



**THREE ARCH BAY
COMMUNITY SERVICES DISTRICT**

**DRAINAGE REVIEW REQUIREMENTS &
APPLICATION**

NOVEMBER 2022

5 BAY DRIVE, LAGUNA BEACH, CA 92651

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THREE ARCH BAY COMMUNITY SERVICES DISTRICT

The Three Arch Bay Community Services District (TAB CSD) was founded in 1957 with the purpose of providing services to the community, including “facilities to intercept, contain and transport storm and dry weather water flows to the ocean.” This service was reaffirmed in 2005, when the State required an inventory of all CSD services, where the TAB CSD declared that the TAB CSD provided storm drain services.

As a unique community on the California Coast, Three Arch Bay requires well managed dry weather and storm water runoff infrastructure. Our mission is to provide storm drain services to protect and safeguard our citizens and property.

THREE ARCH BAY DRAINAGE REVIEW REQUIREMENTS

Any changes to the existing property drainage will require approval by the Three Arch Bay District. Changes include additional or re-aligned drain lines, drainage diversions, modifications to pervious areas, grading, hardscape and landscape improvements.

Plans are approved ministerially when no mitigation measures are required or by the Board at regular monthly meetings, usually held on the fourth Wednesday of each month. Document submittals must be reviewed and recommended for Board approval prior to the Third Wednesday of each month.

Both Drainage Plans and Erosion and Sediment Control Plans should be submitted as early as possible to allow time for District review and revisions, no later than the second Wednesday of each month.

Reviews and final approvals follow the process below:

- Application:
 - The applicant submits an application (using this full document in PDF format) and site plan electronically to DrainageReview@ThreeArchBayCSD.org;
 - The TABCSD Engineer completes the Preliminary Review and Plan Document Specification for the proposed project or work to be performed and emails this working PDF document back to the applicant and owner (if other than applicant);
 - The applicant then provides all requested documentation to the TABCSD Engineer via email;

- Submittal 1 Review (e.g., Planning):
 - The TABCS D Engineer completes the Submittal 1 Review, which should be at Planning phase: with a summary of Review findings, mitigation measures, and construction requirements for the proposed project or work to be performed and emails this working PDF document back to the applicant, owner (if other than applicant), and City with the specified requirements;
 - The applicant then provides updated documentation to the TABCS D Engineer via email for Submittal 2 Review, which may be during planning or at construction drawing phase;
- Submittal 2 Review (e.g., Planning or Construction):
 - The TABCS D Engineer completes the Submittal 2 Review: with approval or a summary of requirements and emails this working PDF document back to the applicant, owner (if other than applicant), and City with the updated specified requirements;
 - The applicant then provides updated documentation, which at this stage should be the construction drawings phase, to the TABCS D Engineer via email for Submittal 3 findings and comments;
- Submittal 3 Review (e.g., Construction or Final)
 - The TABCS D Engineer completes the Submittal 3 Review: with an approval or summary of requirements and emails this working PDF document back to the applicant, owner (if other than applicant), and City with the specified requirements;
 - The applicant provides updated documentation if needed, which at this stage should be the Construction drawings, to the TABCS D Engineer via email for final approval and digital stamped drawings for submittal to the City;
- Final Sign-off
 - Following Construction, Applicant notifies TABCS D Engineer to request site visit for Final Sign-off with final construction drawings;
 - TABCS D Engineer completes site visit and provides requirements/comments to be addressed or final sign-off.

All of the above uses this document, Board Meeting Minutes, and stamped drawings to document requirements and approvals. Final copies will be maintained by the TABCS D staff, for future reference.

DRAINAGE PLAN/DOCUMENTS THAT MAYBE REQUIRED

CSD review and approval will require a “Drainage Plan”, prepared and signed by a licensed Civil Engineer clearly depicting:

1. Existing property lines and all easements on or adjacent to the subject property.
2. Existing property elevations including for adjacent curb and gutter and along all property lines.
3. Existing and proposed lot drainage patterns along with all existing and proposed surface drainage, pipes and inlets (with sizes).
4. Proposed drainage design should utilize any existing drainage outlet(s).
5. New outlets should consider bubble up outlets instead of new curb cuts.
6. Locations of District facilities with proposed protection measures.
7. Driveway drainage with any inlets.
8. Location and sizes of any sump pumps along with all connecting pipes and storage.
9. Clearly indicate how any new construction will impact water flow through the site especially any proposed diversions.
10. Locations of all roof gutters and downspouts and any existing or proposed connections to the drainage system.
11. A summary of any pervious area changes and related storm flow increases. Increases will not be allowed and must be mitigated using infiltration and/or detention measures.
12. Oceanfront properties may be required to pump runoff up to the street, if the District system has adequate capacity.

MINIMUM EROSION & SEDIMENT CONTROL REQUIREMENTS

All projects will be required to protect downstream properties and drainage facilities from damage caused by construction run-off and sediment transportation.

The proposed Best Management Practices (BMPs) must be shown on the Drainage Plan or on a separate Erosion and Sediment Control Plan signed by a Civil Engineer.

Proposed mitigation measures may reference design standards included in the current edition of the California Stormwater Quality Association (CASQA) Construction Handbook.

The plan should minimally include:

Protection to insure sediment and construction debris remain on-site.

CASQA: SE-1, SE-8 or SE-9

Protection for downstream District catch basins.

CASQA: SE-10

Protection around on-site catch basins and inlets that connected to District facilities or outlet into street.

CASQA: SE-10

These measures must be in place at all times during construction (not just for potential rain events). All BMPs must be kept in good repair and streets are to be swept regularly to remove all construction materials and soil (CASQA SE-7).

Three Arch Bay Community Services District

5 Bay Drive, Laguna Beach, CA 92651, (949) 499-4567

Fax : (949) 499-2352, e-mail: DrainageReview@ThreeArchBayCSD.org



DRAINAGE PLAN REVIEW APPLICATION AND AGREEMENT TO REIMBURSE TABCSD ENGINEERING FEES

Date: _____

Project Address: _____

Owner: _____ Cell Phone: _____

Address: _____ EMAIL: _____

Applicant*: _____ Cell Phone: _____

Address: _____ EMAIL: _____

*Relationship to Owner (e.g., Developer, Architect, Engineer, etc.):

Description of project or work to be done:

- With this application, per the description of the project or work to be done above, also submit a Site Plan (electronic is preferred), for determination of documents and review necessary.

Estimated Drainage Plan Engineering Review Fees

The fee for Drainage Plan Review is to be paid by the property owner and includes the costs incurred by the Three Arch Bay Community Services District, including their Engineer, in performing the review services.

Estimated Review Fees:

- No fee for preliminary reviews
- \$600.00 for two detailed Standard reviews (comments provided), and a final/post-construction sign-off.
- \$1,200.00 for two detailed Complex reviews (comments provided), and a final/post-construction sign-off.
- \$400.00 for each additional review required.

1. I hereby agree to pay costs necessarily incurred by the Three Arch Bay Community Services District in performing the drainage review services.
2. I understand that payment of the review fee is not a guarantee that a permit or approval will be issued and that this fee is not refundable once a review has commenced.
3. I understand that I am responsible for obtaining other Agencies or Divisions approval on my plans to include but not limited to: The City of Laguna Beach, Coastal Commission, Planning Department and Cal-OSHA.

Name of Applicant or Authorized Representative

Date

Signature

Please submit this signed application by email to DrainageReview@ThreeArchBayCSD.org; in person to the TABCSD Office at 5 Bay Drive, Laguna Beach, CA 92651; or by fax (949) 499-2352 to begin the review process. If you have questions or need assistance, please contact the TABCSD staff at (949) 499-4567.

PRELIMINARY REVIEW AND PLAN DOCUMENT SPECIFICATION – TO BE COMPLETED BY TAB CSD ENGINEER

PLAN REVIEW TYPE (CSD representative to complete):

Initial the Determination Below:

- _____ Prelim. Review - No Potential Drainage Impact (no charge)
- _____ Standard Review – No Mitigation Measures – No Increase Impermeability, Minor Changes to Drainage (\$600)
- _____ Complex Review – Mitigation(s) Required - Changes in Drainage and/or Impermeability (\$1,200)

For Standard or Complex Reviews, the following Plan Documents should be submitted electronically:

- | | | |
|----------------------------|-----------------------------------|----------------------------|
| _____ Drainage Plan* | _____ Precise Grading | _____ Erosion Control Plan |
| _____ Drainage Study | _____ Architectural Plan | _____ Title Report |
| _____ Existing Topo Survey | _____ Existing Impervious Exhibit | _____ Proposed Impervious |

Comments:

Name of Engineer or Authorized Representative

Date

Signature

**SUBMITTAL 1: REVIEW FINDINGS, MITIGATION MEASURES,
AND CONSTRUCTION REQUIREMENTS – TO BE COMPLETED
BY TAB CSD ENGINEER**

Review Stage:

Planning Construction Final Sign-off

Findings, Requirements, Approval, or Comments:

Name of Engineer or Authorized Representative

Date

Signature

SUBMITTAL 2: REVIEW FINDINGS, MITIGATION MEASURES, AND CONSTRUCTION REQUIREMENTS – TO BE COMPLETED BY TAB CSD ENGINEER

Review Stage:

_____ Planning

_____ Construction

_____ Final Sign-off

Findings, Requirements, Approval, or Comments:

Name of Engineer or Authorized Representative

Date

Signature

**SUBMITTAL 3: REVIEW FINDINGS, MITIGATION MEASURES,
AND CONSTRUCTION REQUIREMENTS – TO BE COMPLETED
BY TAB CSD ENGINEER**

Review Stage:

____ Planning ____ Construction ____ Final Sign-off

Findings, Requirements, Approval, or Comments:

Name of Engineer or Authorized Representative

Date

Signature

**SUBMITTAL 4: REVIEW FINDINGS, MITIGATION MEASURES,
AND CONSTRUCTION REQUIREMENTS – TO BE COMPLETED
BY TAB CSD ENGINEER**

Review Stage:

____ Planning ____ Construction ____ Final Sign-off

Findings, Requirements, Approval, or Comments:

Name of Engineer or Authorized Representative

Date

Signature

FINAL SITE REVIEW AND SIGN-OFF – TO BE COMPLETED BY
TAB CSD ENGINEER

Final Approval with Comments:

Name of Engineer or Authorized Representative

Date

Signature