



**CITY OF SHERWOOD
COMMUNITY DEVELOPMENT
ENGINEERING DEPARTMENT**

**POLICIES AND PROCESSES FOR
OBTAINING A SERVICE PROVIDER LETTER (SPL)**

Issuance of a Service Provider Letter (SPL) is a requirement of Clean Water Services (CWS) for meeting Federal (EPA) clean water standards for storm water discharges from development sites.

The City of Sherwood will not issue a Grading Permit or Building Permit unless the Applicant has shown compliance with this CWS requirement.

To obtain an SPL, the Applicant will submit Prescreening Site Assessment form to CWS for review. This submittal document may be found and submitted on-line at the following CWS web link:

<http://www.cleanwaterservices.org/documents-forms/pre-screen-form/>

If CWS determines that no Water Quality Sensitive Areas appear to exist on or within 200 feet of the site, then no further site assessment or service provider letter is required for the construction activity.

If you would prefer, you can also print a PDF version (PDF, 212KB) of this form and send it by email, mail or fax. A copy of the Prescreening Site Assessment form is attached for your reference.

Necessary Prescreening Site Assessment Submittal Form Information

- A) You must enter either a Tax Map & Lot ID (i.e. 1S234AB01400) or Site Address, but you do not have to enter both. Identify and include the nearest cross-street intersection information.
- B) List the City of Sherwood as the jurisdictional agency from which you would be obtaining permits.
- C) Fill in the Property Owner and Applicant information blanks on the form:
- D) Describe the construction activity and if possible provide a simple plan of what land is being disturbed and what structures are being constructed.

After CWS has reviewed the Prescreening Site Assessment information, they will either: a) not require any further action and the Prescreening Site Assessment will act as the SPL; b) issue an SPL which will define any actions needed to be taken by the construction activity to fulfill the requirements of the SPL; or c) require additional actions (studies or reporting) necessary to obtain an SPL.

Activities Requiring a Prescreening Site Assessment

The following construction activities all fall within the requirement of submitting a Prescreening Site Assessment form:

<ul style="list-style-type: none"> • Construction of any structures requiring a building permit which increases impervious surface area (building footprint) 	<ul style="list-style-type: none"> • Land division activities, including: subdivision, lot line adjustment, and land partitions 	<ul style="list-style-type: none"> • Drilling
<ul style="list-style-type: none"> • Site alterations resulting from surface mining or dredging 	<ul style="list-style-type: none"> • Any grading activity that would require an erosion control permit 	<ul style="list-style-type: none"> • Construction of earthen berms
<ul style="list-style-type: none"> • Paving and roadway construction 	<ul style="list-style-type: none"> • Excavation activity that would require an erosion control permit 	<ul style="list-style-type: none"> • Site clearing resulting in the removal of trees or native vegetation that would require a permit from the City/County or notification to ODF
<ul style="list-style-type: none"> • Redevelopment 	<ul style="list-style-type: none"> • Construction of utility infrastructure 	