

MENDOCINO COUNTY ENCROACHMENT PERMIT WATER POLLUTION CONTROL PLAN TEMPLATE

INTRODUCTION

In compliance with the Mendocino County Stormwater Runoff Pollution Prevention Procedure (County Ordinance No. 4313) (Mendocino County Code 16.30 et. seq.), and the State Water Resources Control Board Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit, the Mendocino County Department of Transportation requires Encroachment Permit Applicants to complete and submit a Water Pollution Control Plan (WPCP) for all projects located within the MS4 Permit area of Ukiah or Fort Bragg. The Department of Transportation may require Encroachment Permit Applicants to submit a WPCP for any project within the County right of way which may result in pollutants entering the storm drainage system or Waters of the U.S.

The following template has been provided to aid Encroachment Permit Applicants in the preparation of a WPCP and to ensure that all WPCPs prepared and submitted to the Department of Transportation are consistent. Please provide information for the following sections and submit the completed WPCP with a completed Encroachment Permit Application.

A. PROJECT CONTACT INFORMATION

Instructions

Provide the following contact information.

1. Project Name: _____
 Project Site Address: _____
 Project Contact Name: _____
 Telephone: _____ Emergency Phone Number: _____

2. WPCP Prepared For:
 Agency Name: County of Mendocino Department of Transportation
 Mailing Address: 340 Lake Mendocino Drive, Ukiah, CA 95482
 Contact Name: James Linderman Telephone: 707-234-2819

3. WPCP Submitted By:
 Business Name: _____
 Mailing Address: _____
 Contact Name: _____ Telephone: _____

4. WPCP Prepared By:
 Business Name: _____
 Mailing Address: _____
 Contact Name: _____ Telephone: _____

5. WPCP Preparation Date: _____ / _____ / _____

FOR COUNTY USE ONLY (To be completed by County Personnel)			
Submittal Date	Encroachment Permit No.	MS4 AREA: (circle one)	NO YES
Received by		Date	

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B. PROJECT DESCRIPTION

Instructions

Provide the following project information.

1. Detailed Project Description: Indicate type(s) of work to be performed and equipment that will be used.

2. Schedule of Construction Activities:

Estimated Project Start Date: ____/____/____

Number of Work Days: _____

Estimated Project Completion Date: ____/____/____

NOTE: Please be aware that the Department of Transportation may restrict projects that involve soil disturbance to the dry season (April 15th to October 15th)

3. Identify all **potential** pollutants related to project activities: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Sediment | <input type="checkbox"/> Organic Compounds |
| <input type="checkbox"/> Concrete/Asphalt | <input type="checkbox"/> Trash/Debris |
| <input type="checkbox"/> Hydrocarbons/Metals | <input type="checkbox"/> Other: _____ |

4. Identify how storm water runoff will leave the project site: (check all that apply)

- Remain on-site, or flow indirectly to waters of the U.S.
- Storm Drain System
- Directly to waters of the U.S. (e.g. stream, river, lake, bay, ocean)
- Name/Description of receiving water _____

5. Is the project site located on a steep slope (slope equal to or greater than 4:1 or 25%)? YES NO

6. Is the project located within 100 feet of natural surface water (stream, river, lake, bay, ocean) which could potentially receive stormwater runoff from the project site? YES NO

7. Is the project located within 50 feet of a stormwater drain inlet or drainage ditch which could potentially receive stormwater runoff from the project site? YES NO

8. If project will involve grading, list all applicable permits (including permit number) directly associated with the grading activity: Any applicant whose project is subject to permits from other agencies (State, Federal, or Local) shall be responsible for obtaining all necessary permits required by those agencies and shall comply with all provisions of those permits as well as all provisions of an encroachment permit.

Permit _____ No. _____

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MENDOCINO COUNTY ENCROACHMENT PERMIT WATER POLLUTION CONTROL PLAN TEMPLATE

C. CONSTRUCTION SITE BEST MANAGEMENT PRACTICES (BMPs)

Instructions

To prevent the discharge of construction related waste, debris, and contaminants from entering the storm drainage system, select from the following checklist all applicable BMPs that shall be implemented for the project. **BMPs must be selected for each of the potential pollutants identified in Section B, Item 3.** (page 2 of this document)

1. **Scheduling Construction Activity.** Purpose: To reduce the amount and duration of soil exposed to erosion by wind, rainfall, and vehicle tracking and to minimize disturbed soil area during the rainy season (October 15 through April 15).
 - Work will be performed during dry weather conditions. Working during the rainy season will be avoided. Disturbed soil will be stabilized as soon as possible.
2. **Preservation of Existing Vegetation, Soil, and Natural Features.** Purpose: To identify and protect areas of vegetation on the project site that can provide erosion and sediment control.
 - Vegetation will only be removed where necessary. Area(s) of vegetation to be preserved will be identified and ground disturbance in these areas during construction will be prohibited.
3. **Drainage swales, Lined Ditches, and Earthen Dikes.** Purpose: To divert off-site drainage through or around the construction site in a non-erodible manner and to properly manage construction site stormwater runoff.
 - Drainage swale(s), Lined Ditch(es), and Earthen Dike(s) will be constructed.
4. **Stabilize Disturbed Soil Areas.** Purpose: To temporarily protect exposed soil from erosion until permanent vegetation is established or paving is performed. *Check one or more of the following BMPs that will be used.*
 - Disturbed soil area(s) will be hand seeded and covered with straw mulch.
 - Disturbed soil on slopes will seeded and/or covered with a natural fiber Erosion Control Blanket.
 - Disturbed soil area(s) will be paved with Hot Mix Asphalt or Concrete.
 - Disturbed soil area(s) will be stabilized with other erosion resistant materials (briefly describe below).

5. **Protection of Storm Drain Inlets.** Purpose: To prevent sediment and other pollutants from entering storm drain inlets that could potentially receive stormwater runoff from the project site. *Check one or more of the following BMPs that will be used.*
 - Inlets will be protected with sand bags, gravel filter bags/booms, or weighted fiber rolls.
 - Inlets will be covered with rubber mats or plastic sheeting creating a water tight seal.
 - Inlets will be protected with oil absorbant booms and/or pads.
6. **Perimeter Sediment Control.** Purpose: To prevent sediment-laden runoff from leaving the project site.
 - Silt fence, fiber rolls, or a sand bag barrier will be installed on a level contour to intercept and slow the flow of sediment-laden runoff.
7. **Sediment Trap or Sediment Basin.** Purpose: To collect stormwater runoff from the project site and allow sediment to settle out before the runoff is discharged.
 - A temporary sediment trap or basin will be constructed and maintained until the site is permanently protected against erosion or until a permanent detention basin is constructed.
8. **Stabilized Construction Exits.** Purpose: To prevent the tracking of sediment from vehicle tires onto public roadways. *Check one or more of the following BMPs that will be used.*
 - Project site vehicle entrance/exit locations will be stabilized by constructing a driveway of crushed aggregate (3" dia. min.) over an apron of filter fabric.
 - Project site vehicle entrance/exit locations will be inspected and any material tracked onto the roadway will be cleaned up promptly.

MENDOCINO COUNTY ENCROACHMENT PERMIT WATER POLLUTION CONTROL PLAN TEMPLATE

9. **Wind Erosion Control.** Purpose: Applying water and/or other dust palliatives to prevent soil erosion by wind. To minimize dust.
- Water or other dust palliatives will be applied at the project site to minimize dust.
10. **Other Erosion and Sediment Control BMPs Acceptable to the County.**
- _____
- _____
11. **Material Handling and Waste Management.** Purpose: To minimize or eliminate the discharge of construction materials and waste to the storm drain system or to watercourses. *Check one or more of the following BMPs that will be used.*
- Construction materials will be handled and used in an appropriate manner to prevent spills, undue waste, exposure to stormwater, and will comply with Federal, State, and Local regulations.
- The project site will be routinely inspected and managed to ensure that all construction related waste and/or debris is promptly collected and properly stored in a designated area, under cover or in a covered container. Product manufacturer's handling and disposal instructions will be followed.
12. **Building Materials Stockpile Management.** Purpose: To minimize the exposure of stockpiled materials to stormwater. *Check one or more of the following BMPs that will be used.*
- Stockpiled materials (soil, aggregate base, asphalt) that are not being used will be covered with a tarp or plastic sheeting.
- Construction materials that have the potential to contaminate stormwater (fuel, paint, concrete) will be stored under cover or in a covered area away from storm drain inlets, ditches, and watercourses.
13. **Management of Washout Areas (Concrete, Paints, Stucco, etc.).** Purpose: To prevent the discharge of concrete, paints, stucco, etc. and wash water to the storm drain system or to watercourses.
- A washout area will be designated on the project site. Wash water will be contained and disposed of properly. Wash water will not be allowed to discharge to the storm drain system.
14. **Control of Vehicle/Equipment Fueling.** Purpose: To prevent the discharge of fuel and oil to the storm drain system or to watercourses. *Check one or more of the following BMPs that will be used.*
- Vehicle fueling will be performed at an off-site gas station.
- Fuel for equipment will be stored away from storm drain inlets, ditches, and watercourses. Spill cleanup materials will be maintained on-site.
15. **Vehicle and Equipment Cleaning.** Purpose: To prevent the discharge of vehicle and equipment wash water to the storm drain system or to watercourses.
- Vehicle and equipment cleaning and/or washing will be performed off-site.
16. **Spill Prevention and Control.** Purpose: To be prepared to cleanup spills to prevent the discharge of pollutants to the storm drain system or to watercourses.
- A spill kit and/or absorbent cleanup materials will be maintained on-site for the duration of the project. Spills will be cleaned up immediately and disposed of properly.
17. **Other Housekeeping BMPs Acceptable to the County.**
- _____
- _____

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D. SITE PLAN

- A site plan showing BMPs has been prepared as a separate document and is attached to this document.
- BMPs are shown on the site plan below.
- Site plan not required (For Annual Encroachment Permit Only)

Please Sketch Project Site Plan Showing All BMP Locations and North Arrow

