IMPERVIOUS AREA WORKSHEET

Public Works Department
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

For new development and redevelopment projects

To comply with the City of Menlo Park Stormwater Ordinance 859 (Chapter 7.42) and the NPDES Permit issued by the California State Water Board, project applicants must report changes in impervious surface area resulting from their new development or redevelopment projects within the city. Therefore, all new project applicants shall complete this worksheet, submit it to Engineering for plan review and include the relevant data on the site design plans. Please include an exhibit showing the existing and proposed impervious/pervious areas.

Imperviousness refers to the inability of a surface to absorb water. Higher imperviousness causes more water to run off the surface. Imperviousness reduces the amount of ground water recharge and increases the amount of storm water flowing to local creeks and the Bay. Excessive stormwater causes erosion of creek banks and flooding. Storm water also carries pollutants normally found in pesticides, herbicides, engine oil, copper from brake dust, etc.

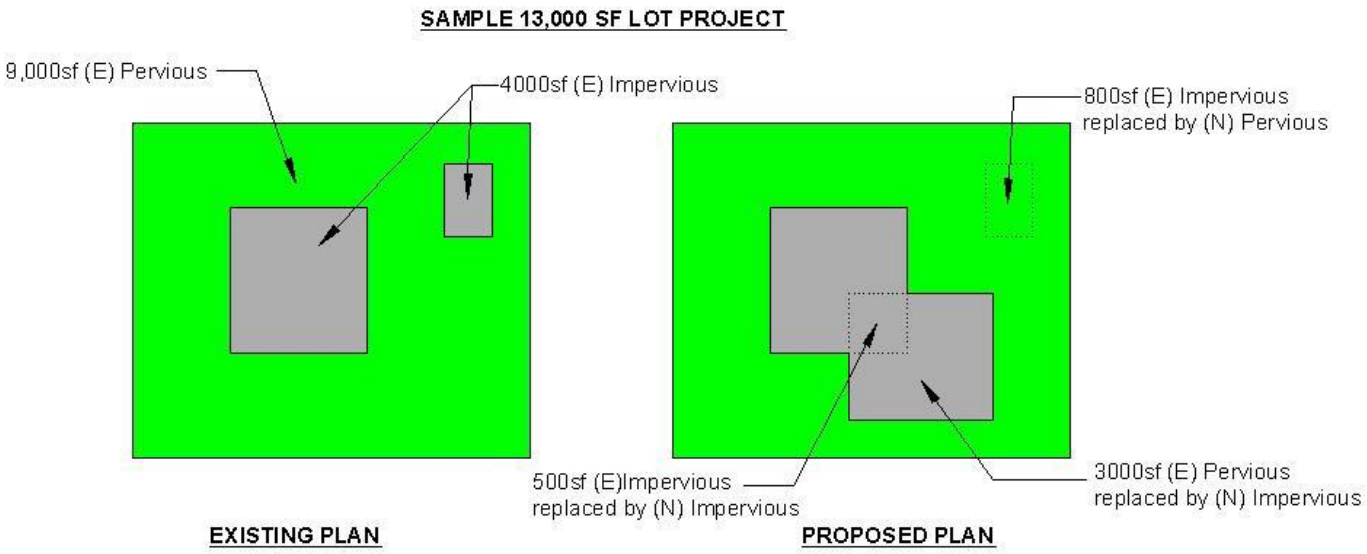
Impervious Surface is defined in this worksheet as any modified surface that reduces the land's natural ability to infiltrate or pass water into the soil. This includes any surface that causes storm water to run off in greater quantities than it would have under natural soil conditions given the same rain intensity.

Typical pervious and impervious surfaces

Pervious Surfaces Impervious Surfaces	**Pervious Surfaces Impervious Surfaces**
Lawn/Vegetal Cover Rooftops	Lawn/Vegetal Cover Rooftops
Soil Compacted Soil or Aggregate	Soil Compacted Soil or Aggregate
Sand Paved Walkways	Sand Paved Walkways
Ponds Swimming Pools	Ponds Swimming Pools
Streams/Creeks Patios	Streams/Creeks Patios
Unpaved Gravel Driveways Asphalt/Concrete	Unpaved Gravel Driveways Asphalt/Concrete
Pervious Concrete Permanent Structures	Pervious Concrete Permanent Structures
Pervious Asphalt Sidewalks	Pervious Asphalt Sidewalks
Permeable Pavers (Unit	Permeable Pavers (Unit

*Permeable pavers are considered impervious if the underlying substrate is highly compacted soil or impermeable aggregate.

Sample calculation



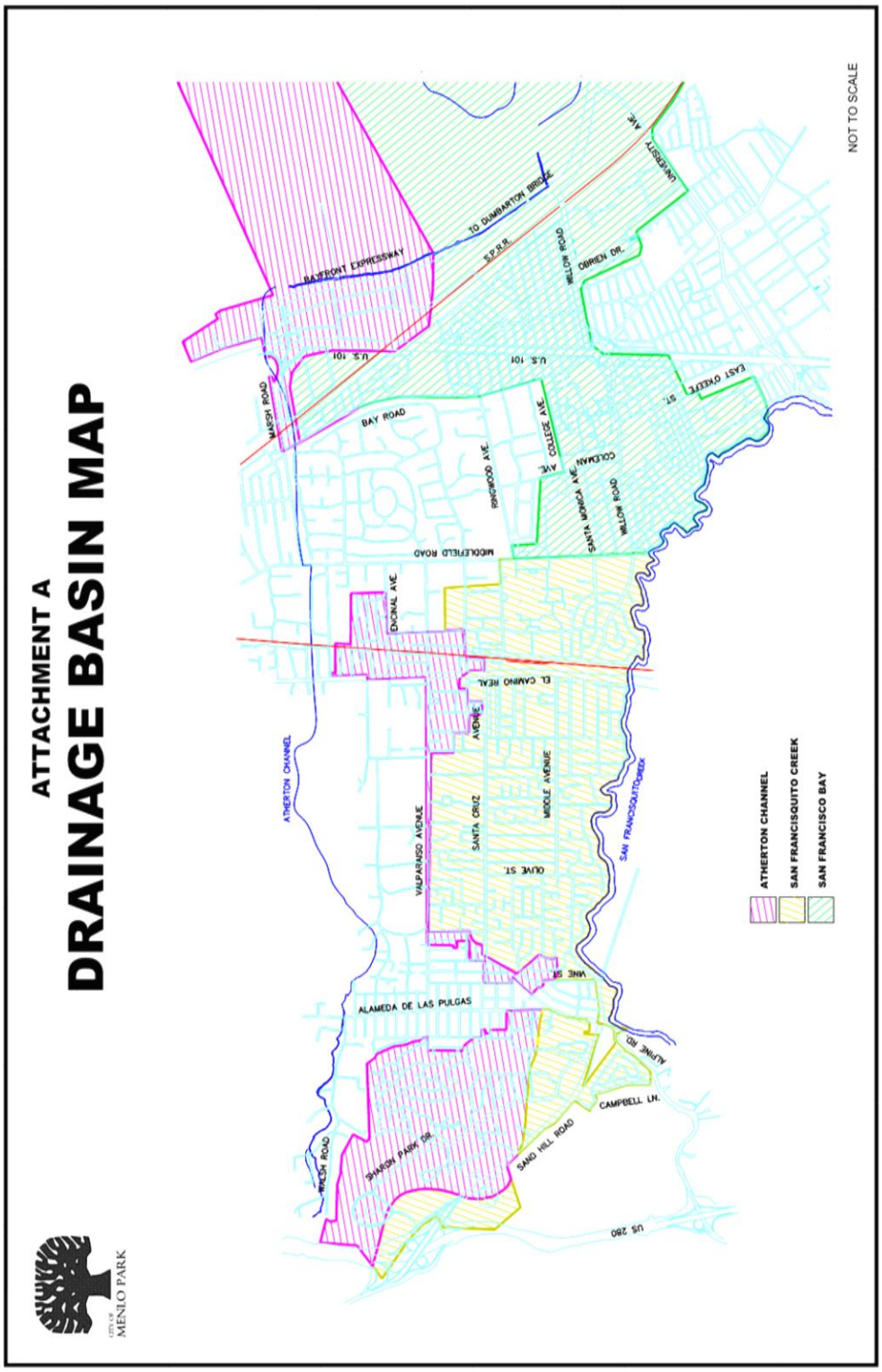
Impervious area summary

Total Area of Parcel		A 13,000 ft²
Existing Pervious Area		B 9,000 ft²
Existing Impervious Area		C 4,000 ft²
Existing % Impervious	(C/A) x 100	D 30.8 %
Existing Impervious Area To Be Replaced W/ New Impervious Area		E 500 ft²
Existing Pervious Area To Be Replaced W/ New Impervious Area		F 3,000 ft²
New Impervious Area (Creating and/or Replacing)*	E + F	G 3,500 ft²
Existing Impervious Area To Be Replaced W/ New Pervious Area		H 800 ft²
Net Change In Impervious Area *This area is required to be detained/retained on-site	F – H	I 2,200 ft²
Proposed Pervious Area	B – I	J 6,800 ft²
Proposed Impervious Area* *Verify that J + K = A	C + I	K 6,200 ft²
Proposed % Impervious	(K/A) x 100	L 47.7 %

Impervious area worksheet				
Submit this form with the improvement plan set to the City of Menlo Park Engineering Division.				
Date:	APN:			
Property Address:				
Project Description:				
Contact Name:				
Contact Telephone Number:				
Contact Email:				
Title And Sheet# of Submitted Drawing used For Calculations:				
Land Use (Check one):				
Residential ☐	Commercial ☐	Industrial ☐	Professional ☐	Roadway ☐
Drainage Basin (Check one):				
Atherton Creek ☐	San Francisquito Creek ☐	San Francisco Bay ☐		
I certify that the calculations below accurately reflect the proposed changes and final impervious surfaces for the above project.				
Calculations Performed by (print):	Name:			
	Title:			
Calculations Performed by (signature):	Signature:			
	Date:			

Impervious area table		
Total Area of Parcel		A _____ ft²
Existing Pervious Area		B _____ ft²
Existing Impervious Area		C _____ ft²
Existing % Impervious	(C/A) x 100	D _____ %
Existing Impervious Area To Be Replaced W/ New Impervious Area		E _____ ft²
Existing Pervious Area To Be Replaced W/ New Impervious Area		F _____ ft²
New Impervious Area (Creating and/or Replacing)*	E + F	G _____ ft²
Existing Impervious Area To Be Replaced W/ New Pervious Area		H _____ ft²
Net Change In Impervious Area[1]	F – H	I _____ ft²
Proposed Pervious Area	B – I	J _____ ft²
Proposed Impervious Area* *Verify that J + K = A	C + I	K _____ ft²
Proposed % Impervious	(K/A) x 100	L _____ %
[1] Net change in impervious area is the area required by		

ATTACHMENT A



SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

COUNTY OF SAN MATEO
Planning & Building Department
455 County Center, 2nd Floor
Redwood City, CA 94063
BLD: 650-599-7311/PLN: 650-363-1825
http://planning.smcgov.org

C.3 and C.6 Development Review Checklist

Municipal Regional Stormwater Permit (MRP 3.0)
Stormwater Controls for Development Projects
Effective Date: July 1, 2023

Project Information (Enter information only into blue-highlighted cells - other cells are locked.)

I.A Enter Project Data (For "C.3 Regulated Projects," data will be reported in the municipality's stormwater Annual Report.)

Project Name: _____ Case Number: _____
Project Address: _____ Cross Street: _____
Project APN: _____ Project Watershed: _____
Applicant Name: _____ Project Phase No. _____
Applicant Phone: _____ Applicant Email Address: _____

Development Type: (check all that apply)

- ☐ Small Single-Family Home Project (<10,000 sq. ft. of created and/or replaced impervious surface[1])
- ☐ Large Single-Family Home Project (≥10,000 sq. ft. of created and/or replaced impervious surface[1])
- ☐ Subdivision - Residential: Two or more lot development[2] # of units: _____
- ☐ Multi-Family Residential # of units: _____
- ☐ Commercial
- ☐ Industrial, Manufacturing
- ☐ Mixed-Use # of units: _____
- ☐ New, widened or reconstructed roads related to parcel-based projects[3]
- ☐ Stand-alone pavement maintenance or construction work, or similar work related to parcel-based projects[3]
- ☐ Other redevelopment project as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred.
- ☐ Institutional: schools, libraries, jails, etc.
- ☐ Parks and trails, camp grounds, other recreational
- ☐ Kennels, Ranches
- ☐ Other, Please specify _____

Project Description (Don't include past or future phases)[4]: _____

I.A.1 Total Project Area: _____ square feet (on and off-site)
I.A.2 Total Area on-site: _____ square feet (on the private property)
I.A.3 Total Area off-site: _____ square feet (frontage or area in Public Right of Way being improved)
I.A.4 Total Area of land disturbed during construction: _____ square feet
(Include all project on-site and off-site areas of clearing, grading, excavating and stockpiling)
I.A.5 Site slope: _____ %

I.A.6 Certification:

I certify that the information provided on this form is correct and acknowledge that, should the project exceed the amount of new and/or replaced impervious surface provided in this form, the as-built project may be subject to additional improvements.

☐ Preliminary Calculations Attached ☐ Final Calculations Attached ☐ Stormwater Control Plan Attached

Name of person completing the form: _____ Title: _____
Signature: _____ Date: _____
Phone Number: _____ E-mail: _____

[1] Small and Large Detached Single-Family Homes that are not part of a common plan of development[2].

[2] Common Plans of Development (subdivisions or contiguous, commonly owned lots, for the construction of two or more homes developed within 1 year of each other), and/or constructed with shared utilities, are not considered single family home projects by the MRP.

[3] Stand-alone roadway or pavement projects, or pavement work that is part of a project, creating or replacing 5,000 sq. ft. or more of impervious surface may be subject to C.3 requirements - both in public and private areas. See the Roads Factsheet at: www.flowstobay.org/newdevelopment

[4] Project description examples: 5-story office building, industrial warehouse, residential with five 4-story buildings for 200 condominiums, etc.

I.B Is the project a "C.3 Regulated Project" per MRP Provision C.3.b? (Use table below to make determination.)

I.B.1 Enter the amount of Impervious surface Retained, Replaced or Created[5] by the project (use DMA Table in Worksheet D):

Table I.B.1 Impervious[5] and Pervious[5] Surfaces (Match DMA Summary Table in Worksheet D, if applicable)

	Pre-Project	Post-Project			
	I.B.1.a	**I.B.1.b**	**I.B.1.c**	**I.B.1.d**	**I.B.1.e**
Impervious Surfaces (IS) (e.g., sidewalks, driveways, parking areas, patios, roads, rooftops, pools, pathways, etc.)	Existing (Pre-Project) Impervious Surface (sq.ft.)	Existing Impervious Surface to be Retained[5] (sq.ft.)	Existing Impervious Surface to be Replaced[5] (sq.ft.)	New Impervious Surface to be Created[5] (sq.ft.)	Post-Project Impervious Surface (sq.ft.) (=b+c+d)
On-site area (within the parcel/private site boundaries)					-
Off-site area (e.g., frontage/other area in Public Right of Way)					-
Subtotal:	-	-	-	-	-
Total Impervious Surface Replaced and Created: ***(sum of totals for columns I.B.1.c and I.B.1.d):***		**I.B.1.f**	**- sq. ft.**		
Pervious Surfaces (PS) (e.g., landscaping, pervious pavement, bioretention areas, parking strips, street trees, etc. - both on-site and off-site)	Existing (Pre-Project) Pervious Surface (sq.ft.)				Post-project Pervious Surface (sq.ft.)
All pervious off-site area (e.g., frontage/Public Right of Way)[6]					
Landscaping area on-site					
Pervious Pavement area on-site				**I.B.1.g**	
Green Roof area on-site					
Subtotal:	-	**50% Rule Calculation**			-
Total Project Area (should be equal to **I.A.1**)	-	**I.B.1.h**	- %		-

I.B.2 Please review and attach additional worksheets as required below using the Total Impervious Surface (IS) Replaced or Created in cell **I.B.1.f** from Table **I.B.1** above and other factors:

	Review Steps	Check One Yes	Check One No	Attach Worksheet
I.B.2.a	Does this project involve any earthwork and/or stockpiling of soil, aggregates etc? If YES, then Check Yes, and Complete Worksheet A. If NO, then Check No, and go to I.B.2.b	☐	☐	A
I.B.2.b	Is **I.B.1.f** greater than or equal to 2,500 sq.ft? If YES, then the Project is subject to Provision C.3.i. - complete Worksheets B, C and go to I.B.2.c. If NO, go to I.B.2.i - or ask municipal staff for Small Project Checklist.	☐	☐	B, C
I.B.2.c	Does the 50% rule apply to the project? Is **I.B.1.h** 50% or more? If YES, site design, source control and treatment requirements apply to the entire on-site area. Continue to I.B.2.d If NO, these requirements apply only to the impervious surface created and/or replaced. Continue to I.B.2.d	☐	☐	
I.B.2.d	Is this project a Roadway Project and is **I.B.1.f** greater than or equal to 5,000 sq.ft? If YES, project may be C.3 Regulated Project. See the Roadways Fact Sheet at: www.flowstobay.org/newdevelopment If NO, go to I.B.2.e	☐	☐	
I.B.2.e	Is **I.B.1.f** greater than or equal to 5,000 sq.ft? Or 10,000 sq.ft. for a Large Single-Family Home? (Small Single-Family Homes are exempt) If YES, project is a C.3 Regulated Project - complete Worksheet D. Then continue to I.B.2.f. If NO, then skip to I.B.2.g.	☐	☐	D
I.B.2.f	Is **I.B.1.f** greater than or equal to 43,560 sq.ft, (i.e., one acre)? If YES, project may be subject to Hydromodification Management requirements - complete Worksheet E then go to I.B.2.g. If NO, then go to I.B.2.g.	☐	☐	E
I.B.2.g	Is **I.A.4** greater than or equal to 43,560 sq.ft., (i.e., one acre)? [**SWRS Site**: Subject to monthly inspections from Oct 1 to April 30; weekly inspections if located in ASBS Watershed] For more information see: www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml If YES, check box, obtain coverage under CA Construction General Permit & submit Notice of Intent to municipality- go to I.B.2.h. If NO, then go to I.B.2.h.	☐	☐	
I.B.2.h	Is this a Special Project or does it have the potential to be a Special Project? If YES, complete Worksheet F - then continue to I.B.2.i. If NO, go to I.B.2.i.	☐	☐	F
I.B.2.i	Is this project a **Hillside Site**? Or a **High Priority Site**? Hillside Sites include those with ≥ 20% slope (see **I.A.5**) disturbing greater than or equal to 5,000 square feet. High Priority Sites include: 1) Project that involve grading in excess of 250 c.y. or requiring a Grading or Land Clearing Permit; or 2) Project with land disturbance of: a.) 1 sq. ft. or greater within the Fitzgerald Marine Reserve ASBS Watershed, b.) 1,000 sq. ft. or greater for areas within 100 feet of a creek, wetland, or coastline; or 3) Any public project involving work within a waterway or any private project involving work within a waterway that requires a permit issued by the Planning and Building Department. [**SWRS Site:** Subject to monthly inspections from Oct 1 to April 30; weekly inspections if located in ASBS Watershed] If YES, complete section G-2 on Worksheet G - then continue to I.B.2.j. and complete the Certification in Section **I.A.6**	☐	☐	G
I.B.2.j	**For Municipal Staff Use Only**: Are you using Alternative Certification for the project review? If YES, then fill out section G-1 on Worksheet G. Fill out other sections of Worksheet G as appropriate. See cell **I.B.1.g** above - Is the project installing 3,000 square feet or more of pervious pavement? If YES, then fill out section G-3 on Worksheet G. Add to Municipal Inspection Lists (C.3 and C.3.h)	☐ ☐	☐ ☐	G

[5] "Retained" means to leave existing impervious surfaces in place; "Replaced" means to install new impervious surface where existing impervious surface is removed anywhere on the same site; and "Created" means the amount of new impervious surface being proposed which exceeds the total amount of existing impervious surface at the site.

[6] Per the MRP, pavement that meets the following definition of pervious pavement is NOT an impervious surface: pavement that stores and infiltrates rainfall at a rate equal to immediately surrounding unpaved, landscaped areas, or that stores and infiltrates the rainfall runoff volume described in Provision C.3. Gravel pavement is not pervious unless it is constructed using pervious pavement system designs or runoff flows to adjacent landscaping. Pervious off-site areas include landscaped areas such as parking strips and street trees; off-site pervious pavement includes pervious concrete gutters and interlocking permeable concrete paver sidewalks, etc. 7/1/23

Worksheet A

C.6 – Construction Stormwater BMPs

Identify Plan sheet showing the appropriate construction Best Management Practices (BMPs) used on this project:
(Applies to all projects with earthwork)

Yes	Plan Sheet	Best Management Practice (BMP)
☐		Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.
☐		Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
☐		Do not clean, fuel, or maintain vehicles on-site, except in a designated area where wash water is contained and treated.
☐		Train and provide instruction to all employees/subcontractors re: construction BMPs.
☐		Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
☐		Limit construction access routes and stabilize designated access points.
☐		Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
☐		Use temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
☐		Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
☐		Provide notes, specifications, or attachments describing the following: ■ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency; ■ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ■ Specifications for vegetative cover & mulch, include methods and schedules for planting and fertilization; ■ Provisions for temporary and/or permanent irrigation.
☐		Perform clearing and earth moving activities only during dry weather.
☐		Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
☐		Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
☐		Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
☐		Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.

Worksheet B

C.3 – Source Controls

Select appropriate source controls and identify the detail/plan sheet where these elements are shown.

Yes	Detail/Plan Sheet No.	Features that require source control	Source Control Measures (Refer to Local Source Control List for detailed requirements)
☐		Storm Drain	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.
☐		Floor Drains	Plumb interior floor drains to sanitary sewer [or prohibit].
☐		Parking garage	Plumb interior parking garage floor drains to sanitary sewer.[8]
☐		Landscaping	■ Retain existing vegetation as practicable. ■ Follow ReScape (www.rescapeca.org) principles. Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. ■ Minimize use of pesticides and quick-release fertilizers. ■ Use efficient irrigation system; design to minimize runoff.
☐		Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining.[8]
☐		Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: ■ Connected to a grease interceptor prior to sanitary sewer discharge.[8] ■ Large enough for the largest mat or piece of equipment to be cleaned. ■ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.
☐		Refuse Areas	■ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ■ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.[8] ■ For more information, see the New Development Projects Litter Reduction Fact Sheet at: https://www.flowstobay.org/wp-content/uploads/2021/06/New-Dev-Litter-Reduction-Fact-Sheet-
☐		Outdoor Process Activities[9]	Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer.[8]
☐		Outdoor Equipment/ Materials Storage	■ Cover the area or design to avoid pollutant contact with stormwater runoff. ■ Locate area only on paved and contained areas. ■ Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer[8], and contain by berms or similar.
☐		Vehicle/ Equipment Cleaning	■ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer[8], and sign as a designated wash area. ■ Commercial car wash facilities shall discharge to the sanitary sewer.[8]
☐		Vehicle/ Equipment Repair and Maintenance	■ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ■ No floor drains unless pretreated prior to discharge to the sanitary sewer.[8] ■ Connect containers or sinks used for parts cleaning to the sanitary sewer.[8]
☐		Fuel Dispensing Areas	■ Fueling areas shall have impermeable surface that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break. ■ Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area.
☐		Loading Docks	■ Cover and/or grade to minimize run-on to and runoff from the loading area. ■ Position downspouts to direct stormwater away from the loading area. ■ Drain water from loading dock areas to the sanitary sewer.[8] ■ Install door skirts between the trailers and the building.
☐		Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer.[8]
☐		Miscellaneous Drain or Wash Water	■ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.[8] ■ Roof drains from equipment drain to landscaped area where practicable. ■ Drain boiler drain lines, roof top equipment, all wash water to sanitary sewer.[8]
☐		Architectural Copper Rinse Water	■ Drain rinse water to landscaping, discharge to sanitary sewer[8], or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper."[10]

8 Any connection to the sanitary sewer system is subject to sanitary district approval.
9 Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.
10 See the Flowstobay website: https://flowstobay.org/wp-content/uploads/2020/04/ArchitecturalcopperBMPs.pdf

Worksheet C

Low Impact Development – Site Design Measures

Select Appropriate Site Design Measures *(Required for C.3 Regulated Projects; all other projects are encouraged to implement site design measures, which may be required at municipality discretion.) Projects that create and/or replace between 2,500 and 5,000 sq.ft. of impervious surface, and detached single family homes that create/replace between 2,500 and 10,000 sq.ft. of impervious surface, must include* ***one of Site Design Measures a through f*** *(Provision C.3.i requirements).*[10] *Larger (>=5,000 sq.ft) projects must also include applicable Site Design Measures g through i. Consult with municipal staff about requirements for your project.*

Select appropriate site design measures and Identify the Plan Sheet where these elements are shown.

Yes	Plan Sheet No.	Site Design Measures
☐		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
☐		b. Direct roof runoff onto vegetated areas.
☐		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
☐		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
☐		e. Construct sidewalks, walkways, and/or patios with pervious or permeable surfaces. Use the specifications in the C.3 Regulated Projects Guide downloadable at www.flowstobay.org/newdevelopment
☐		f. Construct bike lanes, driveways, and/or uncovered parking lots with pervious surfaces. Use the specifications in the C.3 Regulated Projects Guide downloadable at www.flowstobay.org/newdevelopment
☐		g. Limit disturbance of natural water bodies and drainage systems; minimize compaction of highly permeable soils; protect slopes and channels; and minimize impacts from stormwater and urban runoff on the biological integrity of natural drainage systems and water bodies;
☐		h. Conserve natural areas, including existing trees, other vegetation and soils.
☐		i. Minimize impervious surfaces.

Regulated Projects can also consider the following site design measures to reduce treatment system sizing:

Yes	Plan Sheet No.	Site Design Measures
☐		j. Self-treating area (see Section 4.2 of the C.3 Regulated Projects Guide)
☐		k. Self-retaining area (see Section 4.3 of the C.3 Regulated Projects Guide)

[10] See MRP Provision C.3.a.i.(6) for non-C.3 Regulated Projects, C.3.c.i.(2)(a) for Regulated Projects, C.3.i for projects that create/replace between 2,500 and 5,000 sq.ft. of impervious surface and detached single family homes that create/replace between 2,500 and 10,000 sq.ft. of impervious surface.

Worksheet D

C.3 Regulated Projects and Non-Regulated GI Projects

Stormwater Treatment Measures and Site Design Measures by Drainage Management Area (DMA)

Check all applicable boxes, answer questions and fill in cells related to the site design and treatment measure(s) included in the project.

Drainage Management Area Summary Table

Complete the information below at the Entitlement, Building Permit and Certificate of Occupancy stages for Regulated C.3 Projects and Non-Regulated Green Infrastructure Projects. (The first four cells are automatically filled in from the Project Info sheet.)

Project Name:	0
Project Address:	0
Cross Streets:	0
APN:	0

Special Project[11]?			**of C.3.d amount of runoff treated by Non-LID Systems on the Special Project site.**
C.3 Regulated?			
Public or Private Project?		Public projects are those on public property or ROW; private projects are on privately-owned property but can include improvements in the public ROW required as part of the project.	

DMA Identification Number	Impervious Area[12] (ft^2)	Pervious Area[13] (ft^2)	Type of Site Design Measure or Treatment Measure[14]	Sizing Criteria Used[15]	Size Required[16]	Size Provided
Example DMA 1	5,000	2,000	Bioretention unlined with underdrain	2c: Flow	208 ft2	220 ft2
Example DMA 2	1,000	1,000	Self-retaining area	Other	< 2:1 ratio	1:1 ratio
Example DMA 3	1,000	-	Infiltration trench	1b: Volume	1,000 ft3	1,100 ft3
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
add rows, if needed						
TOTALS	-	-	N/A	N/A	N/A	N/A
Totals from Project Info Sheet Cells	-	-				

Is the project harvesting and using rainwater? Yes ☐	Rainwater Harvesting/Use Measures: ☐ Rainwater Harvesting for indoor non-potable water use ☐ Rainwater Harvesting for landscape irrigation use

A long term Operations and Maintenance (O&M) Agreement and Plan for this project will be required. Please contact the municipality for an agreement template and/or consult the C.3 Regulated Projects Guide and table of contents at www.flowstobay.org/newdevelopment for maintenance plan templates for specific facility types.

11 Special Projects are smart growth, high density, transit-oriented or affordable housing developments with the criteria defined in Provision C.3.e.ii.(2), (3) or (4) (see Worksheet F).

12 The sq.ft. of impervious area within the Drainage Management Area

13 The sq.ft. of pervious area within the Drainage Management Area

14 "Lined" refers to an impermeable liner placed on the bottom of a bioretention area, such that no infiltration into native soil occurs.

15 Select from the menu which of the following Provision C.3.d.i hydraulic sizing methods was used, if any. Volume based approaches: 1(a) Urban Runoff Quality Management approach, or 1(b) 80% capture approach (recommended volume-based approach). Flow-based approaches: 2(a) 10% of 50-year peak flow approach, 2(b) 2 times the 85th percentile rainfall intensity approach, 2(c) 0.2-Inch-per-hour intensity approach (recommended flow-based approach - also known as the 4% rule for bioretention), or 3 Combination flow and volume-based approach. "Other" is used for Site Design Measures such as Self-Retaining or Self-Treating Areas.

16 Each DMA should drain to one treatment area (unless it is self-treating or self-retaining). If multiple DMAs are draining to one treatment area, they should be combined into one DMA. If one DMA drains to multiple treatment areas, that DMA should be split up so there is one DMA per treatment area (which allows the treatment area to be properly sized). 7/1/23

Worksheet E
Hydromodification Management

E-1 Is the project a Hydromodification[17] Management (HM) Project?

E-1.1 Is the total impervious area increased over the pre-project condition?

- ☐ Yes. Continue to E-1.2
- ☐ No. Go to Item E-1.3 and check “No.”

E-1.2 Is the site located in an HM Control Area per the HM Control Areas map (Appendix H of the C.3 Regulated Projects Guide)?

- ☐ Yes. Go to E-1.3 and Check "Yes".
- ☐ No. Attach map, indicating project location. Go to Item E-1.3 and check “No.”

E-1.3 Is the project a Hydromodification Management Project?

- ☐ Yes. The project is subject to HM requirements in Provision C.3.g of the Municipal Regional Stormwater Permit.
- ☐ No. The project is EXEMPT from HM requirements.

► If the project is subject to the HM requirements, incorporate in the project flow duration control measures designed such that post-project discharge rates and durations match pre-project discharge rates and durations.

► The Bay Area Hydrology Model (BAHM) has been developed to help size flow duration controls. See www.clearcreeksolutions.info/downloads. Guidance is provided in Chapter 7 of the C.3 Regulated Projects Guide.

E-2 Incorporate HM Controls (if required)

Are the applicable items provided with the Plans?

Yes	No	NA	
☐	☐	☐	Site plans with pre- and post-project impervious surface areas, surface flow directions of entire site, locations of flow duration controls and site design measures per HM site design requirement
☐	☐	☐	Soils report or other site-specific document showing soil type(s) on site
☐	☐	☐	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs and outputs.
☐	☐	☐	If project uses custom modeling, a summary of the modeling calculations with corresponding graph showing curve matching (existing, post-project, and post-project with HM controls curves), goodness of fit, and (allowable) low flow rate.
☐	☐	☐	If project uses the Impracticability Provision, a listing of all applicable costs and a brief description of the alternative HM project (name, location, date of start up, entity responsible for maintenance).
☐	☐	☐	If the project uses alternatives to the default BAHM approach or settings, a written description and rationale.

17 Hydromodification is the change in a site’s runoff hydrograph, including increases in flows and durations that results when land is developed (made more impervious). The effects of hydromodification include, but are not limited to, increased bed and bank erosion of receiving streams, loss of habitat, increased sediment transport and/or deposition, and increased flooding. Hydromodification control measures are designed to reduce these effects.

Worksheet F
Special Projects

Complete this worksheet for projects that appear to meet the definition of "Special Project", per Provision C.3.e.ii of the Municipal Regional Stormwater Permit (MRP). The form assists in determining whether a project meets Special Project criteria, and the percentage of low impact development (LID) treatment reduction credit. Special Projects that implement less than 100% LID treatment must provide a narrative discussion of the feasibility or infeasibility of 100% LID treatment. See Appendix J of the C.3 Regulated Projects Guide (download at www.flowstobay.org/newdevelopment) for more information.

F-1 **"Special Project" Determination** (Check the boxes to determine if the project meets any of the following categories.)

Special Project Category "A"

Does the project have ALL of the following characteristics?

- ☐ Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district;
- ☐ Creates and/or replaces 0.5 acres or less of impervious surface - enter answer in F-2 table;
- ☐ Includes no surface parking, except for incidental parking for emergency vehicle access, ADA access, and passenger or freight loading zones;
- ☐ Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment - enter answer in F-2 Table

☐ No (continue)

☐ Yes – Complete Section F-2 below

Special Project Category "B"

Does the project have ALL of the following characteristics?

- ☐ Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district[15];
- ☐ Creates and/or replaces more than 0.5 acres of impervious area and less than 2.0 acres - enter answer in F-2 Table;
- ☐ Includes no surface parking, except for incidental parking for emergency access, ADA access, and passenger or freight loading zones;
- ☐ Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment - enter answer in F-2 Table;
- ☐ Minimum gross density of either 50 dwelling units per acre (for residential projects) or a Floor Area Ratio (FAR) of 2:1 (for commercial projects) - mixed use projects may use either criterion[16] - enter answer in F-2 Table;

☐ No (continue)

☐ Yes – Complete Section F-2 below

Special Project Category "C"

Complete the Special Project Category C - Affordable Housing Credit Calculator (AHCC) Worksheet.

Does the project meet ALL of the required characteristics for Category C?

☐ No

☐ Yes – Complete Section F-2 below

[15] And built as part of a municipality's stated objective to preserve/enhance a pedestrian-oriented type of urban design.

[16] The MRP establishes definitions for "Gross Density"(GD) & FAR. GD is defined as, "the total number of residential units divided by the acreage of the entire site area, including land occupied by public right-of-ways, recreational, civic, commercial and other non-residential uses." FAR is defined as," the Ratio of the total floor area on all floors of all buildings at a project site (except structures, floors, or floor areas dedicated to parking) to the total project site area.

F-2 LID Treatment Reduction Credit Calculation

If more than one category applies, choose only one of the applicable categories and fill out the table for that category.
Fill in all cells with blue highlighting that pertain to the chosen Special Project Category.

Category	Impervious Area Created/Replaced (sq. ft.)	Site Coverage (%)	Project Density[16] or FAR[16]	Density/Criteria	Allowable Credit (%)	Applied Credit (%)
A			N.A.	See above in F-1	100%	
B				Res ≥ 50 DU/ac or FAR ≥ 2:1	50%	
				Res ≥ 75 DU/ac or FAR ≥ 3:1	75%	
				Res ≥ 100 DU/ac or FAR ≥ 4:1	100%	
C				Affordable Housing Credit - from AHCC Worksheet):		
					TOTAL CREDIT =	0%

F-3 Narrative Discussion of the Feasibility/Infeasibility of 100% LID Treatment:

If project will implement less than 100% LID, prepare a discussion of the feasibility or infeasibility of 100% LID treatment, as described in Appendix J of the C.3 Regulated Projects Guide.

F-4 Select Certified Non-LID Treatment Measures:

If the project will include non-LID treatment measures, select a treatment measure certified for "Basic" General Use Level Designation (GULD) by the Washington State Department of Ecology's Technical Assessment Protocol – Ecology (TAPE[17]). See guidance in Appendix J of the C.3 Regulated Projects Guide (www.flowstobay.org/newdevelopment).

[17] TAPE certification is used in order to satisfy Special Project's reporting requirements in the MRP.

Worksheet G
(For municipal staff use only)

G-1 **Alternative Certification:** Were the treatment and/or HM control sizing and design reviewed by a qualified third-party professional that is not a member of the project team or agency staff?

☐ Yes ☐ No Name of Reviewer: _____

G-2 **Is project a Construction Stormwater Regulated Site (SWRS Site)?** SWRS Sites include:
1) Site that disturbs 1 acre or more of land (see I.B.2.f);
2) Hillside Site (see I.B.2.i); and
3) High Priority Site (see I.B.2.i).
These sites are subject to monthly inspections from Oct 1 to April 30. See MRP Provision C.6.e.ii.(2)(b) and C.6.e.ii.(2)(c). These sites in the Fitzgerald Marine Reserve ASBS Watershed are subject to weekly inspections per the State Ocean Plan.

☐ Yes ☐ No If yes, add site to Staff's SWRS Construction Site Inspection List

G-3 **Inspections of Sites with Pervious Pavement**: Regulated projects that are installing 3,000 sq.ft. or more of pervious pavement (see cell **I.B.1.g**) (excluding private-use patios in single family homes, townhomes, or condominiums) must have the pavement system inspected by the jurisdiction upon completion of the installation and the site must be added to the jurisdiction's list of sites needing inspections at least once every five years – see provision C.3.h. Pervious pavement systems include pervious concrete, pervious asphalt, pervious pavers and grid pavers etc. and are described in the C3 Regulated Projects Guide downloadable at: www.flowstobay.org/newdevelopment.

☐ Yes ☐ No If yes, add site to Staff's Lists for Construction and O&M inspections (C.3 and C.3.h)

Operations and Maintenance (O&M) Submittals

G-4 Stormwater Treatment Measure and/HM Control Owner or Operator's Information:

Name: _____

Address: _____

Phone: _____ Email: _____

► Applicant must call for inspection and receive inspection at completion of installation of treatment measures and/or hydromodification management controls including any pervious pavement areas of 3,000 sq.ft. or more.

The following questions apply to C.3 Regulated Projects and Hydromodification Management Projects.

		Yes	No	N/A
G-4.1	Was maintenance plan submitted?	☐	☐	☐
G-4.2	Was maintenance plan approved?	☐	☐	☐
G-4.3	Was maintenance agreement submitted? (Date executed: _____)	☐	☐	☐

► *Attach the executed maintenance agreement as an appendix to this checklist.*

G-5 **Annual Operations and Maintenance (O&M) Submittals (for municipal staff use only):**

For C.3 Regulated Projects and Hydromodification Management Projects, indicate the dates on which the Applicant submitted annual reports for project O&M:

_____

G-6 **Comments (for municipal staff use only):**

G-7 NOTES (for municipal staff use only):

Project Info Notes: _____

Worksheet A Notes: _____

Worksheet B Notes: _____

Worksheet C Notes: _____

Worksheet D Notes: _____

Worksheet E Notes: _____

Worksheet F Notes: _____

G-8 Project Close-Out (for municipal staff use only):

		Yes	No	N/A
8.1	Were final Conditions of Approval met?	☐	☐	
8.2	Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection: _____)	☐	☐	☐
8.3	Was maintenance plan submitted? (Date executed: _____)	☐	☐	☐
8.4	Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff: _____)	☐	☐	☐

G-9 Project Close-Out (Continued -- for municipal staff use only):

Name of staff confirming project is closed out: _____

Signature: _____ Date: _____

Name of O&M staff receiving information: _____

Signature: _____ Date: _____