



WATER QUALITY MANAGEMENT PLAN (WQMP) CHECKLIST

The purpose of this checklist is to allow project proponents an opportunity to review their WQMP prior to submittal to ensure all items in this checklist are addressed. Additionally, it provides a uniform format for comprehensive and complete reviews of WQMPs. The completed checklist will be transmitted to the project applicant with the project WQMP. A copy of the completed checklist will be retained with the project case file. *(Comments provided in red italics). For any requirements not satisfied (eg. Marked "No"), additional explanations shall be provided by Plan Checker where applicable.*

City Project Number: _____

Project Name: _____

Project Address: _____

Name/Number of Plan Checker: _____ / _____

First Review WQMP Received On: _____

Review Completed On: _____

Second Review WQMP Received On: _____

Review Completed On: _____

Third Review WQMP Received On: _____

Review Completed On: _____

TITLE, OWNER’S CERTIFICATE AND TABLE OF CONTENTS

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
	Have electronic copies been provided in accordance with the following instructions? PDF shall be created from the original electronic source files to minimize file size, to provide better quality and allow electronic searching. A PDF scan of the hard copy WQMP is not acceptable.			
	Has the grading plan been submitted along with the WQMP for review with this plan check?			
	If applicable, has the prior approved Preliminary WQMP and City comments, if any, been provided for reference?			
	– Has the prior approved Preliminary WQMP been reviewed to confirm consistency of the Final WQMP?			
	– Has the prior approved Preliminary WQMP comments been addressed in the Final WQMP.			
	Title Page			
1.1	Name of project			
1.2	Application and/or Tract Number <i>(please include recently assigned OTH2018-00XXX on cover sheet)</i>			
1.3	Lot number(s) if site is a portion of a Tract			
1.4	Site address (or addresses) and planning area number			
1.5	Owner/Developer name, address, phone # and email address			
1.6	Consulting/Engineering firm name - that prepared WQMP - firm address, phone # and email address			
1.7	Date WQMP was prepared/revised			
	Owner’s Certification			
1.8	A signed certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the title page. A signed certification by the Engineer indicating their assurance that the WQMP complies with the permit requirements. <i>(Signatures will be required prior to approval)</i>			
	Table of Contents			
1.9	A Table of Contents, including a list of all figures and attachments is included.			

Comments – Title, Owner’s Certification and Table of Contents & SECTION 1.0 - DISCRETIONARY PERMITS AND WATER QUALITY CONDITIONS

SECTION 2.0 – PROJECT DESCRIPTION

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
	For All Projects:			
2.1	Identifies planning area or community name. (if applicable)			
2.2	Does the project description completely and accurately describe where facilities will be located, what activities will be conducted and where on the site, what kinds of materials and products will be used, how and where materials will be received and stored, and what kinds of wastes will be generated?			
2.3	Describes, or identifies in a map or plan, all paved areas, including the type of parking areas.			
2.4	Describes, or identifies in a map/ plan, all landscaped areas.			
2.5	Describes ownership of all portions of project and site. If applicable, is all infrastructure proposed to be transferred to public agencies (City, County, Caltrans, etc.) properly identified? If applicable, is a homeowners or property owners association to be formed properly identified? If a homeowners or property owners association is being formed, will the association be involved in long term maintenance?			
2.6	Identifies the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project.			
2.7	Describes post-development drainage characteristics or show on a site plan, clearly identifying flow lines.			
2.8	Specific BMP approaches identified for any specific project features (such as EPA Green Streets).			
2.9	Hydrologic Conditions of Concern (HCOC) identified. (http://landrecords.ocpublicworks.com/ocsl/)			
2.10	Identifies eligibility for Water Quality Credits.			
2.11	Identifies applicable Watershed Infiltration and Hydromodification Master Plan (WIHMP) (if available).			
	For Commercial and Industrial Projects:			
2.12	Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations?			
2.13	Does project include food preparation, cooking, and eating areas (specify location and type of area)			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
2.14	Describes delivery areas and loading docks (specify location and design and if below grade and types of materials expected to be stored)			
	For Residential Projects:			
2.15	Provides range of lot and home sizes;			
2.16	Describes all community facilities such as, laundry, car wash, swimming pools, jacuzzi, parks, open spaces, tot lots, etc.			

Comments – Section 2.0

SECTION 3.0 – SITE DESCRIPTION

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
	Physical Setting			
3.1	- Describes project area and surrounding planning areas in sufficient detail to allow project location to be plotted on a base map.			
3.2	- Provides site address and site size to nearest tenth acre.			
3.3	- Identifies the zoning and land use designation.			
3.4	- Identifies soil types and the quantity and percentage of pervious and impervious surface for pre-project and project conditions.			
	Site Characteristics			
3.5	- Identifies site Precipitation Zone and Topography. http://ocwatersheds.com/gov/pw/watersheds/documents/wqmp/technical_guidance_document_(tgd)/technical_guidance_document_watershed_exhibits.asp OR http://landrecords.ocpublicworks.com/ocsl/			
3.6	- Provides pre- and planned-project drainage patterns and connections.			
3.7	- Identifies site soil type, geology and infiltration properties.			
3.8	- Identifies all hydrologic (groundwater) conditions.			
3.9	- Describes pre- and planned-project off-site drainage (including any off-site run-on).			
3.10	- Provides utility and infrastructure information.			
	Watershed Description			
3.11	Identifies the watershed in which the project is located and the : Downstream receiving waters. Known water quality impairments as included in the 303(d) List. Applicable Total Maximum Daily Loads (TMDLs). Pollutants of Concern for the Project. Hydrologic conditions of concern (if any).			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
3.12	Identifies known Environmentally Sensitive Areas (ESAs) and Areas of Special Biological Significance (ASBSs) within the vicinity and their proximity to the project.			

Comments – Section 3.0

SECTION 4.0 – BEST MANAGEMENT PRACTICES (BMPs)

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
4.1	If applicable Watershed Infiltration and Hydromodification Master Plan (WIHMP) available: Incorporates watershed specific criteria.			
4.2	Describes applicable hydromodification control performance criteria, including calculations based on accepted criteria.			
4.3	Is this WQMP affected by a Master WQMP or similar Document that would affect the design or implementation of the BMPs and if so is it taken into consideration appropriately?			
4.4	Describes applicable site design and LID performance criteria, including rate and volume calculations based on accepted criteria.			
4.5	Describes applicable treatment control BMP performance criteria, including calculations based on accepted criteria.			
4.6	Are any project areas outside private property and within Right of Way? If so, are these areas addressed adequately and appropriately by Green Street Standards? (see item 5.5 to ensure O&M will be accepted if applicable)			
4.7	Provides calculated LID design storm capture volume, based on accepted criteria.			
4.8	Are LID BMPs designed as off-line systems, where feasible? Low flows are routed to the BMP, while high flows bypass the system.			
4.9	If LID BMP system is in-line (high and low flows are routed through the system), is the bypass/overflow outlet structure properly designed to convey the high flow storm event associated with the project (i.e. 10-, 25-, 50- year) and not cause resuspension of pollutants?			
4.10	Describes a site design and drainage plan including: <ul style="list-style-type: none"> – A narrative of site design practices utilized or rationale for not using practices; – A narrative of how site is designed to allow BMPs to be incorporated to the MEP; – A table of DMA characteristics and list of LID BMPs proposed in each DMA; 			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
	<ul style="list-style-type: none"> - Reference to the WQMP plot plan; - Calculation of Design Capture Volume (DCV) for each drainage area; - A listing of GIS coordinates for LID and Treatment Control BMPs (unless not required by local jurisdiction). 			
4.11	Hydrologic Source Controls (if HSCs required to meet retention criteria): Provide narrative and justification of HSCs being used and show how they meet retention requirements based on accepted criteria.			
	Infiltration BMPs			
4.12	<ul style="list-style-type: none"> - Includes completed Infiltration Feasibility Worksheet (Table 2.7 from TGD) 			
4.13	<ul style="list-style-type: none"> - Includes completed Summary of Groundwater-related Feasibility Criteria (Worksheet I from TGD) 			
4.14	<ul style="list-style-type: none"> - If Infiltration is feasible, selection of type is appropriate and sizing calculations are provided and provide adequate capacity and drawdown. 			
4.15	<ul style="list-style-type: none"> - Is there "Run-on" at the site and is it either controlled appropriately or adequately addressed? 			
4.16	<ul style="list-style-type: none"> - Are locations of outlets from Roof Downspouts identified to ensure runoff from buildings is appropriately routed according to sub-watershed plans? 			
4.17	<ul style="list-style-type: none"> - Are flow paths - needed for BMPs to operate properly and accept flow from designated watersheds - properly designed in Grading Plans? 			
4.18	<ul style="list-style-type: none"> - Are detention volumes claimed for required DCV achieved in detention areas (e.g. overflow drains are at correct heights, pervious pavement is not on a slope or is considered in volumetric calculation, planting soil is specified in detail if volume is claimed for engineered media.)? 			
4.19	<ul style="list-style-type: none"> - If land use is considered "high priority" according to Trash Amendment (see link: http://www.waterboards.ca.gov/water_issues/programs/trash_control/docs/trash_app_d_121015.pdf), are "Full Capture" BMPs included in design? 			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
4.20	– Includes adequate pretreatment relative to land use and anticipated pollutants, soil conditions and type of infiltration. In all scenarios, PRE-1 (hydrodynamic separators) and PRE-2 (catch basin inserts) are <u>not allowed</u> for pretreatment of infiltration BMPs. General guidance is provided below.			
	No pretreatment is required for any infiltration BMP receiving <u>only</u> runoff from roof runoff, sidewalks or landscape areas with < 5% slope.			
	For Surface Infiltration BMPs (INF-1, INF-2, INF-3, INF-4, and INF-6), no pretreatment is required as their design already includes pretreatment mechanisms.			
	For Underground Infiltration BMPs (INF-7) biotreatment is required for pretreatment (if land use deviates from what is specified above) to the MEP. If biotreatment is not feasible, a cartridge media filter (TRT-2) or Pervious Pavement (INF-6) (designed for minimum 20% DCV retention with surface flow-through configuration) may be considered.			
	For Drywells (INF-5), pre-treatment guidelines [<i>pending</i>] in the TGD must be followed to ensure adequate removal of sediment and hydrocarbons.			
4.21	– Because infiltration systems can be adversely impacted by sediment in construction phase runoff, a physical barrier shall be included in the plans which will preclude any runoff or solids from entering the infiltration system during the construction phase. Has the Grading Plans identified the location, type and timing of the proposed physical barrier on the plans? This may include a removable plug or equivalent feature that remains in place until the site is operational. The plans shall also include the following Note: “During the construction phase of this project, the infiltration system shall be physically separated/protected from runoff and/or any other material/liquid/debris.” Has this note been identified on the plans?			
	Evapotranspiration, Rainwater Harvesting BMPs (ONLY required if DCV not met through above BMPs)			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
4.22	– Includes Completed Feasibility Worksheet and supporting calculations			
4.23	– Describe selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate.			
4.24	– If Evapotranspiration/Harvesting BMPs are infeasible to treat LID DCV: provides documentation as to how much DCV can be met and why it is not feasible to meet the full volume with evapotranspiration/ harvest BMPs, infiltration BMPs, or a combination of them.			
	Biotreatment BMPs (ONLY required if DCV not met through above BMPs)			
4.25	– Describes selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate.			
4.26	– If Biotreatment BMPs are infeasible to treat LID DCV: provides documentation as to how much DCV can be met and why it is not feasible to meet the full volume with biotreatment BMPs, evapotranspiration/ harvest BMPs, infiltration BMPs, or a combination of them.			
	Hydromodification Control BMPs (if required)			
4.27	– Describes selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate.			
4.28	– <i>If infeasible</i> , provides narrative and supporting documentation and calculations.			
4.29	– Details compliance with Conditions of Approval (if applicable).			
4.30	Regional/Sub-Regional LID BMPs (if available and DCV not met through above BMPs): Describes any regional/sub-regional LID BMPs in which the project will participate			
4.31	Treatment Control BMPs Describes sections for selection, sizing, and infeasibility, with appropriate calculations, as applicable.			
4.32	Focused Infiltration Approvals: If focused infiltration is proposed (rain gardens, pervious pavement are exemptions) has OCWD coordination been completed?			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
4.33	Class V Injection Well: If the infiltration facility qualifies as a Class V Injection Well (see link: http://water.epa.gov/type/groundwater/uic/class5/type_s_stormwater.cfm) has it been submitted in the EPA database? (see link: https://www.epa.gov/uic/forms/underground-injection-wells-registration)			
4.34	City Water Utility Well Permit: If a well (Typically Stormwater Infiltration Well) is proposed, has the requirement for a Well Permit (see link: http://www.anaheim.net/article.asp?id=1108) been conveyed to applicant?			
4.35	Non-Structural Source Control BMPs: Provides non-structural source control BMPs used and narrative explaining any not used; identifies implementation responsibilities; describe standard educational materials used for N1 and N12 (if applicable).			
4.36	Structural Source Control BMPs: Provides structural source control BMPs, & narrative explaining any not used.			
4.37	Proper and accepted terminology, consistent with CASQA or other industry standards, used to describe all structural BMPs.			
4.38	Design basis for any selected structural BMPs provided.			
4.39	If applicable, lists and appropriately calculates any applicable Water Quality Credits.			
4.40	If applicable, describes an alternative compliance plan including obligations and proposed alternative compliance measures.			
4.41	If applicable, provides Waiver Request and proof of submittal to the Regional Board Executive Officer.			

Comments – Section 4.0

SECTION 5.0 - INSPECTION/MAINTENANCE RESPONSIBILITY FOR BMPs

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
5.1	Operation and Maintenance Plan prepared and attached.			
5.2	Identifies an appropriate mechanism for the long-term operation and maintenance, including funding.			
5.3	Identifies the entity (or entities) responsible for the long-term inspection and maintenance of all Structural BMPs and any Treatment Control BMPs, including name, title, company, address, and phone number.			
5.4	Describes the minimum frequency for inspection and maintenance to ensure the effectiveness of each structural source control BMP and each Treatment Control BMP. (must be at least annually)			
5.5	If ownership of the structural BMPs will be transferred to a public agency, does the WQMP include an Attachment indicating the public agency's intent to accept the Treatment Control BMPs as designed?			
5.6	In order to ensure that the current owner recognizes that upon sale or transfer of property, the Notice of Transfer of Responsibility must be completed, is this form included in the Document or in the Attachments?			

Comments – Section 5.0

SECTION 6.0 – SITE PLAN AND DRAINAGE PLAN

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
6.1	Has an 11" by 17" plot plan been included? (see prior comments in Section 4 regarding deficiencies)			
6.2	Do all figures, maps, plot plans, etc. have a legend, including a North arrow and scale?			
6.3	Are BMPs labeled and is enough detail provided to allow a Site Manager the ability to understand what is in place and how it operates and is maintained?			
6.4	Are all areas of outdoor activity labeled?			
6.5	Provides the following minimum information: <ul style="list-style-type: none"> – Project location; – Site boundary; – Land uses and land covers, as applicable; – Suitability/feasibility constraints; – Structural BMP locations; – GIS Coordinates of LID/Treatment BMPs; – Drainage delineations (DMAs) and flow information, including locations of storm drain facilities; and – Drainage connections. – BMP details 			
6.6	Has the project grading plan been reviewed to confirm consistency with the WQMP?			

Comments – Section 6.0
