

Water Quality Management Plan Checklist

Planning Project/Design Review Number:		
Project Name:		
Project Address:		
Project Applicant Name:		
Project Applicant Address:		
Project Applicant Telephone No.:		
First Review		
WQMP Received on:		
Review Completed on:		
Second Review		
WQMP Received on:		
Review Completed on:		
Third Review		
WQMP Received on:		
Review Completed on:		
Signature of Reviewer:	Date:	
Name and Title of Reviewer (Typed or Printed):		

		Requirement Satisfied?		
WQMP REQUIREMENT	Yes	No	N/A	
Title Page				
The Title Page includes the following:				
Name of project				
Tract, Parcel, or Use number				
Design Review number				
Owner/Developer name				
Owner/Developer address & telephone number				
Consulting/Engineering firm that prepared WQMP				
Consulting/Engineering firm address & phone number				
Name and title of preparer				
Date WQMP was prepared/revised				
Owner's Certification				
A signed and notarized certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the title page.				
Table of Contents				
Includes a Table of Contents, including a list of all figures and appendices.				
Section I, Project Description				
Does the project description completely and accurately describe where facilities will be located, what activities will be conducted and where, what kinds of materials and products will be used and/or stored, how and where materials will be delivered, and what kinds of wastes will be generated?				
Identifies the project owner and WQMP preparer.				
Identifies project location including: Site address; Planning area/community name; APN number(s); GPS coordinates; Receiving Water(s) which the project will directly or indirectly discharge to.				
Provides project size to the nearest 1/10 acre, and includes existing site size ().				
Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations?				
Indicates whether a Home Owner's Association or Property Owner's Association will be formed.				
 Identifies additional regulatory agency permits/approvals required for the project prior to completion of final design or beginning construction, such as: State Department of Fish and Wildlife, Fish and Game Code § 1602 Streambed Alteration Agreement; State Water Resources Control Board, Clean Water Act (CWA) § 401 Water Quality Certification; US Army Corps of Engineers, CWA § 404 permit; US Fish and Wildlife, Endangered Species Act section 7 biological opinion; State Water Resources Control Board Construction General Permit coverage; State Water Resources Control Board Industrial General Permit coverage. 				
Section II, Site Characterization				
Identifies land use designation or zoning.				

		Requirement Satisfied?		
WQMP REQUIREMENT	Yes	No	N/A	
Identifies current and proposed property use. (Note: existing site uses should also be included here, if the 50% rule applies)				
Identifies the availability of a soils report. (Note: A soils report is required if infiltration BMPs are utilized.)				
Identifies the availability of a Phase 1 Site Assessment. (Note: If prepared, a remediation summary and use restrictions must be attached.)				
Receiving waters have been identified including: EPA approved 303(d) list impairments; Designated Beneficial Uses; Proximity to RARE beneficial use.				
Section III. Pollutants of Concern				
Table 1, Pollutants of Concern has been completed. Identifies potential pollutants associated with Urban Runoff from the proposed project (and existing site, if required) and the pollutants identified as causing an impairment of Receiving Waters, if any.				
Identifies the presence of legacy pesticides, nutrients, or hazardous substances in the site's soils as a result of past uses, if applicable.				
Section IV. Hydrologic Conditions of Concern				
Project will be required to retain Urban Runoff onsite in conformance with local ordinance. Section IV does not need to be completed; however, retention facility design details and sizing calculations must be included in Appendix F.				
Indicates whether Condition A, B or C exempts the project specific WQMP from addressing the issue of Hydrologic Conditions of Concern.				
If the project is not exempt, demonstrates that discharge flow rates, velocities, durations, and volumes from a 2-year and 10-year, 24-hour rainfall event will not significantly impact downstream erosion or stream habitat.				
Section V. Best Management Practices				
V1. Site Design BMP Concepts, LID/Site Design and Treatment Control BMPs				
Project will be required to retain Urban Runoff onsite in conformance with local ordinance. Section V.1 does not need to be completed; however, retention facility design details and sizing calculations must be included in Appendix F, and column 3 of Table 6 must indicate that the 100% LID/Site Design measurable goal has been met.				
Table 3, Implementation of Site Design BMP Concepts, is complete including a brief explanation for each Site Design BMP denoted as not included or not applicable.				
Provides narrative describing how each selected Site Design BMP concept will be implemented.				
Table 4, LID/Site Design BMPs Meeting the Measurable Goal Summary Described in WQMP Guidance Section 3.5.1.1, has been completed. If applicable, off-site and/or Regional BMPs are also included in the table.				
If applicable, narrative describing constraints precluding the use of LID/Site Design BMPs has been provided.				
The LID/Site Design BMPs described in Section V.1.A of this project-specific WQMP completely address the 'Treatment Control BMP requirement' for the entire project site. Section V.1.B does not need to be completed.				
Table 5, Treatment Control BMP Summary, has been completed. If applicable, off-site and/or Regional BMPs are also included in the table.				
Table 6, Measurable Goal Summary, has been completed. (Note: Projects subject to local retention ordinance should have entered 100% in Column 3)				

		Requirement Satisfied?		
WQMP REQUIREMENT	Yes	No	N/A	
V2. Source Control BMPs				
Table 7, Source Control BMPs, has been completed.				
Provides narrative describing how each individual BMP will be implemented and maintained including (where applicable) inspection and maintenance frequency, inspection criteria and the responsible entity or party.				
V3. Equivalent Treatment Control BMP Alternatives		T	ı	
Provides narrative describing utilized or states "not applicable".				
V4. Regionally-Based BMPs		1	ı	
Provides narrative describing utilized regionally-based BMPs, or states "not applicable".				
Section VI. Operation and Maintenance Responsibility for Treatment Control BMPs	1	ı		
Identifies each BMP that requires O&M.				
Provides a thorough description of O&M activities, the O&M process, and the handling and placement of any wastes.				
Provides BMP start-up dates.				
Provides a schedule of the frequency of O&M for each BMP.				
Identifies the parties responsible for O&M and provides a written agreement with the entities responsible for O&M.				
Identifies self-inspection and record-keeping requirements for BMPs including responsible parties.				
Provides thorough description of water quality monitoring, if applicable.				
Date O&M written agreement recorded:				
Section VII. Funding				
Identifies the funding source(s) for the operation and maintenance of each LID/Site Design and/or Treatment Control BMP.				
Appendix A				
Includes a complete copy of the final Conditions of Approval.				
Appendix B				
Includes a Vicinity Map identifying the project site and surrounding planning areas in sufficient detail.				
Includes a Site Plan depicting the following project features:				
Location and identification of all structural BMPs, including LID/Site Design and Treatment Control BMPs.				
Landscaped areas.				
Paved areas and intended uses.				
Materials storage and delivery areas				
Number and type of structures and intended uses.				
Infrastructure that will revert to public agency ownership and operation.				
Location of existing and proposed public and private storm drainage facilities including catch basins and other inlet/outlet structures. (Existing and proposed drainage facilities should be clearly differentiated.)				
Location(s) of Receiving Waters to which the project directly or indirectly discharges.				
Location of points where onsite (or tributary offsite) flows exit the property/project site.				

	Requirement Satisfied?		
WQMP REQUIREMENT		No	N/A
Proposed drainage areas boundaries, including tributary offsite areas, for each location where flows exits the property/project site. (Each tributary area should be clearly denoted.)			
Pre- and post-project topography.			
Appendix C			
Includes supporting detail (i.e., engineering studies, calculations, and reports) related to Hydrologic Conditions of Concern, if applicable.			
Appendix D			
Includes copies of the educational materials that will be used in implementing the project-specific WQMP.			
Appendix E			
Includes the required Soils Report if infiltration BMPs are proposed.			
Appendix F			
Includes supporting engineering calculations for LID/Site Design and/or Treatment Control BMP sizing and LID/Site Design and/or Treatment Control BMP design details. Where projects are subject to Permittee retention ordinance, retention facility design details and sizing calculations must be included here.			
Appendix G			
Includes copies of the CC&Rs, Covenant and Agreements, and/or other mechanisms used to ensure the ongoing operation, maintenance, funding, transfer and implementation of the project-specific WQMP requirements.			
Appendix H			
Includes a Phase 1 Environmental Site Assessment - Summary of Site Remediation Conducted and Use Restrictions, if applicable.			
Appendix I			
Project-Specific WQMP Summary Data Form is included, is complete, and is consistent with information provided in the project-specific WQMP.			

WQMP REVIEW COMMENTS

The following is a summary of major comments and/or questions relative to this project-specific WQMP: