



County of Santa Clara Roads and Airports Department

PROJECT SITE BMP FORM

INSTRUCTIONS

This Project Site Best Management Practices (BMP) Form is to be completed for each project or special event in the County Right of Way (ROW) that requires an Encroachment Permit or Special Event Permit. Read through all required documentation before completing this form.

This is a computer-fillable PDF form. Save the form and enter all requested information:

- Check each box for the BMP to be implemented at the project/event site.
- Enter project/event address and/or location (must match the location in the Encroachment Permit application).
- Enter applicant name and date, then provide a signature.

Upload the electronic form into the public portal when submitting the Encroachment Permit or Special Event Application. For questions about this form, please contact our permit team at: permits@rda.sccgov.org.

ACKNOWLEDGEMENT

I have read, understood, and agree to the requirements of this Project Site BMP Form, regional permit requirements, and the State of California requirements for stormwater and/or project site management. I understand additional information regarding these requirements may be found at the County of Santa Clara Encroachment Permit webpage.

I understand and agree that additional BMP's may be required as a condition of issuance of the permit and/or during the permit work to ensure the protection of local water quality and maintain the site and roads.

I understand it is the Applicant's/Permittee's obligation to take corrective actions to implement these requirements. Failure to comply with all requirements could cause all permitted work to be stopped until compliance is achieved.

ENC# AND/OR PROJECT ADDRESS/LOCATION (Important: must match the location in the permit application)

[Redacted area for ENC# and/or Project Address/Location]

APPLICANT NAME (OWNER, CONSULTANT OR UTILITY REP)

[Redacted area for Applicant Name]

APPLICANT SIGNATURE OR INITIALS

[Redacted area for Applicant Signature or Initials]

DATE SIGNED

[Redacted area for Date Signed]

FORM INFORMATION AND PROJECT ELIGIBILITY

CONSTRUCTION PROJECTS: This Project Site BMP Form applies to construction projects under County Roads and Airports Encroachment Permits, including linear utility projects, that either disturb less than 1 acre and/or do not require a Stormwater Pollution Prevention Plan. For additional information about the Project Site BMP Form and project eligibility, refer to the Project Site BMP Form FAQ at the County Roads and Airports Encroachment Permit webpage: <https://countyroads.sccgov.org/encroachment-permits>.

NON-CONSTRUCTION PROJECTS: Non-construction projects and Special Events are subject to County Roads and Airports requirements to keep the County ROW clear of debris and/or avoid any debris entering the roadway as a result of the activity or special event. In addition, certain BMPs relative to waste and material pollution control may apply. In certain conditions, the Permit Special Requirements may reiterate specific BMP's that may apply.

PROJECT SITE BMP CHECKLIST

Applicants are to complete the Project Site BMP Checklist on the next page. Space is provided to identify additional BMP measures that may apply to the project. Project Site BMP Checklist items that are pre-checked indicate BMPs that are typically required. If not applicable to your project, then uncheck the box.

BMP Checklist items that are not pre-checked must be checked by the Applicant when applicable to the scope of work. The Applicant is responsible to apply BMPs where necessary and required; it is not the responsibility of the County to verify if the Project Site BMP Checklist is complete. The County inspector, upon review of the field conditions prior to or during the project, may still require the Project Site BMP Checklist item even if it is not checked.

Project Site BMP Checklist - Continued

Refer to instructions as provided in Page 1 of this Form. References are made to Fact Sheets from Caltrans Construction Site Best Management Practices (BMP) Manual. For additional information, refer to the following Caltrans webpage: <https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control/manuals-and-handbooks>

TEMPORARY SEDIMENT CONTROL AND TRACKING CONTROL

BMP to be Implemented	BMP Description	Ref.
<input type="checkbox"/> Street Sweeping	Sweep by hand or mechanical methods.	SC-7
<input type="checkbox"/> Temporary Drainage Inlet Protection	Filter run-off prior to discharge into storm drain inlet.	SC-10
<input type="checkbox"/> Temporary Construction Entrance	To reduce tracking of mud and dirt into public roads.	TC-1
<input type="checkbox"/> Sandbag Barrier	Temporary barrier; to temporarily close damaged curbs.	SC-8
<input type="checkbox"/> Silt Fence	Allow sediment to settle before leaving construction site.	SC-1
<input type="checkbox"/> Fiber Rolls	To intercept runoff and remove sediment from runoff.	SC-5
<input type="checkbox"/> Gravel Bag/ Earthen Berm	To intercept runoff and remove sediment from runoff.	SC-6
<input type="checkbox"/> Wind Erosion Control	Prevent or alleviate erosion by forces of the wind.	WE-1
<input type="checkbox"/>		

NON-STORMWATER MANAGEMENT BMPs

BMP to be Implemented	BMP Description	Ref.
<input type="checkbox"/> Paving, Sealing, Sawcutting, Grinding	Minimize/eliminate pollutants to the storm drain system.	NS-3
<input type="checkbox"/> Vehicle and Equipment Cleaning	Minimize/eliminate pollutants to the storm drain system.	NS-8
<input type="checkbox"/> Vehicle and Equipment Maintenance	Minimize/eliminate discharges into storm drain systems.	NS-9
<input type="checkbox"/> Vehicle and Equipment Fueling	Minimize/eliminate fuel spills into storm drain systems	NS-10
<input type="checkbox"/> Dewatering Operations	Manage accumulated non-stormwater discharges.	NS-2
<input type="checkbox"/>		

WASTE MANAGEMENT AND MATERIALS POLLUTION CONTROL BMPs

BMP to be Implemented	BMP Description	Ref.
<input type="checkbox"/> Solid Waste Management	Address creation or removal of construction waste.	WM-5
<input type="checkbox"/> Sanitary / Septic Waste Management	Contain discharge of site sanitary and septic waste materials.	WM-9
<input type="checkbox"/> Spill Prevention and Control	Plan for spills; materials ready for mitigating spills onsite.	WM-4
<input type="checkbox"/> Stockpile Management	Cover and protection of stockpiles.	WM-3
<input type="checkbox"/> Concrete Waste Management	Manage concrete that is removed or placed on site.	WM-8
<input type="checkbox"/> Contaminated Soil Management	Address soil contamination discovered on site.	WM-7
<input type="checkbox"/>		

ADDITIONAL COMMENTS AND/OR ADDITIONAL MEASURES