

Dear Applicant,

Thank you for your SCP submittal inquiry. Due to the COVID-19 Shelter-in-Place in effect, the SFPUC Utility Planning Division has temporarily altered Stormwater Control Plan (SCP) submittal guidelines.

During Shelter-in-Place, please submit Stormwater Control Plans as follows:

- Confirm SCP is complete per the [SCP Instructions](#) and [SCP Preparation Checklist](#). Complete submittals are extremely important during this unprecedented time.
- Provide SCP package as a single collated PDF file.
 - Provide a Bookmark for all SCP section headers that match the 'Table of Contents' provided in the SCP (see Bookmark example below).
 - Provide a 'Page Label' for CDs sheets that match the sheet number provided on the drawing (see Page Label example below).
 - Provide page orientation for on-screen review (i.e. not sideways).
 - Flatten and compress the PDF prior to sending.
 - Submit via company FTP site (preferred), or SFPUC Sharefile site (if needed and requested).
 - Include electronic copy of the completed 'SCP Review Fee Form,' and copy of check if available.
- Submit SCP hardcopy per SCP Instructions by mail (i.e. in-person and courier not accepted at this time), when able. Provide email notification when hardcopy has been sent. SFPUC to process and file hardcopy after shelter-in-place.
- As applicable, submit check and completed 'SCP Review Fee Form' with SCP hardcopy per SCP Instructions. Provide email notification when check has been sent. SFPUC to process checks after shelter-in-place.
 - If necessary, Project Teams may submit the check separately by mail (with copy of completed 'SCP Review Fee Form') if originating out of separate offices.

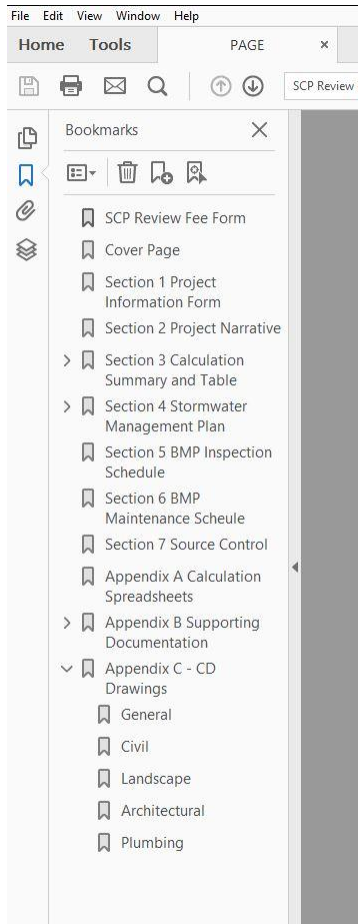
SCP electronic files shall be sent to: StormwaterReview@sfgwater.org

SCP hardcopies and checks with 'SCP Review Fee Form' shall be sent to:

Attn: SCP Project Review Team
c/o Ken Kortkamp
SFPUC, Wastewater Enterprise
525 Golden Gate Ave, 11th Floor
San Francisco, CA 94102

SCP Review Fee checks shall be made payable to: "San Francisco Water Power and Sewer"

Bookmark example



Page Label example

