



URBAN RUNOFF MITIGATION (URM) WORKSHEET

1. Project Questionnaire

Please answer the following questions:

Permit Number: _____ Project Address: _____

- a. Will the project build on a vacant parcel?
b. Will the project add/replace 50% or more of the total square footage of an existing structure that is 500 sq. ft?
c. Will the project create, add, or replace 5,000 square feet or more of impervious surface?
d. Will the project create a new detached structure that is 500 square feet or larger?
e. Is the project located in or within 200 feet of an environmentally sensitive area?
f. Is the project a new development on a parcel that is 15,000+ sq. ft. or larger?

If you answered yes to any of the above questions mitigation is required.

If mitigation is not required would you like to voluntarily mitigate urban runoff? Yes No

If you answered yes to any of the questions above you must complete the remainder of the worksheet.

Type of land use (check one): Single-Family Multi-Family Mixed Use (Residential-Commercial) Industrial/Manufacturing Commercial Government Education Medical/Health Facilities-Services

2. Calculate Total Impervious Area

Enter the square footage of each impervious area.

Roof area: _____ + Walkway area: _____ + Patio area: _____ +
Parking Lot and/or Driveway area: _____ + Misc. area: _____
= Total impervious area: _____
Existing Lot Size (sf): _____ Existing Impervious Area on Lot (sf): _____
Post-Construction Impervious Area on Lot (sf): _____

All new and existing impermeable areas shall be directed to BMPs unless excluded by the approved building plans or appropriate City official. (Note: Stormwater runoff is not allowed to discharge to adjacent parcels or over the sidewalk.)

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3. Calculate Runoff Mitigation Volume Required

Total impervious area _____ ft² X .0625 ft = _____ ft³
Required Mitigation Volume

4. Design Volume and/or Fee Amount

The volume may be mitigated via a number of mitigation measures or a combination of measures. Additionally, a combination of mitigation measures and payment of an in-lieu fee may be acceptable. Infiltration pits allow water to percolate to ground water. They can be filled with rock (3/4" or larger and consistently sized) or use infill devices. Cisterns or rain barrels can store water on-site for future use as a non-potable water source for irrigation. Surface depressions can be incorporated into landscaping and store water for percolation to ground water. (Note: Some watersheds in the City do not allow infiltration and new development on lots >15,000 sq. ft. must reuse the storm water collected via the cistern system.)

Mitigation Measure	Installed Volume (ft ³)	Conversion	Void Volume (ft ³)
Percolation Pit with Infill Device	_____ X	0.95	= _____
Percolation Pit with Rock/Gravel	_____ X	0.40	= _____
Cistern / Rain Barrel / Surface Depression	_____ X	1.00	= _____
Total Void Volume = _____			

Total volume should be greater than or equal to the required mitigation volume or applicant may pay an in-lieu fee for the remainder.

In lieu Fee Calculation

_____ ft ³	X	7.49 gal./ft ³	X	\$7.61/gal	= _____
Required Mitigation Volume – Total Void Volume = Fee Volume (Can be Zero)		Conversion		Unit Cost	One-Time Fee

Note: Unit cost can change each year. Obtain the latest from the Engineering Division, sm.engineering@santamonica.gov.

5. Required figures for submission (these specific figures are kept confidential)

- a. Include area of permeable paving used as BMP (where applicable) _____ ft²
- b. Include cost estimate of BMPs (labor and materials) \$ _____
- c. Include total project cost \$ _____

6. List name(s) of proposed mitigation measures or best management practices (BMPs) used

(See "Urban Runoff Code Requirements: page on the Engineering and Street Services Division website for more information)

7. Explain the Maintenance Plan

The Maintenance Plan shall be specific to the BMPs installed on the property as part this permit. Example Maintenance Plan activities could include, but are not limited to: inspection of BMPs, at minimum, before and after the rainy season every year; visual inspection of roof downspouts, overflow pipes, area drain covers and pipes, and curb openings; clearing debris from gutters, area drains, and maintenance of landscaping to allow proper drainage.

8. Project Plan Information

- a. Project address in Santa Monica:
- b. Property owner name/address/phone (if different than a):
- c. Property owner email (must be provided):
- d. Alternate address during construction (if different than a):

e. Contractor Information:

Name: _____
 Address: _____ City: _____ St: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Report Prepared by: _____ Date: _____

Architect or Engineer Name: _____

Address: _____ City: _____ St: _____ Zip: _____

Email: _____ Phone: _____

I hereby agree that I will complete all runoff mitigation measures described herein and/or in the approved plans prior to completion of the project. The City of Santa Monica has no responsibility or liability for any urban runoff mitigation measure, i.e. BMP, installed to comply with the urban runoff requirements at this project address. I agree that I have consulted with appropriate professionals regarding the size and suitability of the BMP that I have selected for the specific conditions present at my site. I further agree to maintain any BMPs on my property for as long as I own this property and to inform a buyer of any BMPs if I sell my property.

Property Owner or Authorized Representative

Signature: _____ Date: _____

Print Name/Title: _____

You need to submit an initial and final inspection report as specified in the "Urban Runoff Mitigation Overall Inspection Process" below before final installation of your BMP so that the BMP can be inspected for approval. These inspections will be performed virtually with the exception of treat and re-use cistern systems. These systems must be inspected on-site and in person. You will NOT receive a Certificate of Occupancy without this final approval. For more information about the Santa Monica Urban Runoff Ordinance or engineering questions related to Urban Runoff Mitigation, email sm.engineering@santamonica.gov.

City Use

Parcel # _____ Plan Check # _____

Urban Runoff Mitigation Overall Inspection Process

Installations that capture on-site runoff for reuse or infiltration are referred to as structural Best Management Practices (BMPs). Examples of BMPs include cisterns, rain barrels, infiltration pits, and bioswales along with many others. Many BMPs are installed underground and concealed, which makes the timing of the inspection of the utmost importance so the project applicant avoids the time and cost associated with uncovering installations for inspection.

At minimum, two inspections are required as part of the permit process. The project applicant, or their contractor, shall submit an initial and final URM inspection when the work is ready for inspection at each stage. Determining when the work is ready is different for each project. For underground work that will be concealed, the contractor shall notify the City after rough grading and/or trenching for initial inspection. No work shall be concealed without approval from the City.

Virtual inspections via photograph submissions shall substitute for in-person, on-site inspection(s) and are the preferred method of approval. The City shall have the sole discretion to decide if an on-site inspection is required or not. The Process for URM Inspection approval is below.

*Note: Treat and re-use projects that consist of cistern systems must be inspected on-site and in-person and shall not be submitted thru the virtual inspection process.

1. Urban Runoff Mitigation – Initial Inspection Process

- a. Submit all URM documentation for initial inspection [here](#)
- b. Input all project data: applicant contact information, property owner, project address, and other pertinent project information including building permit number, URM volume required and installed and BMP type.
- c. Submit and upload approved URM plan and worksheet.
- d. Construction photos showing all drainage infrastructure and non-concealed BMPs installation on site per approved plans. Show actual site locations.
- e. Construction photos showing actual dimensions of BMPs including rain barrel volumes if installed.

2. Urban Runoff Mitigation – Final Inspection Process

- a. Submit all URM documentation for final inspection [here](#)
- b. Input all project data: applicant contact information, property owner, project address, and other pertinent project information including building permit number, URM volume required and installed and BMP type.
- c. Construction photos showing various characteristics of the BMPs to assure compliance before final earthwork and grading or backfill is completed.

Photograph Requirements

In order for photos to be accepted in place of an on-site inspection(s) they must accurately depict the work as shown on the approved plans. The photos shall allow reviewers to verify the location of the BMPs on the site and show all dimensions. The City may request additional photos as required.