

# PROJECT REVIEW APPLICATION

To initiate Project Review for projects in **San Mateo, Santa Clara, and Alameda counties,** please complete this application in full and sign Section 4 below. To ensure your project proceeds on time, this application must be complete, and all relevant attachments must be submitted. Projects will not be calendared for review without complete application packages.

Email completed application and supporting attachments (e.g., maps, drawings, plans) to: [**projectreview@sfwater.org**](mailto:projectreview@sfwater.org)

For more information, please visit **sfwater.org/ProjectReview**

# Section 1. Project Information

Describe the proposed scope of work on or adjacent to San Francisco Public Utilities Commission (SFPUC) lands. Please provide a basic Project Description below and attach a more detailed Project Description as necessary, along with supporting documentation (see attachment requirements in Section 2).

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| **Project Name** (this should indicate type of work and location) |
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**Project Description**

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**Estimated Schedule (start date, duration, compliance deadlines, etc.)**

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| --- | --- | --- | --- |
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| **Site Address/Location (provide a site map)** | |  | **Coordinates (Latitude/Longitude)** | |
|  | Peninsula Watershed  Alameda Watershed  ROW |  |  | |

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| --- | --- | --- |
| **SFPUC Parcel Number/Assessor’s Parcel Number (APN) (if known)** |  | **County** |
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If there are multiple locations, list all parcel numbers and counties. Coordinates or other data about multiple locations (maps, figures, spreadsheets) should be attached to this application.

**Project Checklist (Does your project include any of the following?):**

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| --- | --- | --- |
| **(check all boxes that apply to your project and address these in the project description)**  Excavation/Earth Moving  Potholing  Trenching  Fence or Pile Posts  Well/Piezometer Installation  Grading  Other:  Vegetation Management (VM)  Tree Pruning and/or Removal  Mowing or Mastication  Vegetation Planting  Other: | Work in Special Habitats:  Work in bed or bank of stream or lake  Work in or near wetlands  Work in known special species habitat  Work near or in trees (Feb. 15-Aug. 15)  Work in areas with bats  Other:  Access and Staging  Requires overland/off road travel  Requires additional area for staging  Requires area for parking  New Road Construction  Other:  Fire Safety and Prevention  Requires welding, grinding, hot work  Requires travel on unpaved roads | Utility Related Work  Work on or over SFPUC pipelines  Pipeline dewatering and/or maintenance  Telecommunications installation  Power generator installation  Utility installation (sewer, water, gas)  Use of Baker tanks or water tanks  Other:  Backfilling/Restoration/Close-out  Importation of soil, gravel, fill, other  Re-seeding, hydroseeding  Erosion control  Off-site disposal of materials  Restoration Plan |

# Section 2. Project Review Application Attachments List

Please submit required attachments along with your completed Project Review (PR) application. Requirements for project submittals on SFPUC land are listed below. If file attachments exceed 20 MB, please indicate this in the PR Application Package submittal, and the SFPUC will respond with the necessary Sharefile link. Your application cannot be processed or scheduled until it is deemed complete by SFPUC staff.

## Administrative Attachments

Detailed Project Description. If a project is more complex than can be described above, attach a separate description detailing the project objective, location, proposed use, work to be completed (scope), facilities to be installed, equipment to be used (especially heavy equipment), site access, any proposed staging areas, a proposed timeline for the work, and any other relevant details.

Site Map. Please include an aerial site map for the project. This should be in PDF format with major landmarks delineated for reference. For projects with multiple work locations, a regional map showing all locations should be submitted.

Additional Project Data (e.g., tree or pole spreadsheets, photos, videos). Please include any relevant photographs of the project area. Photographs of the adjacent properties may also helpful. Please label viewpoints.

KMZ Files. If possible, include the project area, required work areas, entire access and staging footprint, and other relevant features as a KMZ file. SFPUC cannot accept emailed GIS shapefiles; if shapefiles must be sent, request a Sharefile link from SFPUC.

## Natural Resources Attachments

Biological Resources Surveys, if applicable. If any surveys for biological resources have been completed for the project, please provide those with the application.

Natural Resources Survey Reports, if applicable. If you have recent surveys for such things as wetlands, habitat types, etc., please provide these with your application. If you are referencing survey results from a previous project, please resubmit the previous survey report.

Cultural Resources Documentation, if applicable. Please provide with your application any surveys that may have been conducted for cultural resources.

California Environmental Quality Act (CEQA) and Permitting Documentation, if applicable. Please provide with your application any completed CEQA and other natural resource permitting documentation for the project.

## Real Estate Attachments

Land Rights Map, if applicable. New facilities and land rights will require additional information (e.g., existing easement boundary) and survey grade information on the map. Include the following attributes:

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| --- | --- | --- |
| * Map and project title * Aerial imagery overlay * Legend and scale bar * Compass/north arrow * Street names * County | * SFPUC parcel number(s) (if known) * APN(s) * SFPUC parcel boundary lines delineated | * GIS coordinates for work locations * Land rights document ID for each segment as applicable * Existing easements and/or license areas illustrated for the associated scope of work |

Land Rights Documents, if applicable. (e.g., easements, licenses, etc.).

Land Rights Spreadsheet, if applicable. If the project includes many locations, many rights, or several separate files, include a spreadsheet that contains the land document number, recordation or signature date, and work location identification information, including GIS coordinates, APN, county, and SFPUC Parcel Number (if known).

Title Report, if applicable.

# Section 3. Applicant's Contact Information

The following individual is submitting this application to the SFPUC for Project Review and is the main project contact. If other entities or persons are involved in the project or are being represented by the project, please include the names, titles and contact information as an attachment to this application.

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| **Applicant Name** |  | **Title** |
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| --- | --- | --- |
| **Organization** |  | **Office Phone** |
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| --- | --- | --- |
| **Email Address** |  | **Cell Phone** |
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**Client Name or Real Party in Interest Organization**

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# Email Address for Client Name or Real Party in Interest Client Phone

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# Section 4. General Terms and Declaration

By receipt of this completed application, the SFPUC does not grant any consent or permission to use SFPUC property. This is not a representation that the subject property is available for use. All uses of SFPUC land are subject to SFPUC policies and approval. By electronically signing or typing below,

I agree to the General Terms of this application and represent that I have the authority to sign as the applicant. The information supplied on this form and as attachments to this form is true and correct to the best of my knowledge as of the date of this application.

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| --- | --- | --- |
| **Authorized Signature** |  | **Date** |
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| --- | --- | --- |
| **Name** |  | **Title** |
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