

## **Chapter 4: IWRP DESIGN & PERMITTING COORDINATION PROCESS**

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The following provides an overview of the IWRP Design & Permitting Coordination Process for Phase 1 projects from the development of a project's design through the preparation of permit applications. See "IWRP Background: Project selection process – Phase 1 and beyond" for more information on the selection of Phase 1 projects and how future projects will follow this process.

1. *Phase 1 Project Identification and Batching*: California Department of Fish and Game (CDFG), Coastal Conservancy, and Regional Water Quality Control Board consider proposed projects, agree on final list of projects, and identify which of the three "batches" each project will fall under. This review group may be augmented with additional members of the Design & Permitting Technical Advisory Committee (D/P TAC) who wish to participate in this step.
2. *Compilation of Project Details*: Project Leads provide detailed project information to D/P Coordinator by completing a *Project Design & Permit Plan* (PDPP) for each project. The PDPP will serve as the primary tool that documents the problems being addressed, description of design alternatives, and site sensitivity. The PDPP will be updated with feedback from the D/P TAC during reviews and site visits. The PDPP will track the design approach selected and any required analyses and permits
3. *D/P TAC "Paper Review" of Project Batch*: The D/P TAC members review the PDPPs for each batch of projects and provide input and guidance to D/P Coordinator on which project sites they would like to see.
4. *Scheduling Site Visits*: The D/P Coordinator schedules site visits with the D/P TAC, NOAA and DFG engineers (via Erika Cleugh, CDFG, as the point person for the engineers), Project Leads, and consultants.

*Prior to project site visit (or possibly prior to step 2 in order to fully fill out PDPP), it is anticipated that Project Leads will hire consultants if necessary and begin very preliminary conceptual design work.*

5. *Site Visits and Selection of Preferred Design*: Once the project engineers have developed some conceptual design alternatives, site visits for specified projects will be conducted with engineers from CDFG and NOAA Fisheries, resource experts from the D/P TAC, and Project Leads and consultants. The engineers from CDFG and NOAA Fisheries will work with the project engineers to identify a preferred alternative for the design. Resource experts on the D/P TAC will provide feedback to Project Leads on how to minimize impacts, etc. Information from this site visit will be recorded and incorporated into the PDPPs for Project Leads, consultants, D/P TAC, and DFG and NOAA engineers to review.
6. *Begin Project Design*: Project engineers will incorporate agency feedback and prepare designs to 60% completion to submit to the D/P Coordinator and RCD (formal review by the D/P TAC will not occur at this stage but will be made available to individual members upon request). Project Leads should flag any design or budget issues to be resolved.

*IMPORTANT: If issues/questions arise prior to completion of the 90% designs that would require input from the CDFG and NOAA Fisheries engineers or D/P TAC members, Project Leads will communicate this with the D/P Coordinator who will then “group” issues/questions for the NOAA and CDFG engineers and the D/P TAC to address.*

7. *90% Complete Review:* Project Leads will coordinate with the D/P Coordinator to submit 90% designs on applicable projects to CDFG and NOAA Fisheries engineers for review and comment. Engineers from NOAA Fisheries and CDFG “sign off” on the designs, providing any additional comments for changes that need to be made to the 90% designs prior to completion.
8. *Project Descriptions and CEQA:* Project Leads will coordinate with the D/P Coordinator to prepare project descriptions and draft environmental review documents.

*The balance of work to prepare the permit applications may vary between the D/P Coordinator and Project Leads. However, all permit applications will be funneled through the D/P Coordinator prior to reaching the permitting agencies. This “clearinghouse” approach is meant to provide consistency in the content and quality of permit applications submitted under IWRP.*

9. *Permit Applications:* Project Leads will work with the D/P Coordinator to prepare and submit permit applications and supporting documentation.
10. *Permit Submittal:* D/P Coordinator oversees and tracks submittal of permit applications and accompanying project designs and supporting documentation, and works with Project Leads to supply additional information as requested by permitting agencies.
11. *County CEQA Review Process:* County initiates the CEQA review process following submittal of County permit applications (this step may be slightly different if it is determined that the County will not be the CEQA lead on a particular project).

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