



City of Beverly Hills Construction Stormwater Requirement Checklist

Construction activities are required to retain sediments, non-stormwater runoff and all construction-related materials, wastes, spills, or residues on the project site to avoid discharge to streets, drainage facilities, receiving waters or adjacent properties by wind or runoff. The following questionnaire will assist the developers in completing required mitigation plans that would reduce pollutant loadings in the receiving waters.

Any questions regarding mitigation plan requirements can be forwarded to the Public Works and Transportation Department.

Section A1- Local Stormwater Pollution Prevention Plan (LSWPPP)

Does this statement describe the proposed project?		YES	NO
1	Construction activities, including grading, clearing, disturbances to the ground such as stockpiling or excavation that result in soil disturbance of LESS THAN ONE ACRE of total land area.		
2	The project includes concrete, gunite or plasters construction or plaster construction activity (i.e. pool, spa).		
3	The project is located in a hillside area and soil disturbance will occur on site during the rainy season (November 1 st to April 15 th)		
4.	The project has encountered shallow groundwater and will need to dewater during the construction and existence of the project site.		

If boxes 1-3 in Section A1 are checked "YES" and the project is *less than one acre*, the project needs to submit a LSWPPP for review. WDID or an NOI is not required for the LSWPPP. A LSWPPP template can be found in the CASQA Construction Handbook.

If item no.4 is checked, the project needs to attain a *construction dewatering permit from the Regional Water Quality Control Board and be included in the LSWPPP submittal*. The project shall treat shallow groundwater prior to discharge.

A grading permit will not be granted without an approved SWPPP from the Department of Public Works and Transportation.

Section A2- State Wide Stormwater Pollution Prevention Plan (SSWPPP)

Does this statement describe the proposed project?		YES	NO
1	Construction activities, including grading, clearing, disturbances to the ground such as stockpiling or excavation that result in soil disturbance of GREATER THAN ONE ACRE of total land area.		
2	The project includes concrete, gunite or plasters construction or plaster construction activity (i.e. pool, spa).		
3	The project is located in a hillside area and soil disturbance will occur on site during the rainy season (November 1 st to April 15 th)		
4.	The project has encountered shallow groundwater and will need to dewater during the construction and existence of the project site.		

If any boxes are checked “YES” and a project is *greater than one acre*, the project needs to submit a SSWPPP for review. WDID or an NOI is required for the SSWWP.

If Item no. 4 is checked, the project needs to attain a *construction dewatering permit from the Regional Water Quality Control Board, likewise include it in the SWPPP submittal.*

A grading permit will not be granted without an approved SSWPPP from the Department of Public Works and Transportation.

Section B1- Standard Urban Stormwater Mitigation Plan (SUSMP)

Does the proposed project fall into one of the following categories?		YES	NO
1	A new development of 10 or more unit homes, including single family and multiple family homes, condominiums, apartments, etc.		
2	A new industrial or commercial development with 1 acre or more of impervious surface.		
3	A new automotive service facility.		
4	A new retail gasoline outlet.		
5	A new restaurant.		
6	A new parking lot with either 5,000 ft ² of impervious surface or with 25 or more parking spaces.		
7	A new hillside project (1acre or more of surface area).		
8	Redevelopment projects		
9	Project located in, adjacent to or discharging to an ESA* AND creates 2,500ft ² or more of impervious surface area.		

If any box is checked “YES” in Section B1, the project needs to submit a Standard Urban Stormwater Mitigation Plan (SUSMP). Refer to Attachment A for format and requirements. If item no 1,2,6-9 and items no. 3-5 with project areas of 5,000 ft² or more of surface are checked “YES”, the project shall implement numerical design criteria for SUSMP.

*Defined in definition section of the document.

If all boxes in Section B1 are checked “NO”, then proceed to Section B2.

Section B2- Site Specific Stormwater Mitigation Plan (SSMP)

Does the proposed project include any of the following statements?		YES	NO
1	Vehicle or equipment fueling areas (retail or private)		
2	Vehicle or equipment maintenance areas, including repair, detailing or washing		
3	Commercial or industrial waste handling or storage;		
4	Outdoor handling or storage of hazardous materials;		
5	Outdoor manufacturing areas		
6	Outdoor food handling or processing		
7	Outdoor animal care, confinement, slaughter;		
8	Outdoor horticulture activities.		
9	The project is located in a hillside area and soil disturbance will occur on site during the rainy season (November 1 st to April 15 th)		
10	Single-family hillside home (Hillside is defined by a slope of 25% or greater)		

If any box in Section B2 is checked "YES", the project is required to submit a Site Specific Stormwater Mitigation Plan. If boxes in item No. 1 and 2 are both checked "YES", a combined SUSMP and Site Specific Stormwater Mitigation Plan will need to be submitted.

DEFINITIONS

ENVIRONMENTALLY SENSITIVE AREA (ESA): An area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would be easily disturbed or degraded by human activities and developments. Areas subject to storm water mitigation requirements are areas designated as significant ecological areas by the County of Los Angeles (Los Angeles county significant areas study, Los Angeles County department of regional planning (1976) and amendments); an area designated as a significant natural area by the California department of fish and game's significant natural areas program and provided that area has been field verified by the department of fish and game; an area listed in the basin plan as supporting the rare, threatened, or endangered species (RARE) beneficial use; and an area identified by the City as environmentally sensitive.

Pervious surfaces: that part of precipitation (rainfall or snowmelt) that travels via flow across a surface to the MS4 (municipal separate storm sewer system) or receiving waters from impervious, semi pervious or pervious surfaces.

REDEVELOPMENT: Land disturbing activity that results in the creation, addition or replacement of at least five thousand (5,000) square feet of impervious surface area on an already developed site. Redevelopment includes, but is not limited to, the following activities that meet the minimum standards set forth in this definition: a) the expansion of a building footprint; b) addition or replacement of a structure; c) replacement of impervious surface that is not part of a routine maintenance activity; and d) land disturbing activities related to structural or impervious surfaces. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity. Original purpose of facility or emergency redevelopment activity required to protect public health and safety. Existing single-family structures are exempt from the redevelopment requirements set forth in this article.

HILLSIDE: Property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty five percent (25%) or greater and where grading contemplates cut or fill slopes.

MAINTENANCE AGREEMENT AND TRANSFER: All developments subject to Standard Urban Stormwater Mitigation Plan (SUSMP) and site specific plan requirements shall provide verification of maintenance provisions for Best Management Practices (BMPs), including but not limited to legal agreements, covenants, California Environmental Quality Act (CEQA) mitigation requirements, and or conditional use permits. Verification at a minimum shall include:

- The developer's signed statement accepting responsibility for maintenance until the responsibility is legally transferred.
- **Transfer Of Properties Subject To Requirement For Maintenance Of Structural And Treatment Control BMPs:**
 - The transfer or lease of a property subject to a requirement for maintenance of structural and treatment control BMPs shall include conditions requiring the transferee and its successors and assigns to either:
 - assume responsibility for maintenance of any existing structural or treatment control BMP or

- to replace an existing structural or treatment control BMP with new control measures or BMPs meeting the then current standards of the City and the SUSMP. Such requirement shall be included in any sale or lease agreement or deed for such property. The condition of transfer shall include a provision that the successor property owner or lessee conduct maintenance inspections of all structural or treatment control BMPs at least once per year and retain proof of inspection.
- Any other legally enforceable agreement that assigns responsibility for the maintenance of post-construction Best Management Practice (BMPs).

NUMERICAL DESIGN CRITERIA: Post-construction Treatment Control BMPs incorporate, at a minimum, either a volumetric or flow based treatment control design standard, or both, as identified below to mitigate (infiltrate, filter or treat) stormwater runoff:

- Volumetric Treatment Control BMP
 - The 85th percentile 24-hour runoff event determined as the maximized capture stormwater volume for the area, from the formula recommended in *Urban Runoff Quality Management, WEF Manual of Practice No.23/ASCE Manual of Practice No. 87, (1988)*; or
 - The volume of annual runoff based on unit basin storage water quality volume, to achieve 80 percent or more volume treatment by the method recommended in *California Stormwater Best Management Practices Handbook- Industrial/Commercial, (1993)*; or
 - The volume of runoff produced from a 0.75 inc storm event, prior to its discharge to a stormwater conveyance system; or
 - The volume of runoff produced from a historical-record based reference 24-hour rainfall criterion for “treatment” (0.75 inch average for the Los Angeles Count area) that achieves approximately the same reduction in pollutant loads achieved by the 85th percentile 24-hour runoff event.
- Flow Based Treatment Control BMP
 - The flow of runoff produced from a rain event equal to at least 0.2 inches per hour intensity; or
 - The flow of runoff produced from a rain even equal to at least two times the 85th percentile hourly rainfall intensity for Los Angeles County; or
 - The flow of runoff produced from a rain event that will result in treatment of the same portion of runoff as treated using volumetric standards above.

Attachment A: SUSMP Manual Specific Format

A comprehensive and well-written SUSMP will minimize review time and preclude questions that arise from a poorly written project description that does not provide all of the necessary information. A SUSMP manual shall follow the format and complete sections. There are some sections that are not applicable for a project. Those sections can be omitted from the SUSMP.

A SUSMP manual should have the following general guideline. Details of each section are in Appendix A2.

1. Cover Page
2. Owner's Certification Page (Attachment B)
3. Table of Contents
4. Introduction
5. Existing Site Description
6. Project Description
7. Site Description
8. SUSMP Project Categories
9. Site Specific Mitigation Plans
10. Inspection/Maintenance Responsibility
11. Operation/Maintenance Plan for BMPs
12. Appendices

Appendix A2: SUSMP Section Detail Requirements

1. Cover Page shall have the following:
 - a. Project Name
 - b. Project Address
 - c. Tract No./ CUP No./Etc.
 - d. Prepared for
 - i. Name of Owner/Developer
 - ii. Address
 - iii. Telephone No.
 - iv. Fax No.
 - e. Prepared By:
 - i. Name of Firm that prepared SUSMP
 - ii. Name of Person that prepared SUSMP
 - iii. Address
 - iv. Telephone No.
 - v. Fax No.
 - vi. Email
 - f. SUSMP Prepared Date
2. Owner's Certification Page (See Attachment B)
3. Table of Contents
4. Introduction
 - a. General description of the existing site, project description and BMPs used to mitigate stormwater runoffs.
5. Existing Site Description
 - a. Brief Description of the project (i.e. state the project type- single family, multi-family dwelling, commercial/industrial, etc.)
6. Project Description
 - a. Provide a detail project description including: land-use type or category
 - b. Project size/disturbed area of land
 - c. Will a homeowner or property owners associations be formed?
 - i. Will the association be involved in long term maintenance?
 - ii. Provide verification of BMP maintenance provisions. Also, for BMPs in common and developments with HOA: covenants, conditions, and restrictions (CC&Rs) or equivalent legal binding documentation must be provided
 - d. Describe all paved areas, including the type of parking areas.
 - e. Describe all landscaped areas
 - f. Industrial/Commercial (See Attachment B2)
 - g. Residential:
 - i. Range of lot and home sizes
 - ii. Describes community facilities such as: laundry, car wash, swimming pools, Jacuzzi, parks, open spaces, tot lots, etc. (if applicable)

7. Site Description

- a. Describe project area and surrounding planning areas in sufficient detail to allow project location to be plotted on base map (bordering streets, structures, etc.).
- b. Provide site address and site size: Provide total site area (square footage/nearest tenth acre). Provide total area of land being disturbed (square footage/nearest tenth acre).
- c. Identify soil types(s) and the quantity and percentage of pervious and impervious surface for pre-project and post-project conditions.
- d. Describe the pre-project site drainage and how it ties into the drainage of surrounding or adjacent areas. (if applicable)
- e. Indicate the pre-project and post-project peak stormwater runoff discharge rates.
 - i. Post-development peak storm water runoff discharge rates shall not exceed the estimated pre-development rate for developments where the increased peak storm water discharge rate will result in increased potential for downstream erosion. (if applicable)
- f. Indicate any potential for downstream erosion flow in an unlined culver, creek, or other erosive drainage way. (if applicable)
- g. Identify the watershed in which the project is located and the:
 - i. Downstream receiving waters
 - ii. Hydrologic conditions of concern
- h. Identify known Environmentally Sensitive Areas (ESA) and Areas of Special Biological Significance (ASBS) within the vicinity and their proximity to the project. (if applicable)
 - i. Identify the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project.
- i. Describe how any adverse impacts will effectively be mitigated through the incorporation and implementation of BMPs.

8. SUSMP Project Categories

- a. BMP Selection
- b. Source Control BMPs
- c. Treatment Control BMPs
- d. Design Standard for Treatment Control BMPs

9. Site Specific Mitigation Plans

10. Inspection/Maintenance Responsibility

- a. Owner duties to maintain the BMPs on site.

11. Operation/Maintenance Plan for BMPs

- a. Attach manuals of BMPs installed in the property.

12. Appendices

- a. SUSMP/Site Specific Plan Check List
- b. BMP details
 - i. Schematics, model no. etc.
- c. Volume and Flow Rate Calculations
 - i. Using LA County's Tc calculation

- d. Stormwater Observation Report Form (if applicable)
- e. CC&Rs (if necessary)
- f. Conditions of Approval
- g. Treatment Control BMP Operation and Maintenance Plan Supplement
- h. Record of Inspections
 - i. Log sheet for inspections and maintenance performed for the BMPs.
- i. Source Control BMP Fact Sheets
 - i. General BMP fact sheet used in the project.

Attachment B1:

OWNER'S CERTIFICATION

**Standard Urban Stormwater Mitigation Plan
for
[Insert Project Name]
[Insert Tract No./CUP No./Etc.]**

This Standard Urban Stormwater Mitigation Plan (SUSMP) for [insert project name] has been prepared for [inset name of owner/developer] by [name of firm that prepared SUSMP]. This SUSMP is intended to comply with the requirements of the City of Beverly Hills, County of Los Angeles, requiring the preparation of a project specific SUSMP.

I certify under penalty of law that this document and all attachments were prepared under my jurisdiction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for the gathered information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The undersigned, while it owns the subject property, is responsible for the implementation of the provisions of this plan and will ensure that this plan is amended as appropriate to reflect up-to-date conditions on site consistent with the current Los Angeles County Stormwater Quality Management Plan (SQMP), and the intent of the stormwater and urban runoff NPDES Permit and Waste Discharge Requirements for the County of Los Angeles, Los Angeles County Flood Control District and the incorporated Cities of Los Angeles County under the jurisdiction of the Los Angeles Regional Water Quality Control Board. A copy of this SUSMP will be maintained at the project site/office.

This SUSMP will be reviewed with the facility operator, facility supervisors, employees, tenants, maintenance and service contractors, or any other party having responsibility for implementing portions of this SUSMP. At least one copy of the approved and certified copy of this SUSMP shall be available on the subject property in perpetuity. Once the undersigned transfers its interest in the property, its successors-in-interest shall bear the aforementioned responsibility to implement and amend the SUSMP.

[SIGN HERE]

Owner/Engineer of Record's Signature

[INSERT NAME]

Company

[INSERT NAME]

Printed Name/Title

[INSERT ADDRESS]

Company Address

[INSERT NUMBER]

Telephone No.

[INSERT DATE]

Date

Attachment B2:

Site Description Requirements for Industrial/Commercial Projects

1. Describe completely and accurately where facilities will be located.
2. What kinds of materials and products will be used?
3. How and where materials will be received and stored?
4. What kinds of wastes will be generated?
5. Provide Standard Industrial Classification (SIC) Code which best describes the facilities operations?
6. Describe the type of use (or uses) for each building or tenant space.
7. Does project include food preparation, cooking, and eating areas (specify location and type of area)?
8. Describe delivery areas and loading docks (specify location and design and if below grade and types of materials expected to be stored).
9. Describe outdoor materials storage areas (describe and depict location(s), specify type(s) of materials expected to be stored).
10. Describe activities that will routinely be conducted outdoors.
11. Describe any activities associated with equipment or vehicle maintenance and repair, including washing or cleaning. Indicate number of service bays or number of fueling islands/fuel pumps, if applicable.