

## APPENDIX C

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### SMALL SCALE RESIDENTIAL PLAN CHECK FORMS

**Appendix C provides blank forms and checklist(s) that the project applicant can use for submittal to the Watershed Protection Division of the City of Los Angeles as part of the project approval process. The following is a list of the attached forms:**

#### **BLANK FORMS**

- LID CHECK LIST
- COVENANT & AGREEMENT (C&A)
- LADBS STORMWATER BMP VERIFICATION FORM
- STORMWATER OBSERVATION REPORT (SOR)

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## LOW IMPACT DEVELOPMENT (LID) CHECKLIST SMALL SCALE RESIDENTIAL (4 UNITS OR LESS)

Fee (QC 720): \$206 \_\_\_\_\_  
Includes 3% surcharge

WPD Project Plan Checker:  
Counter: **213-482-7066**

PCIS# \_\_\_\_\_

The following is a list of outstanding items that are required in order for the project to be approved by the WPD for compliance with the stormwater runoff requirements:

- ☒ Complete the Project Summary Clearance Form (**Reverse side**)
- ☐ Chose from prescriptive list of BMP options (Appendix E) and size adequately by tributary area.
- ☐ Provide Hydrology Calculation (**Vm**) of mitigated stormwater runoff for each sub drainage area and provide adequate BMP for mitigation. Provide summary table on plans.
- ☐ Show **on architectural site plan** location and size of BMP(s) to scale. Provide dimensions, reference to detail, include inlet and outlet invert elevations.
  - ☐ Identify vegetated landscape areas **on plans**.
  - ☐ Identify all hardscape areas **on plans**.
- ☐ Show **on plans** detail drawings (w/size & model) of the BMP device(s).
- ☐ Show **on roof plans** roof drainage layout and connection(s) to treatment system(s).
- ☐ Show on **architectural elevation plans(s)** the down spouts / roof drains and BMP device(s) drawn to scale.
- ☐ Fill out and provide Stormwater BMP Verification Form on plans.
- ☐ Provide Stormwater Observation Report Form on plans.
- ☐ Stencil at all drainage inlets (i.e. catch basins, trench drains). Stencil requirements shall be noted **on plans**.
- ☐ Obtain infiltration system approval letter from Building & Safety, Grading Division (include soil report and percolation test). Include copy of Approval Letter **on plans**.
- ☐ Obtain stormwater use approval from County of Los Angeles, Department of Public Health. Provide approval letter on Plans.
- ☐ Submit completed Covenant & Agreement (C&A) Form with Operation and Maintenance (O&M) Plan for approval and signature prior to County recordation. **Provide 8.5"x11" Plot Plan showing location and size of each BMP(s).**
  - ☐ Submit Supplemental C&A.
  - ☐ Submit Termination C&A.
- ☐ Submit letter of authority/grant deed for the individual(s) signing the Covenant and Agreement.
- ☐ Provide one (1) set of full size plans for first time review; two (2) sets of full size plans at the **FINAL SIGN OFF**. **Engineer's wet stamp and signature is required for projects over 2,500 SF of impervious area.**
- ☐ Return marked up plans with resubmittal.
- ☐ **Others:** \_\_\_\_\_

# Project Summary Clearance Form

Permit Application #	_____ - _____ - _____	BMP4 - Type	
Development Type:	Redevelopment ? ( Y N ) / Liquefaction ? ( Y N )	BMP4 - Quantity	
	ESA ? ( Y N ) / Hillside Grading Area ? ( Y N )	BMP4 - Size	
APN #		Contact Person	
Development Address		Phone #	
Zip Code		Email	
Watershed (Circle one)	Ballona - LA River - Dominguez Channel - Harbor - Santa Monica Bay	Owner	
Development Impervious Area (Acre)		Owner Phone #	
Development Pervious Area (Acre)		Date Submitted	/ /
V <sub>m</sub>	_____ FT <sup>3</sup> Or _____ Gal.	WPD Staff	
BMP1 - Type		Office (circle one)	Figueroa - Van Nuys - West LA - Harbor
BMP1 - Quantity		List All Other Permit Applications Stormwater Clearance:	
BMP1 - Size			
BMP2 - Type			
BMP2 - Quantity			
BMP2 - Size			
BMP3 - Type			
BMP3 - Quantity			
BMP3 - Size			

## **INSTRUCTIONS FOR FILING COVENANT AND AGREEMENT FORMS**

1. Provide 8.5" x 11" Plot Plan showing location and size of all stormwater Best Management Practices (BMPs) – Exhibit 1.
2. Fill out, in BLACK INK ONLY, one copy of the Covenant and Agreement Form.
3. Property owner(s) must print and sign their name(s) – **SIGNATURE(S) MUST BE NOTARIZED.**
4. Submit the completed Covenant & Agreement (C&A) Form to Bureau of Sanitation for review. Upon approval, Bureau of Sanitation will provide Operation and Maintenance (O&M) Plan(s) and sign the Covenant and Agreement.
5. Record the C&A Form and the O&M Plan with the Los Angeles County Registrar-Recorder and obtain a certified copy. County Recorder located at:
  - 1) 12400 Imperial Highway  
Norwalk, CA 90650  
(Near the intersection of the 5 and 605 freeways)
  - 2) 14340 Sylvan Street  
Van Nuys, CA 91401  
(Near Van Nuys City Hall)
  - 3) 11701 S. La Cienega Blvd., 6<sup>th</sup> Floor  
Los Angeles, CA 90045  
(LAX Courthouse)
6. Return the certified copy of the recorded form to the Bureau of Sanitation requiring the covenant (should be a purple stamp on the back of the last page of document recorded).

**NO FINAL APPROVAL/CLEARANCE WILL BE GRANTED WITHOUT BUREAU OF SANITATION RECEIPT OF THE CERTIFIED COPY OF THE C&A, PLOT PLAN AND O&M PLAN.**

Recording requested by and mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* Space Above This Line For Recorder's Use \*\*\*\*\*

**MASTER COVENANT AND AGREEMENT**

**REGARDING ON-SITE STORMWATER MITIGATION MEASURES AND MAINTENANCE**

I (We), the undersigned, hereby certify that I am (we are) the owner(s) of the hereinafter legally described real property ("Property") located in the City of Los Angeles, County of Los Angeles, State of California (please give the legal description):

LEGAL DESCRIPTION

ASSESSOR'S ID# \_\_\_\_\_ TRACT NO. \_\_\_\_\_ BLOCK NO. \_\_\_\_\_ LOT NO \_\_\_\_\_

Site Address \_\_\_\_\_

In consideration of the City of Los Angeles allowing \_\_\_\_\_ development on said Property, I (we) do hereby covenant and agree to install, operate and maintain in a good operable condition at all times, at my (our) sole cost, all on-site stormwater Best Management Practices (BMPs) per approved plans. The location and type of each BMP feature installed on the Subject Property is identified on the site diagram attached hereto as Exhibit 1. I (we) shall maintain, in accordance with the attached Operation & Maintenance Plan (Attachment 1), the following on-site stormwater BMPs:

- ☐ Rain Tank(min 55 gal): # of barrels \_\_\_\_\_; \_\_\_\_\_ total gallons, with minimum of \_\_\_\_\_ Sq. Ft of vegetated landscaping
- ☐ Rain Tank / Cistern: # of tanks / cistern \_\_\_\_\_; \_\_\_\_\_ total gallons, with minimum of \_\_\_\_\_ Sq. Ft of vegetated landscaping
- ☐ Porous pavement/pavers: \_\_\_\_\_ Sq. Ft (for incidental rainfall); and / or \_\_\_\_\_ Sq. Ft. with \_\_\_\_\_ ft sub base
- ☐ Rain Garden (lined): # of rain gardens \_\_\_\_\_; \_\_\_\_\_ total Sq. Ft. ☐ Dry Well: \_\_\_\_\_ Cu. Ft.
- ☐ Rain Garden (unlined): # of rain gardens \_\_\_\_\_; \_\_\_\_\_ total Sq. Ft. ☐ Infiltration Trench: \_\_\_\_\_ Cu. Ft.
- ☐ Flow Thru Planter: # of planters \_\_\_\_\_; \_\_\_\_\_ total Sq. Ft. ☐ Green Roof: \_\_\_\_\_ Sq. Ft.
- ☐ Other: \_\_\_\_\_

Owner further covenants and agrees that the above-described stormwater device(s) shall not be removed from the Subject Property unless a revised Plan is approved by the Bureau of Sanitation. In the event that any portion of the above-specified on-site stormwater pollution removal device(s) or BMPs is modified, I (we) shall immediately provide the Bureau of Sanitation of the City of Los Angeles with a revised Plan for their approval, and sign and record a Supplemental Covenant and Agreement, specifying all of the on-site stormwater pollution removal device(s) and BMPs, as modified (along with a modified O&M Plan). No Supplemental Covenant and Agreement shall, in any way, limit or diminish my (our) General Maintenance Obligation.

This Master Covenant and Agreement, and all obligations herein, shall run with the Property and shall be binding upon any future owners, encumbrancers, their successors, heirs or assigns and shall continue in effect until the Bureau of Sanitation approves the termination hereof.

Owner further covenants and agrees that if Owner hereafter sells the Subject Property, Owner shall provide printed educational materials to the buyer regarding the stormwater device(s) that are located on the Subject Property, including the type(s) and location(s) of all such devices, and instructions for properly maintaining all such devices.

\_\_\_\_\_  
(Print Name of Property Owner)

\_\_\_\_\_  
(Print Name of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**(PLEASE ATTACH NOTARY ACKNOWLEDGEMENT)**

\*\*\*\*\* Space Below This Line For Bureau Internal Use \*\*\*\*\*

Permit No. \_\_\_\_\_

Approved for recording by: Department of Public Works, Bureau of Sanitation

\_\_\_\_\_  
(Print Name) Engineering Associate

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**Low Impact Development (LID)  
Post Construction Stormwater Mitigation  
Best Management Practices (BMPs)**



## STORMWATER BMP(s) VERIFICATION

Upon installation of the approved stormwater BMPs, a Stormwater Observation Report (SOR) Form shall be submitted to Department of Public Works, Bureau of Sanitation, 201 N. Figueroa, 3<sup>rd</sup> floor, station 18. The SOR Form must be with filed and approved by the Bureau of Sanitation prior to the issuance of a Certificate of Occupancy.

Project Address: \_\_\_\_\_

**RESIDENTIAL (4 UNITS OR LESS, <10,000SF, < 2,500 SF within a ESA)**

Item #	Stormwater BMP	Description (Units, total)	Reference Sheet(s)* (Sheet #)
1	Rain Tank(s) – 55 to 130 gal each		
2	Rain Tank(s) – > 130 gal min		
3	Shade Tree - min 15 gal		
4	Flow thru Planter(s)		
5	Permeable pavers / Porous concrete (min 10% open space)	<input type="checkbox"/> Incidental; _____ total SF	
		<input type="checkbox"/> Infiltration; _____ total SF	
6	Rain Garden	<input type="checkbox"/> # _____ - Lined; _____ total SF	
		<input type="checkbox"/> # _____ - Unlined; _____ total SF	
7	Dry Well		
8	SUMP Pump (modification was not required)		

**ALL OTHER DEVELOPMENT**

(Residential: 5 ≥ units, 10,000 ≥ SF, within a ESA and ≥2,500SF)

	Item #	Stormwater BMP	Description (Units, total)	Reference Sheet(s)* (Sheet #)
Infiltration	1	Infiltration Basin / Trench		
	2	Dry Well		
	3	Permeable pavers / Porous concrete (min 10% open space)	<input type="checkbox"/> Incidental; _____ total SF <input type="checkbox"/> Infiltration; _____ total SF	
Capture & Use	4	Rain Tank(s) – 530 gal min		
	5	Cistern	<input type="checkbox"/> Above Grade <input type="checkbox"/> Below Grade	
Treat & Discharge	6	Flow thru Planter(s)		
	7	Biofiltration	<input type="checkbox"/> # _____ - Lined; _____ total SF	
			<input type="checkbox"/> # _____ - Unlined; _____ total SF	
	8	Vegetative Swale / Filter Strip		
	9	Catch Basin Filter(s)		
	10	Trench Drain Filter(s)		
	11	Down Spout Filter(s)		
	12	SUMP Pump (modification was not required)		

\* At a minimum: Site Plan, Architectural Elevations, Roof Plan, Civil Sheets and Detail



# STORMWATER OBSERVATION REPORT (SOR) FORM

Only to be used for Single Family Residences  
(4 units or less, <10,000 SF, <2,500 SF within a ESA)



## LOW IMPACT DEVELOPMENT

***IN THE EVENT THAT THE APPROVED STORMWATER BMP CANNOT BE BUILT PER PLANS (OR ANY MODIFICATION), CONSULT WITH BUREAU OF SANITATION STAFF PRIOR TO ANY PLAN MODIFICATIONS. FAILURE TO DO SO MAY DELAY OBTAINING A FINAL APPROVAL AND CERTIFICATE OF OCCUPANCY (C of O).***

***STORMWATER OBSERVATION means the visual observation of the stormwater related Best Management Practices (BMPs) for conformance with the approved LID Plan at significant construction stages and at completion of the project. Stormwater observation does not include or waive the responsibility for the inspections required by Section 108 or other sections of the City of Los Angeles Building Code.***

***STORMWATER OBSERVATION must be performed by the contractor responsible for the approved LID Plan or designated staff in their employment. Homeowner can also perform the Stormwater Observation if no licensed contractor was involved. AS PART OF THE OBSERVATION, PROVIDE PRINTED PHOTOS OF THE BMPS TAKEN DURING VARIOUS CONSTRUCTION PHASES.***

***STORMWATER OBSERVATION REPORT (SOR) must be signed by the contractor responsible for the approved LID Plan and submitted to the City prior to the issuance to the certificate of occupancy. Homeowner can sign the Stormwater Observation Report if no licensed contractor was involved. PRIOR TO CERTIFICATE OF OCCUPANCY (C of O), SOR FORM, PRINTED PHOTOS OF THE BMPS TAKEN DURING VARIOUS CONSTRUCTION PHASES AND APPROVED STAMPED PLANS BY THE BUREAU OF SANITATION MUST BE SUBMITTED TO THE PUBLIC COUNTER FOR STAFF APPROVAL.***

<b>Project Address:</b>	<b>Building Permit No.:</b>
<b>Contractor / Architect / Engineer responsible for construction of best management practices per approved LID Plan:</b>	<b>Phone Number:</b>

I declare that the following statements are true to the best of my knowledge:

1. I am responsible for the approved LID Plan, and
2. I, or designated staff under my responsible charge, have performed the required site visits at each significant construction stage and at completion to verify that the best management practices as shown on the approved plan have been constructed and installed in accordance with the approved LID Plan.

Signature

Date

Contractor/Architect/Engineer License