

## Chapter 5: PROJECT DESIGN & PERMIT PLAN

---

### *Purpose of the Project Design & Permit Plan*

The Project Design & Permit Plan (PDPP) serves many important functions:

1. The PDPP represents the “starting point” for Project Leads and permitting agency representatives to document information about an individual project being carried out under IWRP. It includes information about the Project Lead, critical funding deadlines, plans for hiring of consultants and contractors, the problem to be addressed, the history surrounding the development of project alternatives, information about the project setting and sensitive resources potentially affected, and a description of the proposed project itself (including details about construction activities, mitigation measures, etc.).
2. The PDPP will be used to document information about permitting requirements including any reports or resource analyses required by the permitting agencies. Much of this information will be obtained during field visits to the project sites with agency staff who will be able to direct Project Leads on specific resource concerns and design recommendations that will then be recorded in the PDPP.
3. The PDPP will be a key reference document for both Project Leads and permitting agencies. Engineers from CDFG, for example, will be able to take the PDPP for a particular project and better understand why one design was preferred over another. Project Leads will also have this key reference document to recall what a particular permitting agency requested at the site visit for their project.
4. The PDPP is a working document and represents the central “paper trail” for each project. By utilizing computer functions such as “track editing”, changes made to the project based on feedback received from the permitting agencies in the field, for example, can be recorded and kept as part of a central file on each project.

The Template PDPP developed for the IWRP Design & Permitting Component is included as Appendix A. Some general instructions for filling out the PDPP follow:

- *Remember that this is a working document.* Project Leads may not have all of the information requested at the time they first fill out the PDPP. The general rule of thumb is that if you can get the information within the time allotted to fill out the PDPP, please get it. In particular, maps and photos of the project site provide some of the most useful information to the D/P TAC as they are reviewing project descriptions for the first time. The more guessing the permitting agencies need to do prior to seeing the site, the longer the process can take.
- *Provide sources for information.* For all information related to biological resources, cultural resources, etc. indicate the source of that information. For example, was a CNDDDB (California Natural Diversity Database) run utilized to determine the potential presence of listed species in the project area? Has a biologist already surveyed the site or has a wetland delineation been performed by a qualified individual? Those are the type of questions the resource agencies are interested in.

Integrated Watershed Restoration Program (IWRP) for Santa Cruz County  
IWRP Design & Permitting Coordination Process Guidelines Manual

- *Avoid vague descriptions:* Don't leave the reviewers guessing. Approach the PDPP as though you are new to the project and provide enough detail so that an individual who has never seen this project can understand its components. Again, this is a working document so if you don't have an answer for a particular section, it's okay to indicate that. (i.e. "this information still needs to be gathered", etc.)
- *Provide history on the project:* Almost every project has some history to it. Why did it come about and what issues have come up in the past on this project. For example, provide descriptions of landowner issues or describe alternatives to the project that may have been considered in the past but rejected for one reason or another. This gives the permitting agencies a better idea of the issues and constraints surrounding a particular project and enables them to make more educated suggestions about remedies or protection measures.
- *Provide Maps and Photos:* As indicated above, site maps and photos included as part of the PDPP are invaluable (maps are critical). The first question a reviewer might ask is "Where is this project?" A verbal description is not as detailed as a map.

*The template for the Project Design & Permit Plan is included in Appendix A.*

Integrated Watershed Restoration Program (IWRP) for Santa Cruz County  
IWRP Design & Permitting Coordination Process Guidelines Manual