

## **WE ARE HERE TO HELP!**

**G**enerally, the larger a proposed activity is in scope, the more extensive the Flood Control Permit process may become.

It is in the best interest of the project proponent to contact the SBCFCD before a Flood Control Permit application is submitted. SBCFCD staff will be able to advise and answer crucial questions, that will help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in the process.

### **KEY FLOOD CONTROL PERMIT ISSUES**

The fundamental issues that the SBCFCD considers when permit applications are submitted are:

- Will the proposed activity affect existing Flood Control facilities?
- Will the proposed activity create new Flood Control facilities?
- Will the proposed activity affect the SBCFCD's ability to operate and maintain a facility?
- Is the proposed use compatible with and appropriate for the intended use of the SBCFCD facility and Department of Public Works policy?
- Who is going to operate and maintain the improvements?



***"Our job is to create a county in which  
those who reside and invest can  
prosper and achieve well-being"***



**For further information regarding  
applying for a permit please contact:**

**Permits/Operations Support Division  
825 E. 3rd Street, Room 108  
San Bernardino, CA 92415-0835**

**(909) 387-1863**

**Permits Counter Hours  
Monday—Thursday 7:30 a.m.—4:30 p.m.  
Friday 8:00 a.m.—4:00 p.m.  
CLOSED WEEKENDS AND COUNTY HOLIDAYS**



# **GUIDANCE FOR FLOOD CONTROL PERMITS**

<http://www.sbcounty.gov/dpw>

**Department of Public Works  
Flood Control District**



# Who We Are

The San Bernardino County Flood Control District (SBCFCD) manages the regional flood protection functions for San Bernardino County with authority granted via State legislation enacted in 1939.

The District has developed a very extensive system of facilities, including dams, conservation basins, channels, and storm drains. The purpose of these facilities is to intercept and convey flood flows through and away from the major developed areas of the County.

## WHEN AND WHY DO YOU NEED A FLOOD CONTROL PERMIT?

A SBCFCD permit is required when any work or access is proposed within SBCFCD property (fee or easement) and/or a SBCFCD maintained facility.

- Side connections
- Aerial crossings
- Temporary Access
- New or improvement to a facility
- Trails
- Encroachments

Check the location of SBCFCD facilities at:  
<http://sbcountydpw.maps.arcgis.com/home/index.html>

A Flood Control Permit is required to ensure that a proposed use maintains the integrity of the SBCFCD system in place.

# Permit Types

The SBCFCD accepts applications and issues Flood Control Permits for many types of projects. Some of the most common Flood Control Permit types are:

- **TEMPORARY ACCESS PERMITS** are required for temporary uses of SBCFCD right of ways. Examples: community or educational events, volunteer trash cleanup events, access to personal property for maintenance activities adjacent to SBCFCD right of way, or for filming.
- **MAJOR CONSTRUCTION PERMITS** allow encroachment onto and/or alteration of SBCFCD right of way for large construction. Examples: storm drain realignment, extension of an adjacent facility/structure, or large side drain connections.
- **MINOR CONSTRUCTION PERMITS** allow minor encroachments and connections to an existing SBCFCD facility. Examples: wells, connecting a small pipe to a larger storm drain or channel.
- **SAND AND GRAVEL PERMITS** allow for the removal of soil from a SBCFCD Facility.

## PROCESSING TIMELINE AND FEES

Processing simple requests for access permits take up to 3 weeks, while permit requests requiring extensive engineering review may take several reviews of up to 6 weeks for each review. This timeframe does not include the time needed for other agency approvals or acquiring entitlements.

Fees are charged to cover the costs of filing, plan review, and inspection. **Please only submit the fees requested by the SBCFCD.**

See current fee schedule at:  
<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/FloodControl.aspx>

## OTHER ITEMS TO CONSIDER EARLY

- ◆ **Agreements, Right of Way:**  
Depending on the scope of the proposed activity, the SBCFCD may also require the project proponent to enter into an agreement or acquire right-of-way for long term use of the SBCFCD right-of-way.
- ◆ **U.S. Army Corps of Engineers (USACE):**  
If the proposed activity will affect an USACE constructed facility, the USACE will require a permit to be obtained. This permit, known as a "408 Permit", is in addition to the SBCFCD's Flood Control Permit, and is applied for and given to SBCFCD, not the applicant. Also, the USACE may have different policies as to how a USACE facility can be impacted.
- ◆ **SBCFCD Easement Property:**  
If the SBCFCD only has easement rights, the project proponent will be conditioned to obtain written permission from the underlying fee owner before start of work.
- ◆ **Local Jurisdiction Approval:**  
If the Flood Control Permit application is for a site within a local city or other jurisdictional boundary, additional approval may be required from that agency. The Flood Control Permit only conveys the SBCFCD's permission to the extent of its jurisdiction.
- ◆ **Environmental Documents:**  
Depending on the proposed scope of the activity, compliance with various regulatory agencies and environmental regulations may be deemed necessary.

