



Date: October 13, 2004

To: Management Committee Representatives

From: Tom Dalziel, Senior Watershed Management Planning Specialist
Contra Costa Clean Water Program

Subject: Checklist for Local "C.3" Implementation

Introduction:

The Program's consultant, Dan Cloak, with the assistance of the Planning & Permitting Work Group developed the following checklist to assist stormwater coordinators with local implementation of C.3.

The following items should be completed between now and February 15, 2005.

Fact sheets, the draft *Stormwater C.3 Guidebook*, the model ordinance, and other C.3 materials can be downloaded at <http://www.ccleanwater.org/construction/nd.php>.

Checklist for Local "C.3" Implementation:

I. Changes to Local Development Policies

- Provide information to Planning Commission, Council, and other elected or appointed officials.
- Prepare an updated stormwater ordinance based on the model ordinance and take to governing body.
- Revise application forms and procedures to add the requirement for a Stormwater Control Plan as a condition of planning and zoning approval.
- Revise standard Conditions of Approval to eliminate duplication or conflict with requirements in the draft *Stormwater C.3 Guidebook*.
- Revise CEQA review procedures. (See the draft *Stormwater C.3 Guidebook*, Chapter 4, and the C.3 Legal Work Group's guidance on Provision C.3.m.)

- Implement changes to standards resulting from site design standards review (per Provision C.3.j)
- Draft exceptions or additions to *Stormwater C.3 Guidebook* requirements (to be included in Appendix A). This may include the requirement to require that Stormwater Control Plans be certified by a civil engineer, architect, or landscape architect.

II. Outreach to Developers and Project Applicants

- Add C.3 information to your website and include a link to the Clean Water Program C.3 page. Also, provide your URL to be added to the Clean Water Program page.
- Reproduce the Program's July 2004 "Fact Sheet" and make it available at the planning counter.
- Consider a mailing or email to your list of developers.

III. Staff Preparation for C.3 Development Review

- Assign roles and responsibilities for review of Stormwater Control Plans.
- Begin staff training. (Clean Water Program training sessions are being scheduled for November.)

IV. Establish Policies for C.3 Implementation on Capital Improvement Projects (C.3 C.I.P. Work Group Recommendations)

- Designate an individual staff person to be responsible for reviewing all municipal capital improvement projects for stormwater compliance. This individual will determine whether projects are exempt from the new requirements and will also review project designs to determine whether the designs comply with the requirements.
- Document a process (e.g., prepare a routing sheet or flowchart) that ensures each capital improvement project is reviewed and, for projects subject to the requirements, that compliance is verified. For projects subject to C.3, the process should include the following elements:
 - Reference the C.3 requirements in CEQA documentation to ensure that long-term stormwater impacts are addressed through preparation and implementation of a Stormwater Control Plan.
 - Concurrent with preliminary design of the project, prepare a Stormwater Control Plan in accordance with the instructions in the Clean Water Program's *Stormwater C.3 Guidebook*.
 - Verify the adequacy of the project Stormwater Control Plan before construction documents are prepared.

- The designated individual staff person should sign-off that the project complies with C.3 before construction bids are solicited.

V. Stormwater Management Facilities Operation and Maintenance Verification Program

- Prepare an initial list of stormwater management facilities installed since February 19, 2003.
- Set policies for ensuring operation and maintenance of new stormwater management facilities (e.g., ordinance, maintenance agreements, or both).
- Determine circumstances, if any, under which the municipality would accept ownership and/or maintenance responsibility for stormwater management facilities.
- Establish fees or other cost recovery mechanism for annual inspections of stormwater management facilities.
- Assign staff responsibility for conducting inspections.
- Develop a process for authorizing private companies to conduct inspections in lieu of inspections by the municipality. See model ordinance Section 10.

VI. Alternative Compliance Program

- Consider whether your municipality will implement an alternative compliance program per Provision C.3.g.