



Storm Water Division Right-of-Entry (ROE) Procedures

Background:

Any work within property owned or managed by the City of San Diego will require a valid Right-of-Entry (ROE) permit from the appropriate Department. Requests to issue a ROE permit is at the discretion of the Department and upon a review of the following information to be submitted to the appropriate City Division (e.g. Storm Water Operations & Maintenance Section).

Storm Water Division Procedures:

Packages must be submitted a minimum of **8 weeks** prior to the proposed entry and/or event date. The submittal package for any work in Storm Water Facilities must contain the following:

1. Detailed Scope of Work
 - a. Include specifics regarding means, methods, type of work
 - b. Include dimensions of area affected
2. An exhibit or map clearly showing the limits of work including access and staging areas (properly scaled and dimensioned)
3. Detail of vehicles and equipment proposed for use on-site
4. Dates of work
5. Approximate number of people doing work
6. Environmental approval from the City's Development Services Department (619-446-5300)
7. Appropriate environmental/regulatory permits
8. Proof of Insurance
9. Permittee contact information: Name, address, email address, cell and office phone numbers
10. Closing Date. The date by which everything should be completed. Provide details on whether there are any long-term requirements or obligations related to the work. Once work is completed, provide the following:
 - a. Before and after pictures of site and work performed
 - b. Map showing the extent of final work area completed
 - c. Copies of reports including but not limited to reports required by any regulatory permit and monitoring reports
11. Additional information as requested (e.g. Hydrology & Hydraulic Assessment Report, GIS shapefiles)

Additionally, if your project includes vegetation removal, planting, or other alteration of a storm water facility, the submittal package must include these items:

12. With the detailed Scope of work:
 - o Provide specific details on what invasive plant material is planned for removal and the extent of its removal or treatment (i.e. complete removal and including roots or flush cutting)



- Provide post maintenance BMP recommendations
 - Provide a WPCP including access and staging areas
13. Appropriate environmental/regulatory permits
 14. If planting and/or seeding is proposed identify the specific plant palette/seed mix (Latin/scientific names) and the EXACT location proposed.
 15. Proof of Qualified Applicator Certification (QAC) if pesticides are proposed

Note:

The applicant must obtain and show proof that all necessary environmental and regulatory permits (US Army Corps of Engineers, US Fish and Wildlife Service, California Regional Water Quality Control Board, California Department of Fish and Game, City of San Diego Development Services Department, etc.) have been issued or waived for the proposed work prior to the issuance of the ROE permit.

ROE permits will require an environmental determination/document in accordance with the California Environmental Quality Act (CEQA) from the City of San Diego's Development Services Department - Environmental Analysis Section.

All costs associated with the biology work, monitoring, mitigation and/or flagging shall be provided by the applicant.

Proof of an insurance policy of public liability and property damage insurance will be required prior to the issuance of the ROE permit.

Once the package is submitted, the draft ROE permit will be routed to the City Attorney's Office for review and approval. The final ROE will be forwarded to the applicant for review and approval. Two original copies will need to be signed. One copy will be provided to the applicant; the second copy will be kept on file with the Storm Water Division, Operations and Maintenance Section.

At the end of the entry/event date, the applicant must submit to the managing Department (e.g. Storm Water Division, Operations and Maintenance Section) a complete list and sign-in sheet (signatures required) of all participants of the event that were allowed entrance into the facility or City property. This must be submitted within two weeks after the last day of the event.

As requested by the Storm Water Division civil engineer, a hydrology and hydraulic (H&H) assessment report must be prepared for all projects proposing sediment and/or vegetation removal to assess the potential for adverse hydraulic impacts (e.g. erosive velocities) from removing sediment and/or vegetation. The H&H assessment report must be prepared, signed, and certified by a California-licensed Professional Civil Engineer. All channel segments proposed for maintenance must be evaluated for pre- and post-maintenance erosion risks for the 100-year frequency storm events. Hydraulic analysis, using models such as the U.S. Army Corps of Engineers' Hydrologic Engineering Center-River Analysis System (HEC-RAS), should be conducted to estimate the velocity of water during the 100-year frequency storm event. The calculated velocities, combined with channel substrate conditions, should be used to determine the potential for erosion within the channels, as well as within upstream and downstream reaches, within the domain of analysis. Refer to the City of San Diego Drainage Design Manual for hydrology and hydraulic design standards and maximum permissible velocities in channels. In the event proposed maintenance causes an exceedance of maximum permissible velocities, the level of recommended maintenance must be reduced, or post-maintenance erosion control measures shall be proposed. If post-maintenance erosion control measures are proposed, calculations must be provided to demonstrate the measure(s) will reduce velocities to permissible levels.