

**County of San Mateo  
Planning and Building Department**

**General Erosion and Sediment Control Plan Guidelines**  
(Best Management Practices to be used during Site Preparation and Construction)

**The State Water Resources Control Board mandates the regulation of runoff and the treatment of stormwater into drainage systems and waterways under the National Pollutant Discharge Elimination System (NPDES) permit, including construction stormwater from project sites. As a compliance measure under the County's NPDES permit, the County of San Mateo Planning and Building Department requires the submittal of an erosion and sediment control plan for review and approval prior to the issuance of any demolition, grading, or building permit that involves site disturbance.**

**A complete Erosion and Sediment Control Plan (EC Plan) should include the following (as applicable to the site and project):**

<b>1. Delineation of Area of Work</b>
a. For projects, including those requiring a Grading Permit, separate erosion and sediment control plan sheets are required to show the measures to be implemented at the grading stage (e.g., grading, foundation/retaining walls) and at the construction stage. For difficult projects only, additional plan sheets are required for each of the following phases: Grading and retaining wall phase, foundation and construction phase.
b. Show all areas of construction, including but not limited to: areas to be graded as shown on a grading plan, areas to be cleared, as well as structures, retaining walls, roads, drives, utilities, trenches, scaffolds, catch basins, etc. These areas should be consolidated and located outside steep or sensitive areas.
c. Protect surface water locations, providing primary control measures (e.g., silt fence along outer buffer zone of creek; do not disturb riparian areas) and secondary control measures (e.g., fiber rolls) in disturbed areas sloping toward the creek/ocean.
d. Protect storm drain inlets using fiber rolls, permeable rock sacks, or other measures that keep sediment from entering the drain. Show inlet locations and protection measure details on the EC Plan. Include on the EC Plan that filter fabric or filter baskets shall be installed in the drains and cleaned out after each rain event, or as needed to function properly. Sand bags are prohibited as these tear and can result in sand entering the storm drains.
e. Maximize and protect areas to be undisturbed (including sensitive areas and buffer zones), using a vegetative buffer strip or 6 ft. fence/barrier. Show the "limits of work" on the EC Plan and barriers along the "limit". Forbid work, storage, earth moving, vegetation clearing, and other disturbances outside of the "limit". Hay bales are prohibited as these can easily fall apart.
f. Provide a separate Tree Protection Plan to identify and protect trees and driplines extending over the project site, using fencing placed along driplines. An arborist report is required for those trees where work will encroach into driplines (for on-site and off-site trees). See the County's Significant and/or Heritage Tree Ordinances for Tree Protection Plan Guidelines.
g. Prevent runoff to off-site areas using perimeter controls (diversion berms, silt fencing, and/or fiber rolls). Silt fencing is preferred, but fiber rolls may work in some instances. Where the site is flat or the slope is gentle, installing these measures on the property line should be adequate. On slopes greater than 3:1, the measures must be installed along contour lines.
<b>2. Prevent Erosion of Unstable or Denuded Areas</b>
a. Show all proposed retaining walls in the EC Plan, including areas that will be used for stockpiling earth and storing construction materials
b. Indicate the location and method for stabilizing disturbed bare earth areas. Use seeding and/or mulching and the following, as necessary: i) For slopes less than 3:1, provide silt fencing or fiber rolls along contour lines. ii) For slopes greater than 3:1, anchored erosion blankets (rice, straw, or coconut) and fiber rolls or silt fencing at the crest are required. Jute netting is preferred when used with seeding.
c. Use diversion berms to divert water from unstable or denuded areas (e.g., top and base of a disturbed slope, grade breaks where slopes transition to a steeper slope).
d. Direct water from construction areas to designated temporary filtration/detention areas. Show any temporary detention areas for stormwater and stabilization of those areas.

<b>3. Show Locations of Logistics Areas</b>
a. Show location of office trailer(s), storage sheds, temporary power pole, scaffold footprint, and other temporary installations on the EC Plan. Show how they will be accessed and show protection of the access routes.
b. Show location of utility trenches, indicate utility types, and identify timing of installation.
<b>4. Construction Access Routes</b>
a. Use stabilized designated access points for entrance onto the property using 4" - 6" fractured aggregate over geo-textile fabric over the first 20 feet of the property. If using an existing paved driveway, identify on EC Plan. Where vehicles or equipment will travel from an existing paved driveway to unpaved areas within the property, a stabilized transition point is required that meets the above standards.
b. Provide designated area(s) for parking of construction vehicles, using aggregate over geo-textile fabric.
c. Show all access roads/ramps and access points used by excavation equipment, trucks, or fork lifts/crane access (second floor construction). For unpaved routes, use ridges running diagonally across the road that run to a stabilized outlet. The type of materials used for stabilization and their locations shall be indicated on the EC Plan. Materials for this purpose are required to be stored on-site.
<b>5. Containment of Construction Materials and Waste</b>
a. Show location, installation and maintenance of a concrete/stucco mixer, washout, and pits. No concrete, mortar, or stucco washout is allowed to be placed directly on the soil/ground. Specify the method used to contain the washout.
b. Show location of portable toilets away from surface water locations and storm drain inlets.
c. Show storage location and containment of construction materials during work, as well as afterhours/weekends. Show the location of lumber, gravel, and materials storage areas on the EC Plan. Show how they will be accessed and show protection of the access routes.
d. Show areas and proposed protection of temporary stockpiles using anchored-down plastic sheeting in dry weather. The use of plastic sheeting during the wet season, Oct 1 through April 30, is not allowed, unless the stockpile is also protected with fiber rolls containing the base of the stockpile. Alternatively, in wet weather, or for longer storage, use seeding and mulching, soil blankets or mats.
e. Indicate the location of refuse piles and debris box locations on the EC Plan. Show how they will be accessed and show protection of the access routes.
<b>6. Construction Schedule</b>
a. Provide an anticipated construction schedule and/or construction duration (in weeks or months).
<b>7. Other Required Permits/Inspections</b>
a. Does the project require a County Grading Permit? Check with Planning Staff to verify. <u>For County Grading Permits (only):</u> Grading associated with a County Grading Permit is prohibited during the Winter Grading Moratorium (Oct. 1 through April 30).
b. Does the project disturb 1 acre (43,560 sq. ft.) of area or more? If Yes: <input type="checkbox"/> Applicant shall file Notice Of Intent (NOI) with State Water Resources Control Board for State General Construction Activity NPDES Permit. (Prior to issuance of the building permit, applicant must submit WDID Number to Planning).
c. A Pre-Site EC and/or Tree Protection Inspection may be required prior to the issuance of a building, grading, or demolition permit.
<b>8. Add the Following Standard Comments on the EC Plan:</b>
Erosion Control Point of Contact. <i>(Please provide an Erosion Control Point of Contact including name, title/qualification, email, and phone number. The EC Point of Contact will be the County's main point of contact if Erosion Control or Tree Protection corrections are required).</i>
Perform clearing and earth-moving activities only during dry weather. Measures to ensure adequate erosion and sediment control shall be installed prior to earth-moving activities and construction.
Measures to ensure adequate erosion and sediment control are required year-round. Stabilize all denuded areas and maintain erosion control measures continuously between October 1 and April 30.
Store, handle, and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.

Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
Use sediment controls or filtration to remove sediment when dewatering site and obtain Regional Water Quality Control Board (RWQCB) permit(s) as necessary.
Avoid cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
Limit construction access routes to stabilized, designated access points.
Avoid tracking dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
Train and provide instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and Construction Best Management Practices.
Placement of erosion materials at these locations are required on weekends and during rain events: <i>(List locations)</i>
The areas delineated on the plans for parking, grubbing, storage, etc., shall not be enlarged or “run over.”
Construction sites are required to have erosion control materials on-site during the “off-season.”
Dust control is required year-round.
Erosion control materials shall be stored on-site.
Use of plastic sheeting between October 1 and April 30 is not acceptable, unless for use on stockpiles where the stockpile is also protected with fiber rolls containing the base of the stockpile.
Tree protection shall be in place before any demolition, grading, excavating or grubbing is started.

Sources: Watershed Protection Maintenance Standards (County of San Mateo Department of Public Works, Watershed Protection website); SMCWPP’s Erosion and Sediment Control Field Manual (Planning Counter)

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