



Town of Tiburon – Building Division

1505 Tiburon Boulevard, Tiburon, CA 94920, Office: 415-435-7380

Email: Building@townoftiburon.org

WINTERIZATION & SITE MANAGEMENT

Construction sites are subject to erosion and runoff during the rainy season (**October 15 through May 1**). The Town requires that all necessary steps be taken to ensure that runoff does not carry soils or other site detritus into the storm drain system or onto neighboring properties.

- EROSION CONTROL SHALL BE INSTALLED AS SPECIFIED BY THE APPROVED CONSTRUCTION PLANS AND THE **MARIN COUNTYWIDE STORMWATER POLLUTION PREVENTION PROGRAM (MCSTOPP)**. MINIMUM CONTROL MEASURES FOR SMALL CONSTRUCTION PROJECTS (1 ACRE OR LESS) INCLUDE BUT ARE NOT LIMITED TO:
- INSTALL A STABILIZED CONSTRUCTION ENTRANCE WHERE VEHICLES AND EQUIPMENT DRIVE ONTO THE STREET FROM ANY UNPAVED AREA OF THE SITE, TO PREVENT TRACKING OF DIRT OR MUD INTO THE STREET.
- INSTALL A PROPERLY KEYED IN SILT FENCE AT THE LOWER SIDES OF A SLOPED PROPERTY.
- INSTALL PROPERLY KEYED IN AND STAKED STRAW WATTLES ACROSS THE SLOPES AS SPECIFIED ON THE APPROVED CONSTRUCTION PLAN OR AS NEEDED. USE SILT PREVENTION BAGS AROUND STORM DRAIN INLETS.
- REMOVE LOOSE SOIL FROM THE SITE; ANY UNCOMPACTED SOIL THAT IS RETAINED FOR BACKFILL MUST BE COVERED WITH PLASTIC SHEETING
- INSTALL EROSION CONTROL BLANKETS AND HYDROSEEDING ON FINAL GRADED HILLSIDES.
- INSTALL PERMANENT SITE DRAINAGE AS SOON AS POSSIBLE.
- GATHER ALL CONSTRUCTION DEBRIS ON A REGULAR BASIS AND DEPOSIT IN DEBRIS BOX OR HAUL AWAY.
- BROOM-SWEEP THE STREET AND SIDEWALK ON A DAILY BASIS.
- IF OFF-STREET TRUCKS DRAG MUD AND GRAVEL ONTO THE STREET, HAVE IT CLEANED UP IMMEDIATELY.
- DO NOT WASH DOWN CONCRETE TRUCK CHUTES INTO GUTTERS. WASH DOWN IN A LEVEL AREA WHERE THE CONCRETE CAN DRY AND BE HAULED AWAY.
- ONE SIMPLE RULE: DO NOT ALLOW ANYTHING BUT CLEAR WATER TO ENTER THE STORM DRAIN SYSTEM.



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Erosion control measures must remain in place through the rainy season. All other measures are to be observed year-round. Failure to comply will result in the following:

1. STOP WORK ORDER: TO REMAIN IN EFFECT UNTIL THE VIOLATION IS CORRECTED
2. ALL COSTS TO THE JURISDICTION WILL BE CHARGES TO THE OWNER AND/OR CONTRACTOR
3. REPEAT VIOLATIONS WILL RESULT IN FINES AND SUSPENSION OR REVOCATION OF THE PERMIT

The above minimal measures must be in place for the duration of the rainy season; additional measures may be necessary if the season is usually long or exceptionally wet.

Erosion and runoff control is the responsibility of the owner, and any emergency cleanup or repair costs will be charged to the owner.

The California Building Code authorizes the Building Official to issue citations, require repairs, or revoke the permit if provisions of the code are violated.

Proper site management can significantly reduce stormwater contamination and pollution of the Bay.

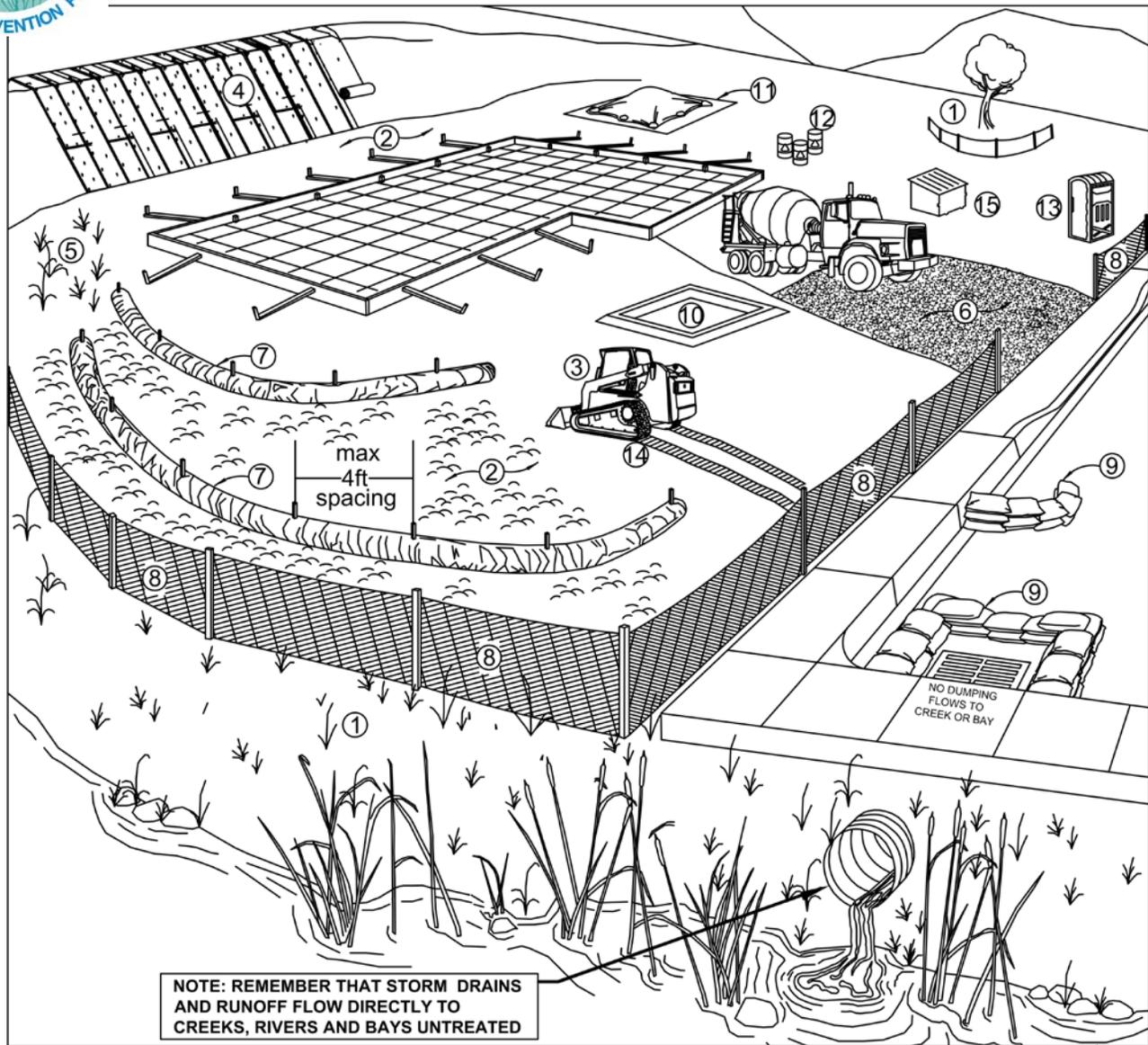
Thank you for your cooperation. If you have any questions, please call (415) 435-7380.

Doug Haight
Building Official



Marin County Stormwater Pollution Prevention Program

Minimum Control Measures For Small Construction Projects



NOTE: REMEMBER THAT STORM DRAINS AND RUNOFF FLOW DIRECTLY TO CREEKS, RIVERS AND BAYS UNTREATED

<u>Erosion Controls</u>	<u>Sediment Controls</u>	<u>Good Housekeeping</u>
NS Scheduling	6. Tracking Controls	10. Concrete Washout
1. Preserve Vegetation & Creek Set Backs	7. Fiber Rolls	11. Stockpile Management
2. Soil Cover	8. Silt Fence	12. Hazardous Material Management
3. Soil Preparation/ Roughening	9. Drain Inlet Protection	13. Sanitary Waste Management
4. Erosion Control Blankets	NS Trench Dewatering	14. Equipment and Vehicle Maintenance
5. Revegetation		15. Litter and Waste Management

NS=not shown on graphic

Note: Select an **effective combination of control measures from each category**, Erosion Control, Sediment Control, and Good Housekeeping. Control measures shall be **continually implemented and maintained throughout the project** until activities are complete, disturbed areas are stabilized with permanent erosion controls, and the local agency has signed off on permits that may have been required for the project. **Inspect and maintain the control measures** before and after rain events, and as required by the local agency or state permit.

More detailed information on the BMPs can be found in the related California Stormwater Quality Association (CASQA) and California Department of Transportation (Caltrans) BMP Factsheets. CASQA factsheets are available by subscription in the *California Best Management Practices Handbook Portal: Construction* at <http://www.casqa.org>. Caltrans factsheets are available in the *Construction Site BMP Manual March 2003* at <http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm>.

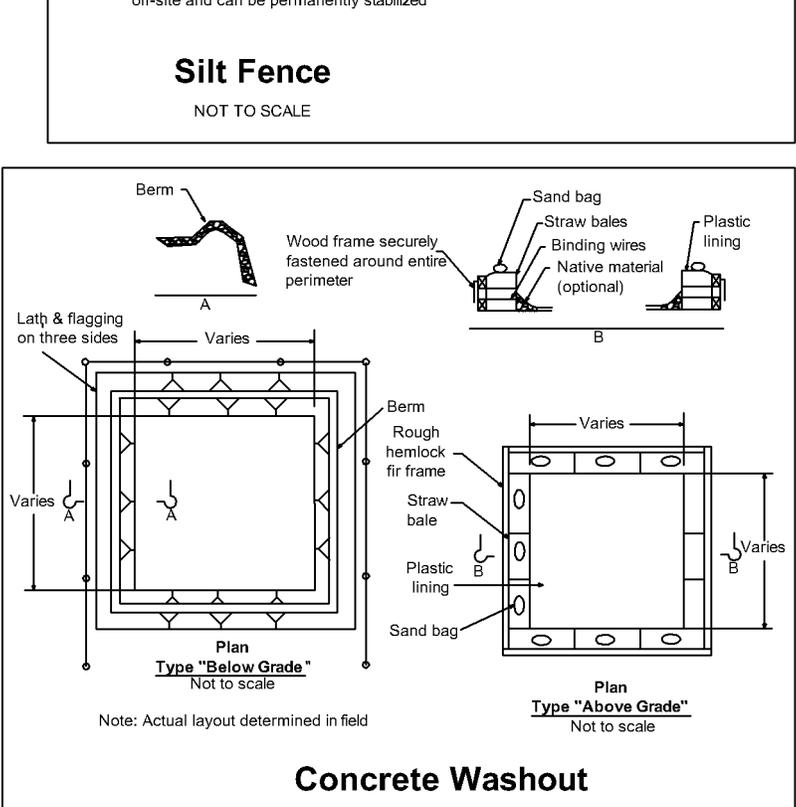
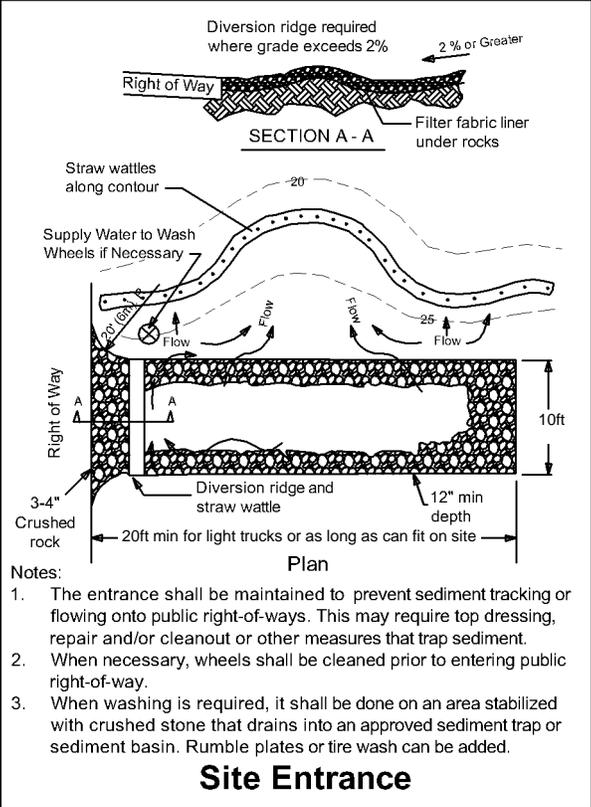
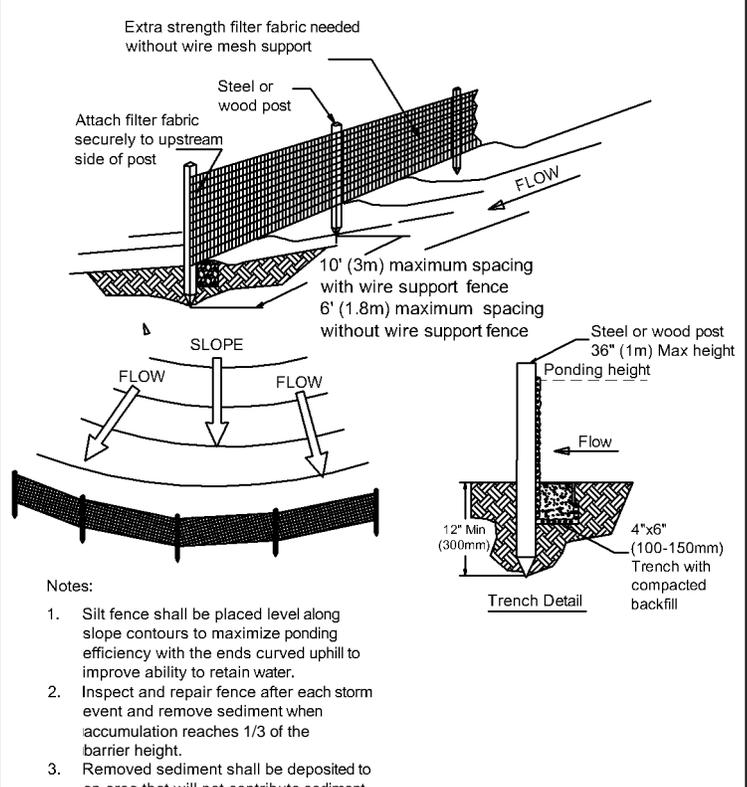
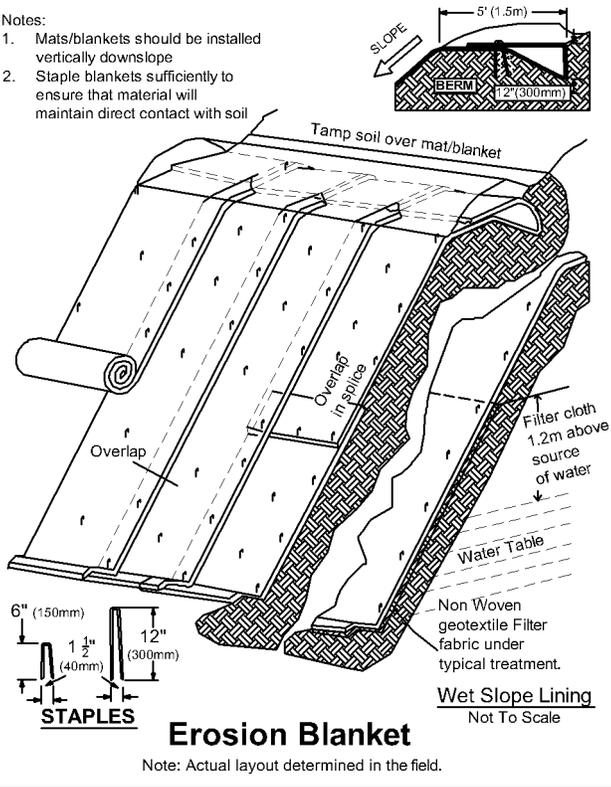
Visit www.mcstoppp.org for more information on construction site management and Erosion and Sediment Control Plans.

If you require materials in alternative formats, please contact:
415-473-4381 voice/TTY or disabilityaccess@co.marin.ca.us

Control Measure		General Description
Erosion Control Best Management Practices		
N/A	Scheduling	Plan the project and develop a schedule showing each phase of construction. Schedule construction activities to reduce erosion potential, such as scheduling ground disturbing activities during the summer and phasing projects to minimize the amount of area disturbed. <i>For more info see the following factsheets: CASQA: EC-1; or Caltrans: SS-1.</i>
1	Preserve Existing Vegetation and Creek Setbacks	Preserve existing vegetation to the extent possible, especially along creek buffers. Show creek buffers on maps and identify areas to be preserved in the field with temporary fencing. Check with the local Planning and Public Works Departments for specific creek set back requirements. <i>For more info see the following factsheets: CASQA: EC-2; or Caltrans: SS-2.</i>
2	Soil Cover	Cover exposed soil with straw mulch and tackifier (or equivalent). <i>For more info see the following factsheets: CASQA: EC-3, EC-5, EC-6, EC-7, EC-8, EC-14, EC-16; or Caltrans: SS-2, SS-4, SS-5, SS-6, SS-7, SS-8.</i>
3	Soil Preparation/Roughening	Soil preparation is essential to vegetation establishment and BMP installation. It includes soil testing and amendments to promote vegetation growth as well as roughening surface soils by mechanical methods (decompacting, scarifying, stair stepping, etc.). <i>For more info see the following factsheets: CASQA: EC-15.</i>
4	Erosion Control Blankets	Install erosion control blankets (or equivalent) on disturbed sites with 3:1 slopes or steeper. Use wildlife-friendly blankets made of biodegradable natural materials. Avoid using blankets made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . <i>For more info see the following factsheets: CASQA: EC-7; or Caltrans: SS-7.</i>
5	Revegetation	Re-vegetate areas of disturbed soil or vegetation as soon as practical. <i>For more info see the following factsheets: CASQA: EC-4; or Caltrans: SS-4.</i>
Sediment Control Best Management Practices		
6	Tracking Controls	Stabilize site entrance to prevent tracking soil offsite. Inspect streets daily and sweep street as needed. Require vehicles and workers to use stabilized entrance. Place crushed rock 12-inches deep over a geotextile, using angular rock between 4 and 6-in. Make the entrance as long as can be accommodated on the site, ideally long enough for 2 revolutions of the maximum tire size (16-20 feet long for most light trucks). Make the entrance wide enough to accommodate the largest vehicle that will access the site, ideally 10 feet wide with sufficient radii for turning in and out of the site. Rumble pads or rumble racks can be used in lieu of or in conjunction with rock entrances. Wheel washes may be needed where space is limited or where the site entrance and sweeping is not effective. <i>For more info see the following factsheets: CASQA: TC-1; TC-3; or Caltrans: TC-1; TC-3.</i>
7	Fiber Rolls	Use fiber rolls as a perimeter control measure, along contours of slopes, and around soil stockpiles. On slopes space rolls 10 to 20 feet apart (using closer spacing on steeper slopes). Install parallel to contour. If more than one roll is used in a row overlap roll do not abut. J-hook end of roll upslope. Install rolls per either Type 1 (stake rolls into shallow trenches) or Type 2 (stake in front and behind roll and lash with rope). Use wildlife-friendly fiber rolls made of biodegradable natural materials. Avoid using fiber rolls made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . Manufactured linear sediment control or compost socks can be used in lieu of fiber rolls. <i>For more info see the following factsheets: CASQA: SE-5 (Type 1); SE-12, SE-13; or Caltrans: SC-5 (Type 1 and Type 2).</i>
8	Silt Fence	Use silt fence as a perimeter control measure, and around soil stockpiles. Install silt fence along contours. Key silt fence into the soil and stake. Do not use silt fence for concentrated water flows. Install fence at least 3 feet back from the slope to allow for sediment storage. Wire backed fence can be used for extra strength. Avoid installing silt fence on slopes because they are hard to maintain. Manufactured linear sediment control can be used in lieu of silt fences. <i>For more info see the following factsheets: CASQA: SE-1; SE-12; or Caltrans: SC-1.</i>
9	Drain Inlet Protection	Use gravel bags, (or similar product) around drain inlets located both onsite and in gutter as a last line of defense. Bags should be made of a woven fabric resistant to photo-degradation filled with 0.5-1-in washed crushed rock. Do not use sand bags or silt fence fabric for drain inlet protection. <i>For more info see the following factsheets: CASQA: SE-10; or Caltrans: SC-10.</i>
N/A	Trench Dewatering	Follow MCSTOPPP BMPs for trench dewatering. http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/-/media/Files/Departments/PW/mcstoppp/development/TrenchingSWReqMCSTOPPPFinal6_09.pdf . <i>For more info see the following factsheets: CASQA: NS-2; or Caltrans: NS-2.</i>
Good Housekeeping Best Management Practices		
10	Concrete Washout	Construct a lined concrete washout site away from storm drains, waterbodies, or other drainages. Ideally, place adjacent to stabilized entrance. Clean as needed and remove at end of project. <i>For more info see the following factsheets: CASQA: WM-8; or Caltrans: WM-8.</i>
11	Stockpile Management	Cover all stockpiles and landscape material and berm properly with fiber rolls or sand bags. Keep behind the site perimeter control and away from waterbodies. <i>For more info see the following factsheets: CASQA: WM-3 or Caltrans: WM-3.</i>
12	Hazardous Material Management	Hazardous materials must be kept in closed containers that are covered and within secondary containment; do not place containers directly on soil. <i>For more info see the following factsheets: CASQA: WM-6; or Caltrans: WM-6.</i>
13	Sanitary Waste Management	Place portable toilets near stabilized site entrance, behind the curb and away from gutters, storm drain inlets, and waterbodies. Tie or stake portable toilets to prevent tipping and equip units with overflow pan/tray (most vendors provide these). <i>For more info see the following factsheets: CASQA: WM-9; or Caltrans: WM-9.</i>
14	Equipment and Vehicle Maintenance	Prevent equipment fluid leaks onto ground by placing drip pans or plastic tarps under equipment. Immediately clean up any spills or drips. <i>For more info see the following factsheets: CASQA: NS-8, NS-9, and NS-10; or Caltrans: NS-8, NS-9, and NS-10.</i>
15	Litter and Waste Management	Designate waste collection areas on site. Use watertight dumpsters and trash cans; inspect for leaks. Cover at the end of each work day and when it is raining or windy. Arrange for regular waste collection. Pick up site litter daily. <i>For more info see the following factsheets: CASQA: WM-5; or Caltrans: WM-5.</i>

Notes:

1. Mats/blankets should be installed vertically downslope
2. Staple blankets sufficiently to ensure that material will maintain direct contact with soil





Protect Creeks and the Bay: Keep Sediments and Contaminated Water out of the Storm Drain System

**MARIN COUNTY STORMWATER POLLUTION PREVENTION PROGRAM
Best Management Practices for TRENCH DEWATERING**

Requirements for Dewatering Discharges from Minor Street Excavations

- The Federal Clean Water Act, the California Water Code, and local ordinances **prohibit** non-stormwater discharges to the storm drain system.
- Non-stormwater discharges include water that is actually or potentially contaminated with any pollutant, including, but not limited to, sewage, grease, drilling mud and oil.
- Uncontaminated pumped groundwater or accumulated rainwater may be discharged to the storm drain system but must be managed to minimize sediment reaching storm drains and ensure downstream creeks, wetlands, and the Bay are not polluted.
- The storm drain system includes streets, gutters, storm drain inlets, ditches, creeks, and wetlands.

IF YOUR SITE OR PROJECT REQUIRES DEWATERING, CONTACT YOUR LOCAL STORMWATER COORDINATOR BEFORE DISCHARGING WATER TO THE STORM DRAIN SYSTEM. *CONTACT INFORMATION ON THE REVERSE PAGE.*

As necessary, local municipal staff will determine whether flows from dewatering a particular excavation may be discharged to the storm drain system and what measures must be taken to reduce sediment in the discharge.

Depending on circumstances, holders of encroachment or building permits may be directed to use one or more of the following measures:

- Avoid the discharge. Disperse pumped water to a level dirt or landscaped area to allow infiltration or use for dust control. Be sure to prevent damage to landscaping.
- Build a sediment trap (temporary basin formed by excavation or earthen embankment across a low drainage area to detain sediment-laden runoff and allow sediment to settle out before discharging).
- Use a mobile weir tank, dewatering tank, or sand filter (follow vendor instructions).
- At minimum, use a gravity bag filter (dewatering bag) or similar filtration device (follow vendor instructions).

Odors, discoloration, or an oily sheen can indicate contaminants in the water. Dewatering discharges containing contaminants may need to be captured and treated or hauled to a suitable disposal site.

Some dewatering discharges require a National Pollutant Discharge Elimination System (NPDES) permit from the San Francisco Bay Regional Water Quality Control Board (RWQCB). For more information, call the RWQCB or visit their website:

Phone: 510-622-2300

Web: http://www.waterboards.ca.gov/sanfranciscobay/npdes_gen_permit.shtml



Protect Creeks and the Bay: Keep Sediments and Contaminated Water out of the Storm Drain System

Marin County Local Municipal Stormwater Coordinators (415 Prefix)

Town of San Anselmo
258-4616 or 258-2600 (M-Th)

City of Sausalito
289-4111 or 289-4100 ext. 106

Town of Corte Madera
927-5069 or 927-5057 (M-Th)

City of San Rafael
485-3355

City of Belvedere
435-3838 (M-Th)

County of Marin
499-3748 or 499-6528

Town of Ross
453-8287 or 453-1453 ext. 163

Town of Tiburon
435-7354 or 435-7399

Town of Fairfax
458-0291 or 453-1584 (M-Th)

City of Larkspur
927-5028 or 927-5017 (M-Th)

City of Novato
899-8246

City of Mill Valley
388-4033 ext. 116



References:

California State Water Resources Control Board, *Municipal Phase II Stormwater NPDES Permit CASQA, Dewatering Operations*: <http://www.cabmphandbooks.com/Documents/Construction/NS-2.pdf>

Marin County Stormwater Pollution Prevention Program,
http://www.mcstoppp.org/acrobat/AP2010_20050520%20.pdf

Caltrans, *Construction Site Best Management Practices Manual, Dewatering Operations NS-2*
(<http://www.dot.ca.gov/hq/construc/stormwater/NS02Update.doc>)

Marin County Stormwater Pollution Prevention Program
P.O. Box 4186 • San Rafael, CA 94913 • 415-499-6528
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