



SAN FRANCISCO PLANNING DEPARTMENT

SUPPLEMENTAL INFORMATION FOR PUBLIC WORKS AND UTILITY PROJECTS

This form identifies supplemental information and materials required to be submitted with the Environmental Evaluation Application for public works and utility projects both inside and outside of the City and County of San Francisco. The purpose of this form is to provide the Planning Department with additional materials and information needed to initiate the environmental review process for public works and utility projects. The materials and information identified below are required in addition to the materials and information listed in the Environmental Evaluation Application form (EE Application).

If required materials or information will be available at a later date, please note the expected date of availability. Major project changes after the start of environmental review may delay the completion of this process or require subsequent or additional environmental review. Project sponsors are encouraged to provide timely updates on design status and potential revisions to the proposed project in order to minimize such delays.

1. Project Plans

The project drawings identified in Parts 1 and 4 of the EE Application should include the following additional information, as applicable:

- a. Existing and proposed structures and facilities (plans should clearly indicate whether existing structures and facilities would be retained, demolished, or altered)
- b. Proposed roadway and parking area changes (permanent)
- c. Traffic control features (permanent, such as new traffic lights, and temporary for construction, such as traffic detour routes)
- d. Construction area access and haul routes (including those for borrow materials and spoils), construction worker parking areas, temporary creek crossings, etc.
- e. New utility connections, as well as utilities required for construction, including construction power supply, communications, dewatering lines, etc. Indicate or describe the estimated location of new power poles (permanent and temporary), utility trenches
- f. New permanent stormwater management structures, including approximate location of stormwater discharge features or connections
- g. All areas to be graded, including cut and/or fill slopes and other substantial grade modifications
- h. Emergency (backup) generators
- i. Communications towers, SCADA antennae, or other prominent communications infrastructure
- j. All laydown, staging, and/or temporary stockpile areas
- k. Fencing (temporary for construction and permanent)

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Supplemental Information for Public Works and Utilities Projects

- l. Limits of the construction area (i.e., limit of work), including all ground disturbance, construction, and staging of construction materials, equipment, and vehicles (the proposed limit of work should be sufficiently large to feasibly construct the project)
- m. Trees proposed to be removed, retained, or relocated
- n. Proposed on-site borrow and/or spoils disposal areas
- o. For projects located within an area subject to flooding, show the location of the 100-year flood zone
- p. Location of any streams, creeks, or other waterways on or adjacent to the project site
- q. For projects near the Bay, the location of the BCDC 100-foot Shoreline Band and Line of Highest Tidal Action
- r. For projects near the coast, the Coastal Zone boundary and the Coastal Permit and appeal jurisdictional boundaries

2. Project Description

Please provide a detailed narrative description of the proposed project with the following information, as applicable:

- a. Project purpose and objectives
- b. Project operations and maintenance activities, as well as current operations and maintenance activities (for example, if the construction, operation, and maintenance of a pipeline require periodic draining of the pipeline, briefly describe anticipated discharge frequency, methods, and locations)
- c. Approximate maximum depth of excavation (feet below ground surface)
- d. Estimated cut and fill volumes and, as applicable, associated spoils and borrow volumes, including whether spoils or borrow materials would be transported to or from the work site (order of magnitude values are acceptable early in project design)
- e. Indicate whether a waste diversion plan is an anticipated element of proposed project construction, including, as applicable, onsite reuse of excess spoils
- f. Estimated time and duration of project-required interruption (shutdown) of utilities
- g. Timing and duration of any construction activities proposed during evenings or weekends
- h. Anticipated construction start date and approximate total duration of construction
- i. Description of anticipated changes to on-site lighting, including nighttime lighting (permanent and temporary for construction).
- j. Estimated staffing levels (existing and proposed)
- k. Identify hazardous materials required for construction, if any, other than standard fuels and solvents
- l. Landscaping and/or re-vegetation plan
- m. For projects located in San Francisco, please provide a completed Greenhouse Gas Checklist (enclosed)
- n. For all projects, please provide a completed Construction Equipment List (enclosed)

3. Permits and Approvals

Please list all local, regional, state and federal permits and approvals anticipated to be required for the proposed project, and briefly note any coordination completed to-date with permitting and review agencies.

Enclosures: Greenhouse Gas Checklist (SF Projects only)
Construction Equipment List

9/24/13