



# Stormwater Requirements Checklist

Municipal Regional Stormwater NPDES Permit (MRP)

Stormwater Controls for **Tenant Improvements and Small Projects**

**Note:** If your project is a large single-family home project that replaces and/or creates 10,000 ft.<sup>2</sup> or more of impervious surface (including improvements in the right-of-way), please complete the Stormwater Requirements Checklist for Development Projects.

## Part ONE Enter Project Data

1	Project Name:		
2	Project Address (include cross street):		
3	APN or parcel/tract #:		
4	Property Owner's Name:		
5	Applicant name and role:	<input type="checkbox"/> Owner <input type="checkbox"/> Engineer/Architect <input type="checkbox"/> Developer	
6	Applicant signature (Required): <span style="float: right;">Date:</span>		
7	Applicant Address:		
8	Applicant Phone:	Applicant Email Address:	
9	Project Description: (Also note any past or future phases of the project.)		

## Part TWO Select Stormwater Source Controls

➤ All projects must include the relevant stormwater source controls.

Features that Require source controls	Source Control Included? Mark Yes or Not Applicable (N/A)	Yes	N/A
Construction-phase best management practices	Submit an <a href="#">Urban Runoff Requirement Acknowledgement Form</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction-phase best management practices	Include the <a href="#">Construction Phase Best Management Practices</a> in plan set (all projects)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storm Drains (excluding single family homes)	Mark public and private storm drain inlets with storm drain medallions that read "No Dumping Drains to Creek." Medallions may be purchased at the permit counter at Dublin City Hall at 100 Civic Plaza.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full trash capture device	Install full trash capture devices in all on-site storm drain inlets. The approved list of full trash capture devices may be found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refuse Areas	<ul style="list-style-type: none"> <li>▪ Provide a roofed and enclosed area designed to prevent stormwater run-on and runoff for dumpsters, recycling containers, tallow containers and other waste handling containers.</li> <li>▪ Connect any drains in or beneath dumpsters, compactors, and waste grease collection containers to the sanitary sewer (except for industrial uses). Contact Dublin San Ramon Services District for connection requirements.</li> <li>▪ Industrial uses must transport wastewater generated to the appropriate waste facility.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Pool/Spa/Fountain	Provide a sanitary sewer clean out within 10 feet of pool, spa or fountain to facilitate draining. Contact Dublin San Ramon Services District <sup>1</sup> for connection requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Food Service Equipment	Provide sink or other area for equipment cleaning, which is: <ul style="list-style-type: none"> <li>▪ Connected to an oil-water separator prior to discharge to sanitary sewer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Dublin San Ramon Services District may be contacted by phone at 925-828-0515 or on-line at [www.dsrsd.com](http://www.dsrsd.com).

Features that Require source controls	Source Control Included? Mark Yes or Not Applicable (N/A)	Yes	N/A
(non-residential)	<ul style="list-style-type: none"> <li>▪ Large enough for the largest mat or piece of equipment to be cleaned.</li> <li>▪ 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.</li> </ul> <p>Contact Dublin San Ramon Services District for connection requirements (see footnote page 1).</p>		
Outdoor Process Activities	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. Contact Dublin San Ramon Services District for connection requirements (see footnote page 1).	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Equipment/ Materials Storage	<ul style="list-style-type: none"> <li>▪ Cover the area or design to avoid pollutant contact with stormwater runoff.</li> <li>▪ Locate area only on paved and contained areas.</li> <li>▪ Process equipment areas must not discharge to the storm drain system. Dublin San Ramon Services District may accept discharges from some process equipment areas depending on the process. Contact Dublin San Ramon Services District for connection requirements (see footnote page 1).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/ Equipment Cleaning	<ul style="list-style-type: none"> <li>▪ Roof, pave, and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer, and sign as a designated wash area.</li> <li>▪ Commercial car wash facilities shall discharge to the sanitary sewer.</li> <li>▪ Contact Dublin San Ramon Services District for connection requirements (see footnote page 1).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/ Equipment Repair and Maintenance	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Tanks, containers or sinks used for parts cleaning/rinsing shall not connect to the storm drain system. These units/sinks may only connect to the sanitary sewer system if allowed by an industrial waste discharge permit. Contact Dublin San Ramon Services District for discharge requirements (see footnote page 1).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Copper	Discharge rinse water to the sanitary sewer per Dublin San Ramon Services District requirements (see footnote page 1) or collect and dispose properly offsite. Contact the Environmental & Sustainability Division to obtain the flyer entitled "Requirements for Architectural Copper."	<input type="checkbox"/>	<input type="checkbox"/>
Metal roofs	Coat all metal roofs, including galvanized roofs, with rust-inhibitive paint.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Sprinklers	<ul style="list-style-type: none"> <li>▪ Design for discharge to landscape area or sanitary sewer. Contact Dublin San Ramon Services District for connection requirements (see footnote page 1). For landscape discharge, refer to the City of Dublin <a href="#">Fire Sprinkler Test Water Fact Sheet</a>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Drain or Wash Water	<ul style="list-style-type: none"> <li>▪ Drain condensate from air conditioning units to appropriately sized landscaping area.</li> <li>▪ Discharge boiler drain lines, roof top equipment, and all wash water to the sanitary sewer. Contact Dublin San Ramon Services District for connection requirements (see footnote page 1).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Dispensing Areas	<p>Fueling areas must be Portland cement concrete or equivalent smooth impervious surface that are:</p> <ul style="list-style-type: none"> <li>▪ Graded at the minimum slope necessary to prevent ponding, and separated from the rest of the site by a grade break that prevents run-on of stormwater to the maximum extent practicable.</li> <li>▪ The fueling area is defined as the area extending a minimum of 6.5 feet from the corner of each fuel dispenser or the length at which the hose and nozzle assembly may be operated plus a minimum of one foot, whichever is greater.</li> <li>▪ Must be covered by a canopy that extends a minimum of ten feet in each direction from each pump. The canopy must not drain onto the fueling area. Rainwater from the canopy must be discharged to a landscaped area or to a stormwater treatment measure prior to discharge to the storm drain system.</li> <li>▪ Design the fuel dispensing and transfer area pads with no slope (flat), if possible.</li> <li>▪ Do not place a storm drain inlet in or near the fuel dispensing area.</li> <li>▪ Hydraulically isolate the fuel dispensing and transfer areas from the rest of the site to contain spills, prevent run-on, and prevent stormwater runoff from carrying pollutants away. Locate drains around the perimeter of the pad, and drain accumulated water to an on-site containment system (for eventual pump-out and off-site disposal).</li> <li>▪ Post signs explaining the operation of shut-off valves to employees, if applicable.</li> <li>▪ The fueling station must have a spill cleanup plan and all employees must be trained on proper spill response procedures. Dispensing equipment must be inspected routinely for proper functioning and leak prevention.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Loading Docks	<ul style="list-style-type: none"> <li>▪ Pave the loading area with an impervious paving that is compatible with materials that will be loaded/unloaded. For example, use Portland Cement Concrete if gasoline or other materials that react with asphalt will be loaded/unloaded.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Features that Require source controls	Source Control Included? Mark Yes or Not Applicable (N/A)	Yes	N/A
	<ul style="list-style-type: none"> <li>▪ Cover. Implement one of the following methods: <ul style="list-style-type: none"> <li>a If feasible, design the facility so loading/unloading occurs in an indoor loading bay. Provide a 10-foot no obstruction zone within the building to allow trucks to extend inside and to provide a staging area. Clearly identify the no obstruction zone on the building plan. Clearly mark the no obstruction zone at an interior transfer area using bright floor paint.</li> <li>b For buildings with less than 10 bays, provide a roof overhang that extends at least 10 feet beyond the loading dock (or building face if there isn't a loading dock). If the building includes 10 or more bays, or a cover is deemed otherwise infeasible, consider the next option.</li> <li>c Install door skirts between the trailers and the building.</li> </ul> </li> <li>▪ Position roof downspouts to direct stormwater away from the loading area.</li> <li>▪ Hydraulically separate stormwater runoff from loading dock and direct to a stormwater treatment measure prior to discharge to the storm drain system.</li> <li>▪ Equip the drainage system with an emergency spill shut-off diversion valve. The bypass on the shut-off valve must flow to an adequately-sized spill containment vault. The size of the spill containment vault should be equal to 125% of the volume of the largest container handled at the facility.</li> <li>▪ Post signs explaining the location and operation of shut-off valves to employees.</li> </ul>		
Conditionally Exempted Non-Stormwater Discharges	<p>Certain discharges are exempt from stormwater discharge requirements if it is determined the non-stormwater discharge is not polluted. Refer to the Municipal Regional Permit Provision C15 for specific requirements for the following discharges:</p> <ul style="list-style-type: none"> <li>▪ pumped groundwater, water from foundation drains/crawl space pumps/footing drains</li> <li>▪ pumped groundwater from non-drinking water aquifers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Part THREE Stormwater Management Maintenance Agreement

A Stormwater Management Maintenance Agreement (O&M Agreement) between the property owner and the City is required for all projects incorporating trash capture, stormwater treatment and/or flow duration controls. The O&M Agreement runs with the land and must be recorded with Alameda County Recorder's Office.

- *An approved, notarized O&M Agreement must be received with the final tract map or prior to permit issuance, whichever comes first (as applicable).*
- *Title report must be provided to verify property ownership.*
- *Appropriate documents must be provided to verify signing authority of the person executing the O&M Agreement.*

Mark box to acknowledge that the building permit will not be approved, or permits issued, without an approved O&M Agreement.