

COUNTY OF MENDOCINO DEPARTMENT OF TRANSPORTATION

Water Pollution Control Plan Guidelines

Introduction

Mendocino County Ordinance No. 4313 STORM WATER RUNOFF POLLUTION PREVENTION PROCEDURE (Mendocino County Code Chapter 16.30 et seq.) requires that, "any person performing construction and grading work anywhere in the County shall implement appropriate Best Management Practices to prevent the discharge of construction waste, debris or contaminants from construction materials, tools and equipment from entering the storm drainage system." This ordinance was developed and adopted by Mendocino County to comply with requirements of the County's Phase II Municipal Separate Storm Sewer System (MS4) General Permit administered by the State Water Resources Control Board (SWRCB).

In compliance with Mendocino County Ordinance No. 4313, and the SWRCB Phase II MS4 General Permit, the Mendocino County Department of Transportation requires Encroachment Permit Applicants to complete and submit a Water Pollution Control Plan (WPCP) with an Encroachment Permit Application for all projects located within the MS4 Permit area of Ukiah or Fort Bragg. The Department of Transportation may require Encroachment Permit Applicants to submit a WPCP for any project within the County right of way which will or may result in pollutants entering the storm drainage system or Waters of the U.S.

The following guidelines have been provided to aid Encroachment Permit Applicants in the preparation of a Water Pollution Control Plan (WPCP) and to ensure that all WPCPs prepared and submitted to the Department of Transportation are consistent. Please provide information for the following guideline sections and submit the completed WPCP with a completed Encroachment Permit Application.

In lieu of preparing a WPCP using the following guidelines, Applicants have the option to complete and submit the WPCP Template available on the Mendocino County Department of Transportation Permits webpage at: <http://www.mendocinocounty.org/government/transportation/dot-permits-applications>

1) Title Page/Contact Information

Please provide contact information as applicable for the following. Contact information shall include: Company/Agency Name, Owner/Representative's Name & Title, Address, and Phone Number.

- Project Location
- WPCP Prepared for Information
- WPCP Prepared by Information
- Contractor/WPCP Submitted by Information
- WPCP Preparation Date

2) Table of Contents

Please include a table of contents for each section of the WPCP.

3) Project Information

- Detailed Project Description
 - a) Description of project
 - b) Type(s) of work to be performed and equipment used.
- Schedule of Construction Activities
 - a) Indicate project start and completion dates (e.g., May 1, 2013 to June 1, 2013)
 - b) Indicate the time period(s) of project activities including all construction activities involving soil disturbance.

NOTE: Please be aware that the Department of Transportation may restrict projects that involve soil disturbance to the dry season (April 15th to October 15th).

Water Pollution Control Plan Guidelines

3) Project Information (Continued)

- List of Potential Pollutant Sources (related to the various construction activities that will be performed and equipment that will be used during the project)
- Indicate if the project is located on a steep slope (slope equal to or greater than 4:1 or 25%).
- Indicate how stormwater runoff will leave the project site. For example, will stormwater runoff from the project site enter a nearby storm drain inlet or ditch; remain on site; flow to an adjacent stream; etc.
- Indicate the distance from the project site to the nearest storm drain inlet or drainage ditch.
- Indicate the distance from the project site to the nearest natural surface water (stream, river, lake, bay, ocean).

4) List of Best Management Practices (BMPs)

Please provide a list of BMPs to be used during the project to prevent or reduce the discharge of pollutants from the project site to the County storm drainage system and/or nearby surface water such as streams, rivers, and lakes. At a minimum, BMPs must be implemented for each of the potential pollutant sources listed in guideline Section 3. Include the rationale for each BMP selected.

- List of BMPs Selected by Contractor/WPCP Preparer for the Project
- Rationale for Each BMP Selected

Additional information regarding BMPs and BMP selection, including BMP instruction sheets is available at the Mendocino County Department of Transportation Office at 340 Lake Mendocino Drive, Ukiah, CA 95482, or by contacting (707) 463-4363.

5) Site Plan

Please provide a sketch (Site Plan) of the project area clearly showing the following features.

- All BMP Locations
- Major Project Site Features
 - a) Buildings
 - b) Utilities
 - c) Roads (including any roadside drainage ditches)
 - d) Construction Area(s)
 - e) Staging Area(s)
 - f) Contours or Arrows showing slope/surface water flow direction

6) List of Other Permits Required for the Project

Please provide a list of all other applicable permits required for the project including permit number. Attach a copy of each permit to the WPCP.

NOTE: Any applicant whose project is subject to permits from other agencies (State, Federal, or Local) shall be responsible for obtaining all necessary permits required by those agencies and shall comply with all provisions of those permits as well as all provisions of an encroachment permit.