



TECS Environmental Compliance Services

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NPDES Update

Date	April 6, 2011
To	Client Cities
From	Ray Tahir
Subject	SUSMP Review and Approval Procedure

Before a SUSMP is submitted by a developer the following must be done:

- Notify **TECS** that a project, which may be SUSMP subject, has been proposed by a developer. TECS will then verify if the project is SUSMP-subject and inform the developer that certain conditions must be met. Because the SUSMP requires post-construction infiltration controls to reduce runoff and control pollutants, IT IS IMPERATIVE, that the developer know as soon as possible what its responsibilities and options are. SUSMP controls need to be prescribed before the developer submits a grading plan to the City. This is because infiltration controls are grading-dependent.
- Provide the developer with SUSMP instructions [see attached], which explains the SUSMP plan check and approval process.
- **TECS** to do an evaluation of the project and determine, based on project category (e.g., housing or commercial development), what specific conditions must be met, including the type of infiltration control(s) [see attached blank evaluation form].
- The evaluation form will be sent by email to the developer, building and safety, and planning. The evaluation form will serve to track the project from start to finish.
- Once the conditions have been communicated to the developer, he/she then can begin preparation of a draft SUSMP which shall be reviewed by TECS. If the SUSMP meets all of the requirements it shall be approved. If a condition is not met, it will be returned to the developer for correction.
- Once the project is near completion, Building and Safety should conduct an inspection to verify that the prescribed controls have been installed/constructed.
- Lastly, once the maintenance agreement has been finalized, the City may then issue a certificate of occupancy.