

# SANTA ROSA FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

### PLAN REVIEW CHECKLIST

July 1, 2010



## PHASE I ENVIRONMENTAL SITE ASSESSMENT

<b>Address:</b>		<b>Permit #:</b>
<b>Inspector:</b>	<b>Date:</b>	<b>Status:</b>
<b>Inspector:</b>	<b>Date:</b>	<b>Status:</b>
<b>A-Approved; AC-Approved w/comments; I-Incomplete; D-Denied</b>		

This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.

### FILE REVIEW

1.            **CITY GIS** - Review the fire department intranet GIS page to verify sites and conditions listed in the ESA. Review for potential hazardous materials sites, former underground storage tanks (UST's), former above ground storage tanks (AST's), former dry cleaners and State Water Resources Control Board toxic sites.
2.            **FEES** – Permit fees entered in Permits Plus. 3<sup>rd</sup> or greater checks require an hourly fee for the review.

### SUBMITTAL

A Phase I ESA's shall be reviewed for the information specified below. Failure of the applicant to provide all of the required information may result in the plans being rejected. Rejected plans will be returned with a Plan Review Correction Form.

Submittals shall conform to the American Society for Testing and Materials (ASTM) E1528-00 standard. Plans shall be drawn to an indicated scale, on sheets of uniform size. Verify the following are acceptable:

1.            Date of the Phase I (must be within past 12 months)
2.            Applicant name
3.            Applicant address
4.            General Site Information
5.            Address
6.            Parcel number
7.            Ownership
8.            Current use

Plan Review Checklist  
Phase I ESA

- |     | Y                        | N                        |  |
|-----|--------------------------|--------------------------|--|
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Past use – verify that past uses limit the potential of site contamination.  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Ownership history – Past owners date range of ownership  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Title Search   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Reason Phase 1 is being conducted  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Plan for the property  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Apartments   |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Single Family Dwelling   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Commercial   |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Historical use of the property – Verify these uses would not have placed the property at risk of contamination.                              |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Known existing or potential environmental issues – review known issues to determine if further phase II investigation may be warranted.      |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Verification ASTM standard 1528 was followed   |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any water wells or septic systems  |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Easements  |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Plan for removal of water wells or septic systems  |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Creeks waterways identified  |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Water table in area  |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Directional water flow- towards property/away from property  |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Buildings or structures on the property  |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Present - plan for the structure demo/remain etc.  |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Past – previous structures   |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Pictures-Historical and current  |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Age of structures mold, lead asbestos – advise to obtain city permits if noted.  |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Any properties containing hazardous materials with a ½, ¾, or 1 mile radius – determine if these uses need to be addressed at this property. |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Industrial properties nearby   |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Past ESA conducted on the property – review for past recommendations.  |

Plan Review Checklist  
Phase I ESA

34.  **Y**     **N**    What records were reviewed - should be multiple and included
- |                                    |                          |
|------------------------------------|--------------------------|
| 1. RCRA                            | 12. Maps                 |
| 2. CHMIRS                          | 13. Aerial Photos        |
| 3. Prop 65                         | 14. LOP information      |
| 4. LUST                            | 15. Topographical maps   |
| 5. UST history                     | 16. Geological history   |
| 6. Water Board                     | 17. Title history        |
| 7. Assessors info                  | 18. Federal Files        |
| 8. Property owner info             | 19. Transformers in area |
| 9. Sanborn Maps                    | 20. MPDES permit history |
| 10. State and Federal databases    |                          |
| 11. Reports applicable to past use |                          |
35.   Site visits by rep conducting the Phase 1 – determine if on site observations indicate potential contamination.
36.   Interviews conducted
37.   Executive Summary or Findings – determine if summary fits any on site conditions discovered.
38.   Conclusions

**UPON PLAN REVIEW**

39.   If the Phase I reveals the potential for contaminated soil, groundwater, surface water or other environmental hazards, a Phase II may be warranted.
40.   The Phase II may include a request for soil or groundwater samples, water well samples or additional information to determine the existence of environmental hazards