c) Projects with earthmoving of 50 cubic yards or more.

☐ Low Priority

a) Projects with soil disturbance within 50 feet stream, ditch, swale, curb and gutter, catch basin or storm drain that concentrates and transports stormwater runoff to a "receiving water".

Name of Owner or Agent (Please Print):	Title:
Signature of Owner or Agent:	Date:

NAPA COUNTY
CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

APPENDIX B

SQMP/SWPPP GENERAL INFORMATION FORM

NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS
APPENDIX B - WQCP/SWPPP GENERAL INFORMATION FORM

FOR OFFICE USE ONLY

SUBMITTAL DATE: _____ **FILE #**:_____ **APN #**:_____

USGS QUAD: _____ **CalWatershed:** _____

REQUEST:_____

_____

PERMIT: ☐ Building ☐ Grading **TYPE**: ☐ Private ☐ Public (County) ☐ Public (Other)

CATEGORY: ☐ Structure ☐ Driveway ☐ Road ☐ Reservoir ☐ Cave ☐ Other

FINAL APPROVAL: Date: _____

Deposit: $ _____ _____ _____ _____

Deposit *Receipt Number* *Received By* *Date*

TO BE COMPLETED BY APPLICANT

(Please type or print legibly)

Applicant's Name: _____ **Company:** _____

Telephone #: (_____)_____ **Fax #:** (_____)_____ **E-Mail**: _____

Mailing Address:_____

No Street City State Zip

Status of Applicant's Interest in Property: _____

Property Owner's Name: _____

Telephone #: (____)_____ **Fax #:** (____)_____ **E-Mail**: _____

Mailing Address:_____

No Street City State Zip

Qualified Contact Person's Name: _____ **Company:** _____

Telephone #: (____)_____ **Fax #:** (____)_____ **E-Mail**: _____

Mailing Address:_____

No Street City State Zip

Site Address/Location: _____

No Street City

Assessor's Parcel #:_____ **Gated:** ☐ Yes ☐ No

Parcel Size: _____ acres **Disturbed Area**: _____ ☐ acres ☐ ft^2. **Amount of Cut & Fill:** _____ yds^3

Percent Slope: Minimum: _____ Maximum: _____ Average: _____

Min distance between disturbed area and Stormwater Conveyance System (creeks, ditches, reservoirs, storm drains, etc.): _____ feet

Construction of New Storm Drains: ☐ Yes ☐ No **Construction within Waters of the State:** ☐ Yes ☐ No

Project Priority (See Applicability Checklist, Appendix A, Section B): ☐ Low ☐ Medium ☐ High

SIGNATURE: I hereby certify that all the information contained in this application, including but not limited to, this application form, the supplemental information sheets, site plan, plot plan, cross sections/elevations, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the Department of Public Works for evaluation of this application and preparation of reports related thereto, including the right of access to the property involved.

_____ _____ _____ _____

Signature of Applicant *Date* *Signature of Property Owner* *Date*

NAPA COUNTY
CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

APPENDIX C

SQMP/SWPPP Checklist for a Complete Application

NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

APPENDIX C – SQMP/SWPPP CHECKLIST FOR A COMPLETE APPLICATION

FOR OFFICIAL USE ONLY

PLAN REVIEWER: _____ DATE RECEIVED: _____

PROJECT NAME: _____ PROJECT NUMBER: _____

At a minimum, the Stormwater Pollution Prevention Plan (SWPPP) or Stormwater Quality Management Plan (SQMP), whichever is required, must cover the areas listed below. **Note:** In addition to the requirements in this document, projects preparing SWPPPs must also apply for coverage under the State's NPDES Stormwater Associated with Construction Activity General Permit which contains additional requirements for construction site management.

√ = Complete, X = Incomplete, NA = Not Applicable

A. Planning and Organization

1. ____ Completed SQMP/SWPPP General Information Form.
2. ____ Vicinity map showing the site in relation to the surrounding area.
3. ____ For SWPPPs, provide a copy of the NOI and the Waste Discharge Identification (WDID) number.
4. ____ If applicable, incorporate or reference other regulatory permits and their requirements. **Note:** At a minimum, proof of submittal for permits issued by the DFG (1600), RWQCB (401), and USACE (404) is required before issuance of building and/or grading permits. Work within waters of the state shall begin only after all applicable permits are approved and shall be in accordance with the conditions of the permit(s).

B. Site Conditions

1. ____ Describe the nature and purpose of the land clearing, grading or earthmoving activity, the amount of cut & fill, the total number of acres of land disturbance including but not limited to roads, reservoirs, wells, water tanks, septic systems, etc.
2. ____ Describe critical areas of erosion and slope instability such as gullies, landslides, etc. within or potentially effecting the project area or potentially effected by the work to be undertaken within the development site. In the case of landslides a report indicating the probable effects of the planned work on slope stability and erosion levels shall be prepared and submitted by a registered geologist.
3. ____ List and describe all receiving waters potentially impacted by the proposed activity. For blue line and County-definitional streams (see Conservation Regulations) indicate top, toe, and slope of bank, channel depth, and existing and proposed setback conditions. The entire length of blue line streams & 41 County-named streams on the parcel(s) shall be included in photo documentation (a recent aerial may be included). Provide the name and distance of the nearest blue line and/or County-definitional stream(s) to the project site.
4. ____ Provide wide angle or panoramic photographs documenting existing site conditions. A photo location map indicating the date of the site visit and by whom it was made shall accompany such documentation.

C. Potential Pollutant and Best Management Practices

1. ____ Provide a description of the project's construction and/or grading activities and list the pollutants potentially generated from these activities.
2. ____ List materials stored and handled at the site. Describe the location and typical quantities.

3. ____ Provide details and specifications for all erosion control, sediment control, and materials management BMPs practices used to prevent illicit discharges from each of the activities listed above.

D. Implementation Schedule

Provide an implementation schedule that describes the following:

1. ____ The proposed vegetation clearing, earth moving/grading, and construction/planting schedule.
2. ____ The proposed schedule for installation of all BMPs.
3. ____ The proposed schedule for installation of any post-construction BMPs .
4. ____ The proposed "weather-triggered" action plan which includes a list of BMPs that will be implemented prior to predicted storm events. The action plan may include one or more BMP implementation scenarios depending on the amount of precipitation forecasted and/or the time of year.

E. Forms and Record Keeping

1. ____ Provide copies of forms that will be used to document inspections and training of workers.

F. Site Plan

The site plan shall be neat and legible. The entire parcel shall be identified on the plan. If only a portion of the site will be developed, the entire parcel may be shown as a detail, with the locations of all receiving waters and the area to be developed, cleared, and/or graded drawn to an appropriate scale. Additional sheets may be used to illustrate the phasing of BMP implementation as construction progresses over time. When two or more sheets are used to illustrate the plan view, an index sheet is required.

The site plan shall include all of the following:

1. ____ Provide a legend and north arrow on the plan.
2. ____ Provide the scale of the drawing.
3. ____ An outline of the entire property.
4. ____ Provide a "limit of disturbance" line which shows the limit of soil disturbance and areas where existing vegetation is preserved.
5. ____ All streams and drainage ways must be delineated.
6. ____ All storm drain inlets and outlets must be located on the plan.
7. ____ State and Federal wetlands must be accurately delineated.
8. ____ Provide the volume of any spoil or borrow material and the locations of cuts and fills.
9. ____ Drainage areas on the property and direction of flow. Map must extend as far outside the site perimeter as necessary to illustrate relevant drainage areas. Where relevant drainage areas are too large to depict on the map, map notes or inserts are sufficient.
10. ____ Anticipated stormwater discharge locations.
11. ____ Locations and types of erosion and sediment control measures (e.g. tracking control, straw waddles, erosion control mats, etc.).
12. ____ Location of existing and future post-construction stormwater controls (e.g. oil/ water separators, sumps, grassy swales, buffers, etc.).
13. ____ Location of existing and future "impervious" areas - paved areas, buildings, covered areas.

14. ____ Location of material storage areas (e.g. trash, soil, fuel, construction materials, etc).
15. ____ Location of vehicle/equipment wash and maintenance areas.
16. ____ Location of entrance/exits to the project area.
17. ____ Locations where materials are directly exposed to stormwater.
18. ____ Locations where toxic or hazardous materials have spilled in the past.
19. ____ Location of building and activity areas (e.g. fueling islands, garages, waste container area, wash racks, hazardous material storage areas, etc.).

G. Notes

1. _____ Include a note that specifies that the DPW must be notified by contacting the DPW (707-253-4351) 48 hours prior to commencing with construction. Failure to do so constitutes a violation of the approved SQMP/SWPPP.
2. _____ Include the following statement "Review and or approval of the SQMP/SWPPP shall not relieve the contractor from his or her responsibilities for compliance with the requirements of the Construction Site Runoff Control Manual, nor shall it relieve the contractor from errors or omissions in the approved plan."
3. _____ Include a signed Owner's Certification that states "I, the undersigned, certify that all land clearing, construction and development shall be done pursuant to the approved plan." This must be signed in ink on each plan submitted or on an original reproducible.
4. _____ Include the following note. "If the approved plan needs to be modified additional sediment and stormwater control measures may be required as deemed necessary by the DPW".

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CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS

APPENDIX D

STORMWATER STANDARD CONDITIONS OF APPROVAL

NAPA COUNTY CONSTRUCTION RUNOFF CONTROL REQUIRMENTS
APPENDIX D – STORMWATER STANDARD CONDITIONS OF APPROVAL

Introduction

Napa County Ordinance No. 1240 (Stormwater Management and Discharge Control Ordinance) prohibits illicit discharges to the stormwater conveyance system (storm drains, ditches, creeks, etc.) and grants authority to the Director of Public Work to establish Best Management Practice requirements for new development and redevelopment projects to protect water quality. These standard conditions apply to all structural, road, driveway, and mass grading (non-agricultural) projects applying for a building and/or grading permit that are not required to prepare a Stormwater Quality Management Plan (SQMP) or a Stormwater Pollution Prevention Plan (SWPPP). Refer to the Stormwater Applicability Requirements Checklist (Appendix A) to determine if the project must prepare a SQMP or a SWPPP. These conditions have been developed to protect the environment and local waterways from illicit discharges.

Standard BMP Requirements

As a standard condition of approval for a building and/or grading permits, the project shall implement the following BMPs to prevent illicit discharges from all construction activities. Refer to the California BMP Construction Handbook (**www.cabmphandbooks.com**) for information on selecting and installing appropriate and effective construction site runoff control BMPs.

1. Implement effective erosion control BMPs, as appropriate, during storm events to protect exposed soils from being from being detached by rainfall, flowing water, or wind. Erosion control BMPs may include, but are not limited to: straw mulch, fiber mat blankets, bonded fiber matrix, soil compaction, and temporary and permanent vegetation.

2. Implement sediment control BMPs, as appropriate, to trap soil particles after they have been detached and moved by rain, flowing water, or wind. Examples of sediment control BMPs that may be used include, but are not limited to: fiber rolls, silt fence, check dams, and storm drain inlet protection.

3. Maintain a designated washout area to remove sediment and chemical pollutants that may be produced from cleaning tools and machinery. A washout area is a temporary wash basin sufficient in size to allow wash water to pond and allow the sedimentation and disposal of particles that have been rinsed off of project equipment. Pollutants include but are not limited to: paint, cement, stucco, etc.

4. Properly maintain all litter, dumps, or stockpiles in such a manner that they will not result in a contaminated discharge.

5. All entrances/exits of a project site shall be protected by a surface that will ensure any vehicles leaving the construction site will not track sediment onto any publicly maintained roadways.

6. The property owner shall inform all individuals, who will take part in the construction process, of these requirements. Failure to follow these requirements to eliminate all illicit discharges may result in work stoppage, a written citation, monetary fine or any combination there of.

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APPENDIX E

SLOPE DETERMINATION METHODOLOGY

NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS
APPENDIX E - SLOPE DETERMINATION METHODOLOGY

I. INTRODUCTION

Slope is the ratio of the vertical distance to the horizontal distance, or the elevation change in feet divided by the distance in feet. The percent slope of a development area (ie, the entire contiguous area that will be disturbed by the land clearing, grading, or other earthmoving activities) **is the natural slope of the existing terrain, NOT** the finished or proposed percent slope resulting from the project.

II. STRUCTURES & RELATED IMPROVEMENTS

The percent slope of each contiguous development area shall be measured perpendicular to the contours across the area being disturbed including the driveway when the driveway is less than 50 feet in length. Its average slope shall be determined by averaging at least 3 typical cross sections. The slope determination will be made using a site plan with a contour interval of 2 to 5 feet and a scale of 1" = 20' or better.

When a driveway exceeds 50 feet in length, the slope of the "structural development area" is measured perpendicular to the contours across the area being disturbed excluding the driveway. The driveway slope is measured separately as identified in the Roads and Driveways category below.

If the average slope of each development area is less than 30%, an administrative approval may be granted. If the average slope of any development area is 30% or greater, work in that area cannot be undertaken unless a use permit is approved by the Napa County Zoning Administrator or Conservation Development and Planning Commission. If the average slope is greater than 50%, approval of a variance will be required *(For further information regarding a variance please contact a planner).*

III. ROADS & DRIVEWAYS

The percent slope of a road or driveway longer than 50 feet shall be measured using the following procedure:

a. Stations will be established on the plan along the centerline of the proposed roadway at 100 foot intervals with 0+00 being assigned to the point where grading commences (at the new roads juncture with the existing road).

b. Cross sections at a scale of 1" = 10' horizontal and vertical extending **100 feet** from outer limits (edges) of the grading shall be taken at each station (i.e. at 0+00, 1+00, 2+00 etc). When the roadway is less than 200' long, 3 equally spaced cross sections shall be taken. **The axis of each cross section shall be perpendicular to the existing contours pertinent to that section**. The average slope of each cross section shall be calculated by dividing the difference in elevation of the cut and/or fill catch points by the intervening distance.

c. The average slope of the roadway shall be determined by averaging all these cross sections **excluding** those measured at less than 5% slope.

This slope determination will be made by evaluating a site plan with a contour interval of 5 feet or less and a scale of 1" = 100' or better.

If the average slope calculated is less than 30%, an administrative approval may be issued. If the average is 30% or greater **OR** if three (3) or more cross sections exceed 50%, road development cannot be undertaken unless a use permit is approved by the Napa County Conservation Development and Planning Commission. If the average slope is greater than 50%, approval of a variance will be required *(For further information regarding a variance please contact a planner)*.