

SCP Review Fee - Check Submittal Process

Dear Stormwater Control Plan (SCP) Project Applicants and Property Owners,

Effective September 1, 2020, we will be implementing a new trial* process for submitting the SCP Review Fee. Please submit SCP Review Fee checks as follows:

- **CHECK submittal:** Send the paper check and completed Review Fee Form to the SFPUC Cashiers Unit at the address below. **Do NOT send the SCP to this address.**

- Determine check amount per [updated 2020-21 Review Fee table](#) (Schedule W-47)
- Make check payable to “San Francisco Water Power and Sewer”
- Complete and print [Review Fee Form](#)
- Send paper check and form to:

SFPUC

Attn: Cashiers

525 Golden Gate Ave, 2nd Floor

San Francisco, CA 94102

- **NOTE: The Cashiers Unit will return checks that are not received with a completed Review Fee Form.**

- **SCP Application submittal:** Continue to submit electronic and hardcopy submittals of SCPs per guidelines posted at <http://sfwater.org/SMR>.

- Submit electronic PDFs of SCP Application and a separate Review Fee Form to: StormwaterReview@sfwater.org.
- Submit hardcopy SCP Applications to:

Attn: SCP Project Review Team

c/o Ken Kortkamp

SFPUC, Wastewater Enterprise

525 Golden Gate Ave, 11th Floor

San Francisco, CA 94102

Stormwater Review staff will:

- Receive a scanned copy of the check and Review Fee Form from the Cashiers Unit, and;
- Send confirmation of receipt of check to the Project Applicant and Property Owner on record.

Please continue to direct any questions you may have about SCP submittals and process to StormwaterReview@sfwater.org. **The Cashiers Unit cannot answer SCP-related questions.**

Sincerely,

The Stormwater Review Team

* This new process is being initiated on a trial basis with the Cashiers Unit and will be subject to change based on trial success. Stormwater Review staff will send out notification if changes to the check submittal process are needed.

August 2020