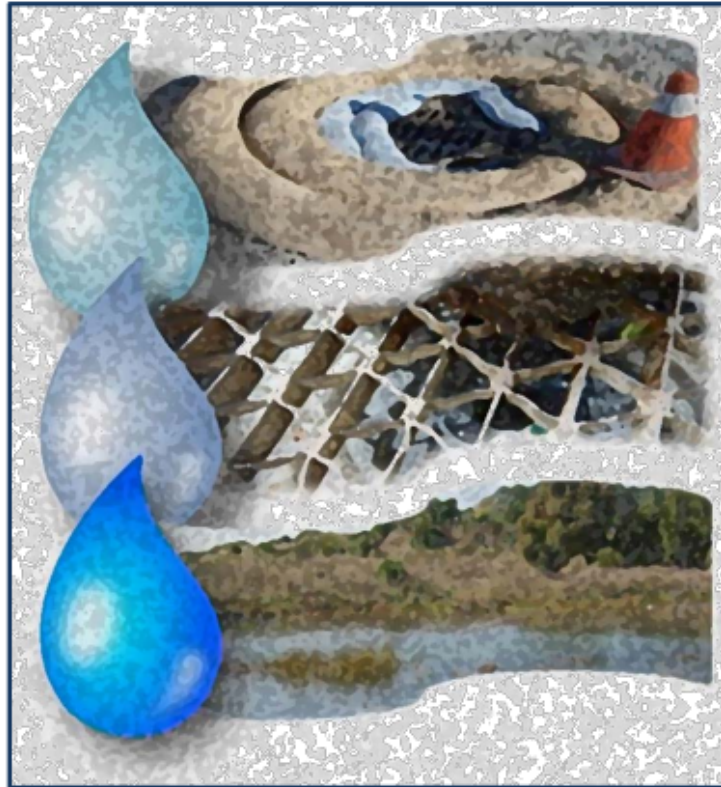


**STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT**

**DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE APPLICATION  
AND REPORT TRACKING SYSTEM (SMARTS) DATABASE**

# **Small Construction Rainfall Erosivity Waiver**



**Last Revised: February 2024**

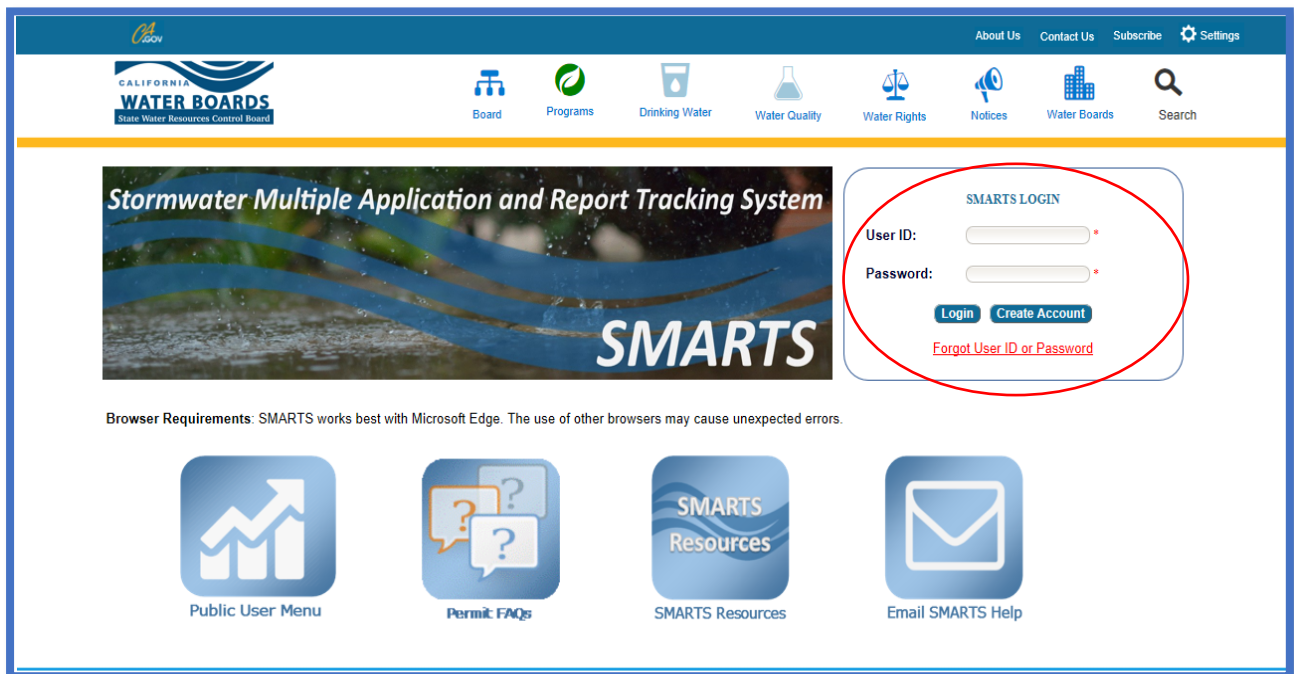
## Statewide Construction Stormwater General Permit (CGP) – Small Construction Rainfall Erosivity Waiver (Erosivity Waiver)

Dischargers are eligible to file the Small Construction Rainfall Erosivity Waiver if the following requirements:

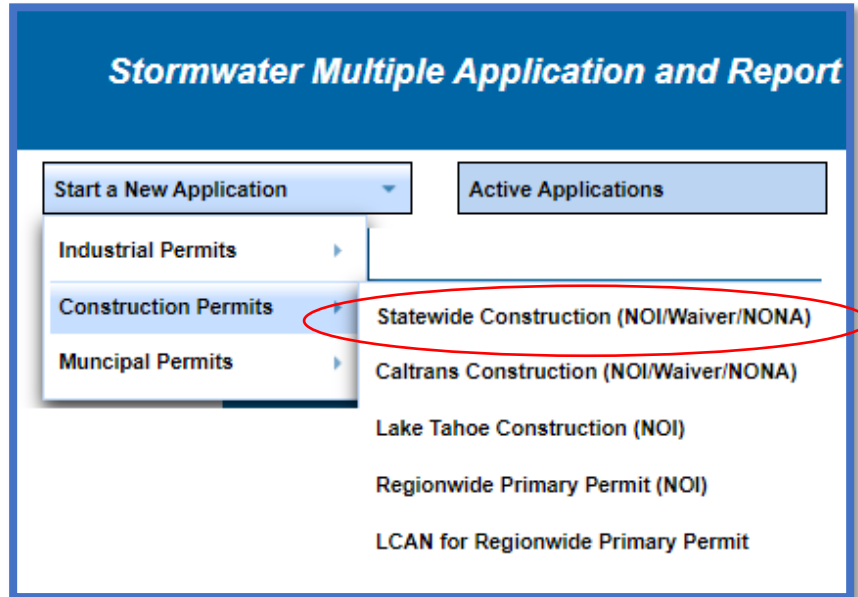
- a) The construction site or a larger common plan of development is between one and five acres; and
- b) The construction activity takes place during a period when the calculated rainfall erosivity factor (R factor) is less than five.

The Erosivity Waiver may only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR). A Data Entry Person (DEP) may fill out the Erosivity Waiver but does not have authority to certify it.

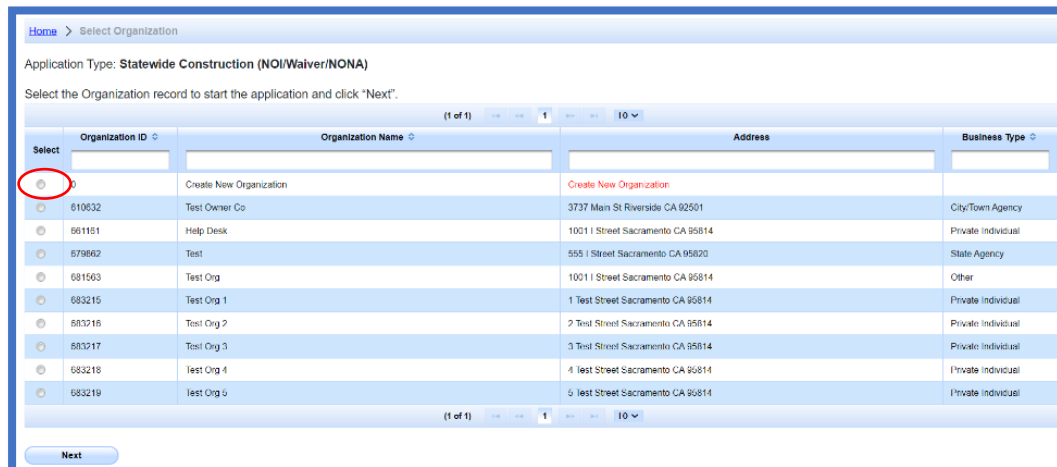
1. Log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>).  
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors



- From the main menu, go to the “Start a New Application” drop-down list, select “Construction Permits”, and then select “Statewide Construction (NOI/Waiver/NONA)”.



- Select the organization record to start the new application or create a new organization record. Only an LRP user account has the option to create new organizations. DAR or DEP users may start a new application for an existing organization previously linked. If there are no options to select or create an organization, if registered as a DAR or DEP, contact the LRP to link the user account or contact the stormwater help desk to verify the user account is set up as an LRP. Click “Next” to Continue.



4. Verify, add, or remove users linked to the new application. Users already linked to the organization automatically populate in this section. To add additional users to the application, click the applicable buttons “Add LRP”, “Add DAR”, or “Add DEP”. Click the “Confirm and Create Application” button to continue.

**Note:**

LRPs may link additional LRPs and DARs with the same email domain, or DEPs. For assistance linking a DAR with a different email domain, contact the Stormwater Help Desk at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov). DARs may only link DEPs; and DEPs cannot link or delink any user.

The screenshot shows a web application interface for user management. At the top, there is a breadcrumb trail: Home > Select Organization > Display Existing User(s). Below this, the application type is set to "Statewide Construction (NOI/Waiver/NONA)". There are four buttons: "Add LRP", "Add DAR", "Add DEP", and "Confirm and Create Application". The "Confirm and Create Application" button is circled in red. Below the buttons, a message states: "Below is a list of User(s) currently linked to the Organization Help Desk".

**Legal Responsible Person**

First Name	Last Name	Email	User Account	Delink User
Matthew	Shimizu	matthewshimizu25@gmail.com	687982	

**Duly Authorized Representative**

First Name	Last Name	Email	User Account	Delink User
No records found.				

**Data Entry Person**

First Name	Last Name	Email	User Account	Delink User
No records found.				

5. Select the “Erosivity Waiver” option, and answer the initial application questions. Click “Create Application” to complete the process.

**Note:** Once the “Create Application” button is selected, the user can no longer change the application type.

[Back](#) > Initial Application Questions

Select Application Type

[Notice of Intent](#)

[Erosivity Waiver](#)

[Notice of Non-Applicability](#)

Application Type: Waiver

- Will all construction activities including the final site stabilization, be completed in less than one year?  
 Yes  No  
Enter Construction Start Date  (mm/dd/yyyy)  
Enter Final stabilization Date  (mm/dd/yyyy)
- Do all areas of Construction have a R-Factor less than 5?  
 Yes  No  
Visit <https://lew.epa.gov> to calculate the R-Factor.
- What is the total planned disturbed acreage?
- Is the site a part of larger common plan of development?  
 Yes  No  
Name of the Common Plan of Development   
What is the Total Site Size of the Common Plan of Development?   
Does the entire Common Plan of Development have an R-Factor of less than 5? (Y/N)  
 Yes  No
- Type of Construction: (Check all that apply)  
 Traditional  Linear  
 Residential  Commercial  Industrial  Reconstruction  Transportation  Other   
 Above Ground  Below Ground  Gas Line  Water/Sewer Line  Communication Line  Cable Line  Electrical  Other

**Create Application**

6. Owner Information

Enter all required owner information on the “Owner Information” tab and select “Save & Continue”. All fields marked with a red asterisk must be completed. Once complete, click “Save & Continue”.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

**Owner Information**

Enter the Owner Contact Information

Populate contact information from linked user:

Owner Name: \*

Street Address: \*

Address Line 2:

City/State/Zip: \*

Type: \*  [Definitions](#)

Federal Tax ID:

Contact First Name: \*

Contact Last Name: \*

Title:

Phone:  Ext:  (999-999-9999)

E-mail: \*  (abc@xyz.com)

[Save & Continue](#) Fields marked with \* are mandatory fields.

7. On-Site Contact Information

Enter all required on-site contact information. The on-site contact is someone who is available on-site that oversees day to day operation of the construction activities. Select “Save & Continue” once all fields are complete.

Home > On-Site Contact Information

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

**On-Site Contact Information**

Enter the on-site contact person. This is the person present on-site that oversees day to day construction activities

Select the contact from the drop box or enter the contact information into the fields:

Company Name: \*

Street Address: \*

Address Line 2:

City/State/Zip: \*

Contact First Name: \*

Contact Last Name: \*

Title:

Phone: \*  Ext:  (999-999-9999)

Email: \*  (abc@xyz.com)

[Save & Continue](#) Fields marked with \* are mandatory fields.

## 8. Site Information

Enter all required site information.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

**Enter the Site Information**

Site Name: \*

Street Address: \*

Address Line 2:

City/State/Zip: \*  All CA

Latitude: \*

Longitude: \*  [Lookup Map](#)

Total Site Size: \*  Acres

Total Planned Disturbed Acreage \*  Acres

Tract Number(s):

Mile Post Marker:

Construction Start Date: \*  (mm/dd/yyyy)

Complete Grading Date:  (mm/dd/yyyy)

Final Stabilization Date: \*  (mm/dd/yyyy)

R-Factor: \*  [R-Factor Calculator](#)

Is the site a part of a larger common plan of development?  
 Yes  No

Name of the Common Plan of Development

What is the Total Site Size of the Common Plan of Development?

Type of Construction:  
Traditional  Traditional  Linear

Residential  Commercial  Industrial  Reconstruction  Transportation  Other

Above Ground  Below Ground  Gas Line  Water/Sewer Line

Communication Line  Cable Line  Electrical  Other

[Save & Continue](#) Fields marked with \* are mandatory fields.

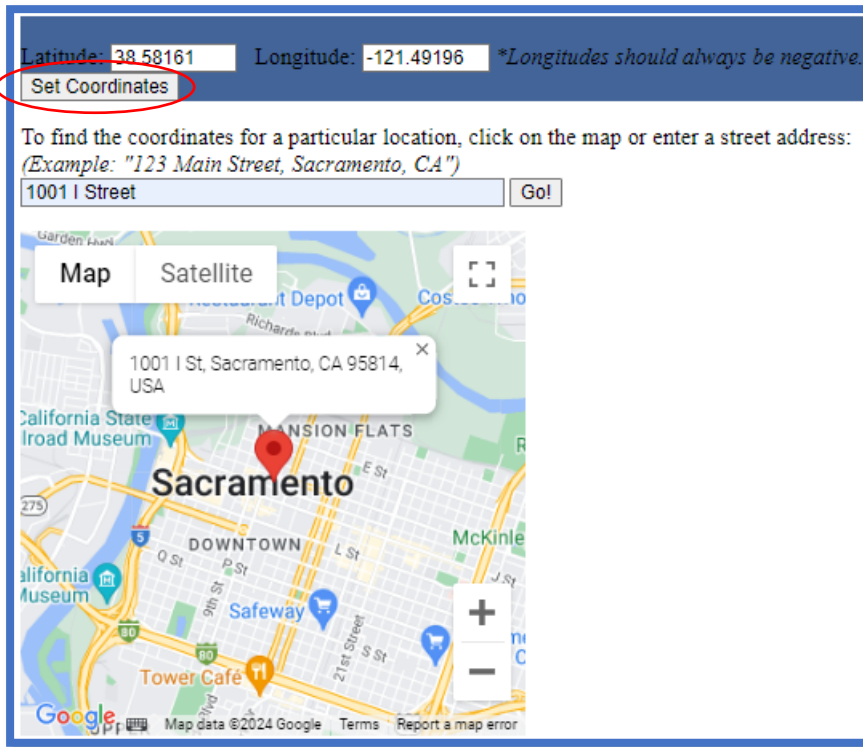
If the construction site does not have a specific street address, enter the general location of the site i.e. between Main St and Front Rd.

- The latitude and longitude is entered in decimal degrees. To determine the latitude and longitude click the “Lookup Map” link. This allows users to enter the site’s address or select a point on a map to determine the latitude and longitude.

Latitude: \*

Longitude: \*  [Lookup Map](#)

Enter the street address and select “Go!”. Click “Set Coordinates” to populate the latitude and longitude.



### 9. Additional Site Information

The County, Regional Board, and Regional Water Board email are automatically generated based on the coordinates entered from the “Site Information”. Answer the remaining questions as applicable and select “Save & Continue”.

Permit Type: Traditional Construction - Waiver Application ID: 568652 Status: Not Submitted

Owner Information

On-Site Contact Information

Site Information

**Additional Site Information**

Attachments

Billing Information

Certification

Linked Users

#### Enter Additional Site Information

County: \*

Regional Board: \*

Regional Water Board email: \*

Name of receiving water (river, lake, creek, stream, bay, ocean):

If applicable, has the local agency reviewed/approved a required erosion/sediment control plan?  Yes  No

Does the erosion/sediment control plan address construction activities such as infrastructure and structures?  Yes  No

Is the project or any part thereof subject to conditions imposed under a Clean Water Act Section 401 or 404 Water Quality Certification (Y/N)?  Yes  No

If yes, provide details:

Fields marked with \* are mandatory fields.

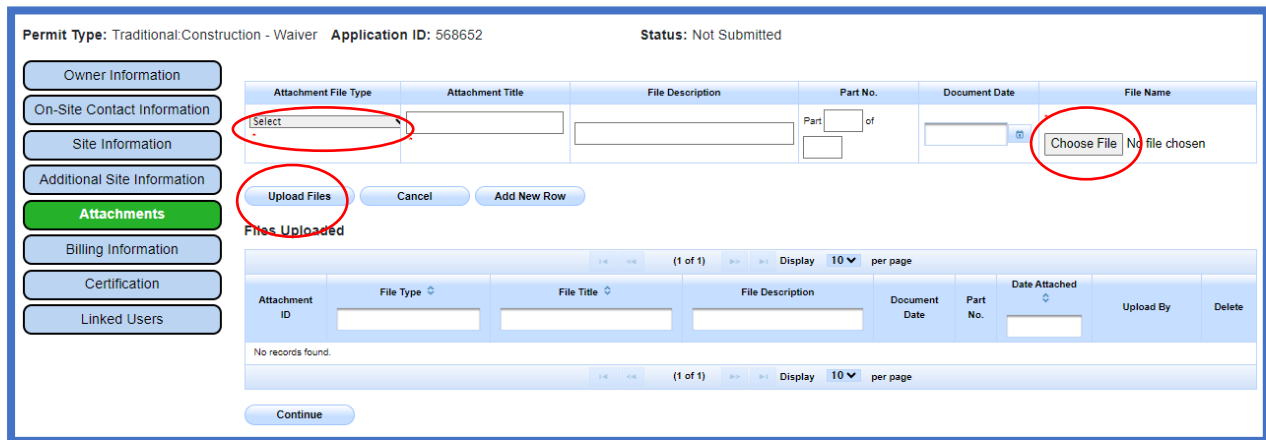


### 10. Attachments

No attachments are required. If users want to upload additional attachments, they may do so by selecting the “Upload Attachment” button.



- **Attachment File Type:** Select applicable file types that correspond to the required documents. Additional files such as “Supporting Documentation” may be attached as applicable.
  - **Attachment Title:** Enter the title of the document.
  - **Click Choose File:** Locate the file on the computer and select it.
  - **Upload Files:** Select “Upload Files” when all attachments are ready to be uploaded.
- Note:** The maximum file size is 100MB and the file name cannot be longer than 30 characters and does not contain any special characters or symbols.



- Once the document is uploaded correctly, select “Continue”

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

Owner Information  
On-Site Contact Information  
Site Information  
Additional Site Information  
**Attachments**  
Billing Information  
Certification  
Linked Users

Upload Attachment

Files Uploaded

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
3505885	Other	Other			/	01/11/2024	Matthew Shimizu	Delete

Continue

Fields marked with \* are mandatory fields.

### 11. Billing Information

Fill out the address and contact where the annual invoices are sent. The Fee Statement with the fee amount is generated upon application submission.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

Owner Information  
On-Site Contact Information  
Site Information  
Additional Site Information  
Attachments  
**Billing Information**  
Certification  
Linked Users

Enter the Billing Information

Select the contact from the drop box or enter the contact information into the fields:

Select

Bill Month \*

Bill Hold Date \*  (mm/dd/yyyy)

Disturbed Area Remaining \*

Billing Name: \*

Street Address: \*

Address Line 2:

City:/State:/Zip: \*  CA

Contact First Name: \*

Contact Last Name: \*

Title:

Phone: \*  Ext:  (999-999-9999)

E-mail: \*  (abc@xyz.com)

Save & Continue Fields marked with \* are mandatory fields.

### 12. Certification

Select “Perform Completion Check”.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

Owner Information  
On-Site Contact Information

Perform the completion check to verify that all required information is completed. Click the button below to start completion check.

Perform Completion Check

The “Perform Completion Check” function provides the user with a notification of any errors that must be corrected prior to certification of the Erosivity Waiver (e.g., Total Site Size or Disturbed Acreage fields not filled out, etc.).

The application appears to be incomplete. Please correct the errors shown below before the application can be certified.

Error Message	Tab to Correct
Final Stabilization Date on the Site Information tab must be a future date.	Site Information
Total Site Size (acres) on the Site Information tab is a required field.	Site Information

Any user may perform this check, but if a DEP performs the check, the system provides a “Notify LRP/DAR” button. Pressing the button notifies the LRP or DAR the Erosivity Waiver is complete and requires their certification. The LRP or DAR should review the prepared Erosivity Waiver for accuracy prior certifying.

### LRP or DAR Certification

There are two options for the LRP or DAR to submit the Erosivity Waiver:

- a. The LRP or DAR may access the “Documents Ready for Certification” SMARTS menu option if notified by the DEP.
  - Select the report to certify by checking the box next to the application ID.
  - Check the box next to the certification statement, answer the security questions, and enter the user account password.
  - Click “Certify Selected” to submit the Erosivity Waiver application.

Home > Certification Documents Detail

Below is a list of applications and/or reports that are ready to be submitted. Select the application or report to submit by checking the Select Box.  
Note: If the Select Box is not displayed, your Signed Electronic Authorization Form has not been received.

Select	Application ID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Application PDF
<input type="checkbox"/>	555732	Construction	Test Org 1001 I Street Sacramento CA 95814	Test Traditional Waiver 1 777 I Street San Francisco CA 90001	<a href="#">Application PDF</a>

**Certification & Submission Checklist**

You can now certify the above documents by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

\*

**Certified By**  
Certifier Name: Matthew Shimizu  
Certifier Title: Scientific Aid  
Date: 02/01/2024

Please answer your security question before certifying the document.

What was your 1st job?

Enter your password:

- b. If the Erosivity Waiver application is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP or DAR may access the application directly.
- Log in and go to “Pending Applications”.
  - Locate the application ID and select.
  - Go to the “Certification” tab and select “Perform Completion Check”.
  - After reading the certification statements check the boxes, answer the security questions, and enter the user account password.
  - Click “Certify Application” to submit the application.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Not Submitted

Owner Information  
On-Site Contact Information  
Site Information  
Additional Site Information  
Attachments  
Billing Information  
**Certification**  
Linked Users

Preview Application Your Application Fee is \$200

**Certification & Submission Checklist**

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Please enter your password and answer to the security question before certifying this application.

What was your 1st job? \*

Enter your password: \*

Certify Later adds the application to the Documents Ready for Certification where multiple applications may be certified at the same time.

13. A confirmation screen displays the details of the certification. The user may download a copy of the certification by selecting the “Download Copy of Record” button. The Copy of Record file is a zip file containing meta data, all uploaded documents, and a PDF of the submitted application.

Mail the signed Electronic Authorization Form (if not already sent) and submit the applicable application fee.

Permit Type: Traditional:Construction - Waiver Application ID: 568652 Status: Submitted to Water Board

The application was successfully received by the State Water Resources Control Board.

WDID	
SWRCB Application No.	SA568652
Permit Type	Construction
Certification Date	01/11/2024
Certifier Name	Matthew Shimizu
Certifier Title	Scientific Aid

Print this screen as proof of certification. A confirmation was also sent to the email address on file.

[Download Copy of Record](#) [Pay By Check](#) Or [Pay Online](#)

The Waiver Identification number is generated upon submittal of a complete waiver, the signed electronic authorization form is on file with the Water Boards, and the application fee is received. After the Waiver ID number is issued, construction activities may commence.

WDID	4 19W005869
SWRCB Application No.	SA568582
Permit Type	Construction
Certification Date	12/11/2023
Certifier Name	Matthew Shimizu
Certifier Title	Scientific Aid

[Download Copy of Record](#)