



TENANT PROJECT PLAN APPLICATION

Application Date:

		-			-				
M	M		D	D		Y	Y		

District Tenant Name (per Lease): _____

District Tenant Business Name (dba): _____

Authorized Tenant Signature: _____

All applicants must provide a complete and detailed response to all sections of the application or the application will be deemed incomplete. If a section does not apply, please indicate NA (Not Applicable) where appropriate. This application will be reviewed for completeness and a notification will be sent to the authorized contact below that either: A) all required materials have been received and application is deemed complete, or B) the application is incomplete and more information will be required before the application can be processed.

If applicant is other than District tenant, this box must be checked and District Tenant authorization below is required for an agent to act on tenant's behalf in all matters relating to this Tenant Project Plan Application.

Statement of Authorization: I hereby authorize _____ (full name) to act on behalf of the above District Tenant in the processing of this application, and to furnish supplemental information to support this application upon request by District staff.

Applicant's Signature (must be signed by applicant, not authorized agent) **Title**

TENANT OR AUTHORIZED AGENT INFORMATION

_____ First Name	_____ Last Name	_____ Work Phone
_____ Company	_____ Title	_____ Cell Phone
_____ Mailing Address		_____ Fax Number
_____ City	California	_____ State
_____ Email address		_____ Zip code

PROJECT INFORMATION

Projects fall into one of three categories, and may require different approval levels. This application is the first step in gathering the necessary information in determining the type of approval or notification needed for your project. Staff will review your application and identify the approvals or notification appropriate for your project.

Please call your Asset Manager to arrange a pre-submittal meeting if required prior to submitting this Application

Project Description: _____
(i.e., restaurant renovations for ABC Café, dock replacement, new signage for XYZ tenant, etc.)

Project Type: _____
(Please review your project type and category on page 2 of application)

Estimated Construction Start Date (must be at least 30 days from the application date): _____

Estimated Project Cost (include current estimate for all hard and soft costs for project): \$ _____

Project Location: _____
(Street Address, other location description)

(City)

Please submit this completed and signed application with any associated plans and/or documents to:
projectlogdesk@portofsandiego.org

TENANT PROJECT PLAN APPLICATION - Attachment A
Contractor Information



Application Date:

		-			-				
<small>M</small>	<small>M</small>		<small>D</small>	<small>D</small>		<small>Y</small>	<small>Y</small>		

Tenant Name (per Lease): _____

Tenant Business Name (dba): _____

Project Name (from pg 1): _____

Additional Information: _____

CONTRACTOR INFORMATION

If your project involves a contractor, the following information is required:

Contractor Company Name: _____

Contractor Name (individual): _____

E-mail Address: _____

Street Address: _____

City: _____

State: California Zip Code: _____

Contractor License Number: _____

Important: Please provide the following phone numbers so that we can reach the contractor hired to complete the project if necessary. **Thank you!**

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 Mobile Phone Number

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 Office Phone or Alternate Number

		-			-				
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 Fax Number



STORMWATER REQUIREMENTS APPLICABILITY CHECKLIST

Tenant:	Project Name:	Project No.
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SECTION 1: PERMANENT POST-CONSTRUCTION BMP REQUIREMENTS

Part A: Determine if the Port BMP Design Manual Applies to the Project

1. New Development (see <i>Limited Exclusion</i>): Is your project a new development that will create 10,000 square feet or more of impervious surfaces collectively over the entire project site? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Redevelopment (see <i>Limited Exclusion</i>): Is your project a redevelopment that will create and/or replace 5,000 square feet or more of impervious surface collectively over the entire project on an existing site of 10,000 square feet or more of impervious surfaces?..... <input type="checkbox"/> Yes <input type="checkbox"/> No

If “Yes” to either of the above, the project is categorized as a Priority Development Project (PDP) and is subject to permanent post-construction stormwater BMP requirements as outlined in the Port BMP Design Manual. A Port Stormwater Quality Management Plan (SWQMP) for PDPs is required that identifies and supports the use of permanent structural BMPs, as appropriate. See Note for Port template requirements. As permanent source control and site design BMP requirements are addressed in the required SWQMP submittal, Part B of of this checklist can be skipped. Continue to Section 2 to identify construction phase stormwater requirements.

If “No” to both of the above, continue to question 3.

3. New Development or Redevelopment: Is your project a new or redevelopment project characterized by one of the following? If so, identify the applicable category..... <input type="checkbox"/> Yes <input type="checkbox"/> No A) The project will create and/or replace 5,000 square feet or more of impervious surface collectively over the entire project site and support one or more of the following uses: i. Restaurant development. This includes any facility that sells prepared foods and drinks for consumption including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption. ii. Development on any natural slope that is twenty-five percent or greater. iii. Parking lots. iv. Streets, roads, highways, freeways and/or driveways. B) The project will create and/or replace 2,500 square feet or more of impervious surface collectively over the entire project and discharges directly to an Environmentally Sensitive Area (ESA)*. “Discharging directly to” includes flow that is conveyed overland a distance of 200’ or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands). * San Diego Bay is considered an ESA C) The project supports one or more of the following: i. Automotive repair shop ii. Retail gasoline outlet that is 5,000 square feet or more or has a project Average Daily Traffic of 100 or more vehicles per day. D) New development or redevelopment project that results in the disturbance of one or more acres of land and is expected to generate pollutants post construction.
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If “Yes” to question 3, the project is categorized as a Priority Development Project (PDP) and is subject to permanent post-construction stormwater BMP requirements as outlined in the Port BMP Design Manual. A Port Stormwater Quality Management Plan (SWQMP) for PDPs is required that identifies and supports the use of permanent structural BMPs, as appropriate. See Note (Page 3) for Port template requirements. Permanent source control and site design BMP requirements must be included in the SWQMP submittal. As such, skip Part B of this checklist. Continue to Section 2 to determine construction phase stormwater requirements.

If “No” to question 3, the project is a standard project and is not subject to permanent post-construction stormwater BMP requirements as outlined in the Port BMP Design Manual. A standard project Stormwater Quality Management Plan (SWQMP) consisting of a series of checklists is required for the project. See Note (Page 3) for Port template requirements. Continue to Part B to determine minimum source control and site design BMP requirements appropriate for the project as outlined in the Port BMP Design Manual. Also Complete Section 2 to determine construction phase stormwater requirements.

Limited Exclusion: Redevelopment does not include trenching and resurfacing work associated with utility work. Projects that follow design criteria as defined in the MS4 permit E.3.b.(3) may be exempt from PDP requirements.

SECTION 1: PERMANENT POST-CONSTRUCTION BMP REQUIREMENTS
Part B: Determine Minimum Permanent Stormwater BMP Requirements

GENERAL REQUIREMENTS	
1. Are onsite BMPs planned for this project?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

If “Yes”, the project must meet general requirements identified in the Port BMP Design Manual, outlined in Section 2.1 and discussed in Section 4.1.

SOURCE CONTROL BMPs	
1. Does the project include any new storm drains, or alteration to existing storm drains?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the project include an outdoor material storage area?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the project include any outdoor work area with potential for pollutant generation?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the project include any outdoor trash storage areas?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will commercial or industrial waste handling or storage occur at the site, excluding typical office or household waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the project include any material loading and unloading areas?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Will vehicle or equipment fueling, washing or maintenance take place on the site?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does the project include landscaped areas?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

If “Yes” to any of the above, the project must implement, where applicable/technically feasible, permanent source control BMPs identified in the Port BMP Design Manual, outlined in Section 2.1 and discussed in Section 4.1.

SITE DESIGN BMPs	
1. Does the project include any permanent structures within 100 feet of any natural water body?....	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the existing site footprint include natural areas with trees, vegetation, or natural soils?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the project include new impervious areas including roads, parking lots, driveways, rooftops, paths or sidewalks?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the project include new pervious landscape areas and irrigation systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If “Yes” to any of the above, the project must implement, where applicable and technically feasible, site design practices identified in the Port BMP Design Manual, outlined in Section 2.1 and discussed in Section 4.1.

SECTION 2: CONSTRUCTION PHASE STORMWATER BMP REQUIREMENTS

1. Will the project include clearing, grading, or disturbances to ground such as stockpiling, or excavation that results in soil disturbances of at least one acre total land area? Yes No

If “Yes”, a Construction Stormwater Pollution Prevention Plan (SWPPP) for projects greater than 1-acre is required and this project will trigger the General Construction Stormwater Permit. See Note for Port template requirements.

If “No”, continue to questions 2 and 3.

2. Will the project include pavement resurfacing, grading or soil disturbances greater than 100 square feet?..... Yes No

3. Will the project occur over or within receiving water?..... Yes No

If “Yes” to either of the above, a Construction BMP Plan for Projects less than 1-acre is required. See Note for Port template requirements.

If “No” to both of the above, continue to questions 4 and 5.

4. Will stormwater or urban runoff have the potential to contact any portion of the construction area, including washing and staging areas? Yes No

5. Will the project use any construction materials that could negatively affect water quality if discharged from the site (such as paints, solvents, concrete, and stucco)?..... Yes No

If “Yes” to either of the above, no Construction SWPPP or Construction BMP Plan is required but contractor is required to follow general construction phase BMPs as identified in the project temporary stormwater pollution control specifications.

If “No” to both of the above, no construction phase stormwater BMP requirements are required.

NOTE: Additional information for construction phase and permanent post-construction stormwater BMP requirements can be found in the Port BMP Design Manual document found on the Port’s website. The Port requires the use of Port templates for construction phase and permanent post-construction stormwater BMP requirement submittals.

- SWQMP templates for standard projects and PDPs:
<http://www.portofsandiego.org/environment/stormwater/1766-usmp-template.html>.
- Port Construction SWPPP and Construction BMP Plan templates:
<http://www.portofsandiego.org/environment/stormwater/838-swppp-templates.html>

Two different specifications are available to cover construction phase requirements. One specification is used when a Construction SWPPP or Construction BMP Plan document is prepared by the contractor submitting the bid and the second is when the document has been prepared and added to the specifications.

For questions regarding construction phase and/or permanent post-construction stormwater BMP requirements, contact the Port’s Planning and Green Port department at (619) 686-6254.

Name of Project Applicant:	Title:
Signature:	Date:

Port Project Manager:	Extension:
Port Staff Reviewer:	Date:
Comments:	