

## How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

San Mateo County Planning & Building uses the C.3 and C.6 Development Review Checklist (available at <https://planning.smcgov.org/documents/c3-and-c6-development-review-checklist>) to help track compliance with the Regional Municipal Permit and determine key project characteristics for drainage review projects of all sizes.

While the complete form package is quite lengthy, for most projects you need to only fill out the FIRST TWO PAGES and possibly a few RELEVANT WORKSHEETS. While this guidance is intended for primarily single-family homes and other small projects, all projects can use this guidance to help fill out the first pages; larger projects simply continue on with the checklist and associated worksheets.

How do you know what to fill out? Let's take it step-by-step.

### PAGE 1 - FILL OUT SOME BASIC PROJECT INFORMATION. FIRST CHECK THAT THE TOP OF THE FORM LOOKS LIKE THIS:



*TIP: confirm correct jurisdiction*

**COUNTY OF SAN MATEO**  
**Planning & Building Department**  
 455 County Center, 2<sup>nd</sup> 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) Stormwater Controls for Development Projects

Note that San Mateo County does NOT accept Small Projects Checklists.

### STEP I.A - ENTER BASIC PROJECT DATA

**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 St.:	_____		
Project APN:	_____	Project Watershed:	_____
Applicant Name:	_____	I.A.4 Slope on Site:	_____
Applicant Phone:	_____	Applicant Email Address:	_____

Much of the basic project data is similar to what you entered on your permit application, with a few exceptions:

- > **Case Number:** Assigned by the building or planning department. This will start with PLN or BLD and the year.
- > **Project Watershed:** Available on the County's GIS mapping system here: <https://gis.smcgov.org/apps/planning>
- > **Slope on Site:** See Section 2.1 Defining Your Project of the County of San Mateo Drainage Manual.

# How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

## STEP I.A.1 - SELECT YOUR DEVELOPMENT TYPE. CHECK ALL BOXES THAT APPLY.

- Development type: (check all that apply)
- Single Family Residential: A stand-alone home that is not part of a larger project.
  - Single Family Residential: Two or more lot residential development.<sup>1</sup> # of units: \_\_\_\_\_
  - Multi-Family Residential # of units: \_\_\_\_\_
  - Commercial
  - Industrial, Manufacturing
  - Mixed-Use # of units: \_\_\_\_\_
  - Streets, Roads<sup>2</sup>, etc.
  - 'Redevelopment' as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred.
  - 'Special land use categories' as defined by MRP: (1) auto service facilities<sup>3</sup>, (2) retail gasoline outlets, (3) restaurants, (4) uncovered parking area (stand-alone or part of a larger project)
  - Institutions: schools, libraries, jails, etc.
  - Parks and trails, camp grounds, other recreational
  - Agricultural, wineries
  - Kennels, Ranches
  - Other, Please specify \_\_\_\_\_

I.A.1

Project Description<sup>4</sup>:  
 (Also note any past or future phases of the project.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Single-family home additions and accessory dwelling units should check the first box of the above for "Single Family Residential." Don't forget to add a brief project description.

## STEP I.A.2 - ENTER THE TOTAL AREA OF SITE. FOR MOST PROJECTS, THIS WILL BE THE AREA OF THE PROJECT PARCEL.

I.A.2 Total Area of Site: \_\_\_\_\_ acres

For very large parcels with a small project area, projects that cover multiple parcels, and/or projects that include a significant amount of work in the right-of-way (e.g., greater than 1,000 sq ft of disturbance) use the Limits of Work from 2.1 of the Drainage Manual or a similar rational value.

## STEP I.A.3 - ENTER THE TOTAL AREA OF LAND DISTURBED DURING CONSTRUCTION.

I.A.3 Total Area of land disturbed during construction (include clearing, grading, excavating and stockpile area): \_\_\_\_\_ acres.

*TIP: Divide by 43,560 to convert square feet to acres*

## How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

### STEP I.A.5 - TELL US WHO IS FILLING OUT THIS FORM. IF WE HAVE ANY QUESTIONS, THIS IS WHO WE WILL CONTACT FIRST.

#### I.A.5 Certification:

Name of person completing the form: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

By checking this box, 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. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

I have attached the following:  Preliminary Calculations  Final Calculations  A copy of site plan showing areas

Reminder to check the box certifying that if the project scope expands, additional stormwater/drainage improvements may be required.

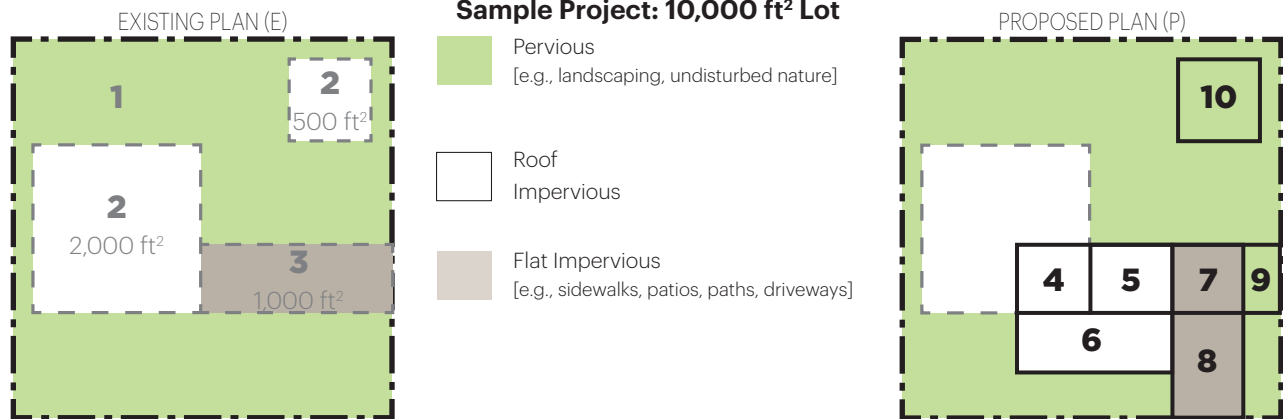
The project plans should include a clear site map and/or drainage map showing all existing and proposed impervious areas. For complicated projects, include a site plan with highlighted calculation areas attached to this form.

---

# How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

PAGE 2 - FILL OUT TWO TABLES.

TABLE I.B.1: FILL OUT THE SUMMARY OF IMPERVIOUS AND PERVIOUS SURFACES ONSITE.



EXISTING			PROPOSED		
Pervious Area	1	6,500 ft <sup>2</sup>	6	1,000 ft <sup>2</sup>	(E) Pervious >> replaced by new Roof Impervious
			8	800 ft <sup>2</sup>	(E) Pervious >> replaced by new Flat Impervious
			9	100 ft <sup>2</sup>	(E) Flat Impervious >> replaced by new Pervious Paving
			--	4,600 ft <sup>2</sup>	unchanged
Roof Impervious Area	2	2,500 ft <sup>2</sup>	4	400 ft <sup>2</sup>	(E) Roof Impervious >> replaced by new Roof Impervious
			10	500 ft <sup>2</sup>	(E) Roof Impervious >> replaced by new Pervious
			--	1,600 ft <sup>2</sup>	unchanged
Flat Impervious Area	3	1,000 ft <sup>2</sup>	5	500 ft <sup>2</sup>	(E) Flat Impervious >> replaced by new Roof Impervious
			7	400 ft <sup>2</sup>	(E) Flat Impervious >> replaced by new Flat Impervious
			--	100 ft <sup>2</sup>	unchanged

Our example translates to Table I.B.1 as follows (numbers in red correlate to the areas above):

Table I.B.1 Impervious<sup>5</sup> and Pervious Surfaces

Type of Impervious <sup>5</sup> Surface	I.B.1.a	I.B.1.b	I.B.1.c	I.B.1.d	I.B.1.e
	Pre-Project Impervious <sup>5</sup> Surface (sq.ft.)	Existing Impervious <sup>5</sup> Surface to be Retained <sup>6</sup> (sq.ft.)	Existing Impervious <sup>5</sup> Surface to be Replaced <sup>6</sup> (sq.ft.)	New Impervious <sup>5</sup> Surface to be Created <sup>6</sup> (sq.ft.)	(auto-sum) Post-Project Impervious <sup>5</sup> Surface (sq.ft.) (=b+c+d)
Roof area(s)	(2) 2,500	(2-4-10) 1600	(4+5) 900	(6) 1,000	3,500
Impervious <sup>5</sup> sidewalks, patios, paths, driveways, streets	(3) 1,000	0	(7) 400	(8) 800	1,200
Impervious <sup>5</sup> uncovered parking <sup>7</sup>	0	0	0	0	0
Totals of Impervious Surfaces:	3,500	1,600	1,300	1,800	4,700
I.B.1.f - Total Impervious <sup>5</sup> Surface Replaced and Created (sum of totals for columns I.B.1.c and I.B.1.d):				3100 (auto-sum)	
Type of Pervious Surface	Pre-Project Pervious Surface (sq.ft.)				Post-project Pervious Surface (sq.ft.)
Landscaping	(1) 6,500	TIP: Your total site area should be the same pre- and post-project ←—————→			(1-6-8+10) 5,200
Pervious Paving					I.B.1.e.1: (9) 100
Green Roof					
(auto-sum) Totals of Pervious Surfaces:	6,500				
(auto-sum) Total Site Area (Total Impervious <sup>5</sup> +Total Pervious=I.A.2)	10,000				10,000

## How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

TABLE I.B.2 - FILL OUT THE TABLE THAT DETERMINES WHICH WORKSHEETS APPLY TO YOUR PROJECT.  
STEP I.B.2.A: DOES YOUR PROJECT INVOLVE EARTHWORK? [E.G., EXCAVATION, CUT, FILL]

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

	Check all that apply:	Check One		Attach Worksheet
		Yes	No	
I.B.2.a	Does this project involve any earthwork? If YES, then Check Yes, and Complete Worksheet A. If NO, then go to I.B.2.b	<input type="checkbox"/>	<input type="checkbox"/>	A

If **YES**, then your project needs to fill out Worksheet A. If **NO**, you do **NOT** need to fill out Worksheet A.

**WORKSHEET A:** Check each box as you include the Construction Best Management Practices (BMPs) on your erosion control plan. Indicate in the blank space which sheet contains the appropriate notes.

» Worksheet A Example:

Yes	Plan Sheet	Best Management Practice (BMP) Notes
<input checked="" type="checkbox"/>	EC-1	Erosion Control Point of Contact. <i>(Provide an Erosion Control Point title/qualification, email, and phone number. The EC Point of Contact</i>

### STEP I.B.2.B - USE TABLE I.B.1 TO DETERMINE WHETHER THE TOTAL IMPERVIOUS SURFACE REPLACE AND CREATED IS GREATER THAN 2,500 SQUARE FEET.

	Check all that apply:	Check One		Attach Worksheet
		Yes	No	
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 & go to I.B.2.c. If NO, then Stop here - go to I.A.5 and complete Certification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B, C

From above, the example value for I.B.1.f: 3100 is greater than 2,500 sq ft.

If **YES**, then your project needs to fill out Worksheets B and C. If **NO**, you do **NOT** need to fill out Worksheets B and C (unless Worksheet B is requested by the permit reviewer for special project types).

**WORKSHEET B:** Check each box as you include applicable source control best management practices as part of your project. Indicate in the blank space which sheet contains the appropriate elements. For single family homes, make sure to review the source controls that apply to all project types. An example Worksheet B with the source controls applicable to all project types is on the following pages.

**WORKSHEET C:** Select all applicable design measures for your project. Projects that create and/or replace 2,500 to 10,000 sq ft of impervious surface, or single-family homes greater than 10,000 sq ft, are required to implement at least one of the measures a-f. An example Worksheet C is on the following pages.

## How to fill out a C.3 and C.6 Development Review Checklist: Step-by-Step for Single-Family Homes and Small Projects

### STEP I.B.2.C - USE TABLE I.B.1 TO DETERMINE WHETHER STORMWATER REQUIREMENTS APPLY TO JUST THE PROJECT AREA OR THE ENTIRE SITE.

	Check all that apply:	Check One		Attach Worksheet
		Yes	No	
I.B.2.c	Is the total Existing IS to be Replaced (column I.B.1.c) 50 percent or more of the total Pre-Project IS (column I.B.1.a)? If YES, site design, source control and treatment requirements apply to the whole site. 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

From above, the example value of  square feet to be replaced is 37% of the total pre-project impervious surface value of

### STEPS I.B.2.D AND I.B.2.E: DETERMINE WHETHER THE PROJECT IS A C.3 REGULATED SITE.

As of the 2015 MRP, stand-alone single-family houses are **EXEMPT** from being considered a regulated site.

**STAND-ALONE RESIDENCES CAN STOP HERE –**  
**You have successfully completed the C.3 and C.6 Development Review Checklist.**

Projects with new and replaced impervious area greater than 10,000 sq ft or restaurants, auto service facilities, gas stations, and uncovered parking lots greater than 5,000 sq ft are C.3 Regulated projects and should continue with the rest of the checklist and associated worksheets.

## Worksheet B Example

### C3 - Source Controls

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

Yes	Detail/Plan Sheet No., or "N/A"	Features that require source control measures	Source Control Measures (Refer to Local Source Control List for detailed requirements)
<input type="checkbox"/>		Storm Drain (street/road projects)	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.
<input type="checkbox"/>		Floor Drains (non-residential)	Plumb interior floor drains to sanitary sewer <sup>8</sup> [or prohibit].
<input type="checkbox"/>		Parking garage (non-single-family residential)	Plumb interior parking garage floor drains to sanitary sewer. <sup>8</sup>
<input checked="" type="checkbox"/>	LC1	Landscaping (all project types)	<ul style="list-style-type: none"> <li>Retain existing vegetation as practicable.</li> <li>Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects.</li> <li>Minimize use of pesticides and quick-release fertilizers.</li> <li>Use efficient irrigation system; design to minimize runoff.</li> </ul>
<input checked="" type="checkbox"/>	C1	Pool/Spa/Fountain (all project types)	Provide connection to the sanitary sewer to facilitate draining. <sup>8</sup>
<input type="checkbox"/>		Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: <ul style="list-style-type: none"> <li>Connected to a grease interceptor prior to sanitary sewer discharge.<sup>8</sup></li> <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>
<input type="checkbox"/>		Refuse Areas (non-single-family residential)	<ul style="list-style-type: none"> <li>Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff.</li> <li>Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Outdoor Process Activities <sup>9</sup> (non-residential)	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. <sup>8</sup>
<input type="checkbox"/>		Roof Storage/ Materials (non-residential)	<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>Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer<sup>8</sup>, and contain by berms or similar.</li> </ul>
<input type="checkbox"/>		Roof Cleaning (non-single-family residential)	<ul style="list-style-type: none"> <li>Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer<sup>8</sup>, and sign as a designated wash area.</li> <li>Commercial car wash facilities shall discharge to the sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Vehicle/ Equipment Repair and Maintenance (non-single-family residential)	<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>No floor drains unless pretreated prior to discharge to the sanitary sewer.<sup>8</sup></li> <li>Connect containers or sinks used for parts cleaning to the sanitary sewer.<sup>8</sup></li> </ul>
<input type="checkbox"/>		Fuel Dispensing Areas (non-residential)	<ul style="list-style-type: none"> <li>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.</li> <li>Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area.</li> </ul>
<input type="checkbox"/>		Loading Docks (non-residential)	<ul style="list-style-type: none"> <li>Cover and/or grade to minimize run-on to and runoff from the loading area.</li> <li>Position downspouts to direct stormwater away from the loading area.</li> <li>Drain water from loading dock areas to the sanitary sewer.<sup>8</sup></li> <li>Install door skirts between the trailers and the building.</li> </ul>
<input checked="" type="checkbox"/>	A-1	Fire Sprinklers (all project types)	Design for discharge of fire sprinkler test water to landscape or sanitary sewer. <sup>8</sup>
<input checked="" type="checkbox"/>	A-5	Miscellaneous Drain or Wash Water (all project types)	<ul style="list-style-type: none"> <li>Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.<sup>8</sup></li> <li>Roof drains from equipment drain to landscaped area where practicable.</li> <li>Drain boiler drain lines, roof top equipment, all wash water to sanitary sewer.<sup>8</sup></li> </ul>
<input checked="" type="checkbox"/>	A-1	Architectural Copper Rinse Water (all project types)	Drain rinse water to landscaping, discharge to sanitary sewer <sup>8</sup> , or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper."

*TIP: The boxed entries apply to all project types.*

## Worksheet C Example

### 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 2,500 – 10,000 sq.ft. of impervious surface, and stand-alone single family homes that create/replace 2,500 sq.ft. or more of impervious surface, must include **one of Site Design Measures a through f** (Provision C.3.i requirements).<sup>10</sup> Larger 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 Number	
<input type="checkbox"/>		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input checked="" type="checkbox"/>	C-1	b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input checked="" type="checkbox"/>	C-1	e. Construct sidewalks, walkways, and/or patios with pervious or permeable surfaces. Use the specifications in the C3 Technical Guidance (Version 4.1) downloadable at <a href="http://www.flowstobay.org/newdevelopment">www.flowstobay.org/newdevelopment</a> .
<input type="checkbox"/>		f. Construct bike lanes, driveways, and/or uncovered parking lots with pervious surfaces. Use the specifications in the C3 Technical Guidance (Version 4.1) downloadable at <a href="http://www.flowstobay.org/newdevelopment">www.flowstobay.org/newdevelopment</a> .
<input type="checkbox"/>		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.
<input type="checkbox"/>		h. Conserve natural areas, including existing trees, other vegetation and soils.
<input type="checkbox"/>		i. Minimize impervious surfaces.

*TIP: Single-family homes proposing 2,500 sq ft or more of impervious surface **MUST** include **AT LEAST ONE** of these measures*

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

Yes	Plan Sheet Number	
<input type="checkbox"/>		j. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
<input type="checkbox"/>		k. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
<input type="checkbox"/>		l. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance)