

WQMP CHECKLIST



PROJECT NAME: _____

BVNA JOB #: _____ PLAN CHECKER: _____ DATE: _____

WQMP SECTIONS	CHECK	GUIDELINES
Cover Sheet / Title Page		WQMP Template
Land Development File No. PDEV 0X-0XX		Placed directly under Project Title
RCE Signature and Stamp		Placed under Preparation Date
Project Site Information Page		WQMP Template
Size of Significant Redevelopment		Only if existing site with existing structures (like buildings) is being redeveloped
Number of Home Subdivisions		For single-family or multi-family residential developments only
SIC Codes		For industrial developments only
Project Category Page		WQMP Template
Project Category Table		Per City requirements only one category must be checked. However, if EOW checks more than one category, allow them to.
Section 1 Introduction and Project Description		WQMP Template
<i>Section 1.1 – Project Information</i>		-----
<i>Section 1.2 – Permits</i>		Examples: Land Development File No. PDEV 0X-0XX, WDID#, and Condition No. _____
<i>Section 1.3 – Project Description</i>		-----
HOA / POA Identification		If there isn't one created yet, a mention that a future HOA / POA will be created will suffice.
Site Plan with Vicinity Map		At a minimum Site Plan (BMP Exhibit) must include: <ul style="list-style-type: none">• Drainage Area Boundaries to each treatment control BMP with Area Callouts• Location and identification of all visual BMPs implemented (trash areas, grassy swales, basins, hydrodynamic separators, stenciling and signage, landscaped areas, etc.)• Storm drain facilities (existing and proposed)• Drainage flowpaths
<i>Section 1.4 – Site Description</i>		-----

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Watershed Identification		<ul style="list-style-type: none"> Basin No. (Example: 801.21) HU, HA and HSA identification Identification of closest downstream creek/channel (Example: Cucamonga Creek, Low Deer Channel Creek) Santa Ana River reach identification (Example: Reach 3)
Section 2 Pollutants of Concern and Hydrologic Conditions of Concern (HCOC)	--	WQMP Template
<i>Section 2.1 – Pollutants of Concern</i>		-----
Project Generated Pollutants		Mention of all expected and potential pollutants based on project land type
Existing Pollutants in Receiving Waters		Mention of all existing pollutants from 303(d) List in all receiving waters
<i>Section 2.2 – HCOC*</i>	--	-----
Table 1 Does project create a HCOC?		<ul style="list-style-type: none"> If project drains to concrete-lined. Engineered channel, check Part A as “Yes”, Part B as “No”, and Part C as “Yes” and proceed to Section 2.3. If the project does not drain to a concrete-lined channel, check Parts A, B and C as “No” Tables 2 and 3 must be completed. SEE BELLA.
<i>Section 2.3 – Watershed Impact of Project</i>		<ul style="list-style-type: none"> Mention if project produces HCOC Identification of receiving concrete-lined channel, if applicable Impact mitigation approaches, if applicable
Section 3 BMP Selection Process	--	WQMP Template
<i>Section 3.1 – Site Design BMPs</i>		In general: <ul style="list-style-type: none"> If BMP is implemented, then explanation of how is needed. If BMP is not implemented, a justification of why not is needed.
TABLE 1		-----
Maximize the Permeable Area		Buildings: Increase density (stories) Landscaped Areas: Provide %
Construct streets, sidewalks and parking aisles to minimum widths		Coordinate with Improvement Plans

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Reduce width street where off-street parking is available		Coordinate with Improvement Plans
Maximize Canopy Interception and Water Conservation		Preserve existing vegetation Use native and/or drought-tolerant vegetation approved by City.
Use Natural Drainage Systems		Grassy swales (AKA bioswales)
TABLE 2		-----
Other Comparable Design		Analyze on a case-by-case scenario. SEE BELLA.
<i>Section 3.2 – Source Control BMPs</i>		<ul style="list-style-type: none"> • Section 2.5.2 of “Model WQMP Guidance” • CASQA Information sheets of all implemented Source Control BMPs should be included in an Appendix.
Source Control BMP Selection Table		Per City requirements only one category must be checked. However, if EOW checks more than one category, allow them to.
Source Control BMP Justification Table		All selected BMPs here should match with previous table: <ul style="list-style-type: none"> • If BMP is implemented, then explanation of how is needed. • If BMP is not implemented, a justification of why not is needed.
Education of Property Owners		<ul style="list-style-type: none"> • Must include in Appendix Educational Materials. • Must include that “owners will familiarize themselves with the Educational Materials provided in ... of the present WQMP”.
Activity Restrictions		Must mention if they will be included in the CCRs, Agreements, or where?
Landscape Planning (SD-10)		<ul style="list-style-type: none"> • Must mention that all landscaped areas will be suppressed 1-inch below the top of curb for infiltration. • Must be reconciled with GPs in form of a note on GPs or finished surface callouts on landscaped areas.
Trash Storage Areas (SD-32) and Litter Control		<ul style="list-style-type: none"> • Trash areas must have a rooftop over them (in addition to lids) • Must be reconciled with APs.
<i>Section 3.3 – Treatment Control BMPs</i>		CASQA Information sheets of all implemented Treatment Control BMPs should be included in an Appendix

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Treatment Control BMP Selection Table		<ul style="list-style-type: none"> Check all BMPs used. Mark "Yes" to all expected and potential pollutants. Pollutants generated by site and also existing in receiving waters must have a medium or high efficiency level of treatment.
Section 3.4 – BMP Design Criteria		<ul style="list-style-type: none"> BELLA can check all calculations for you. Treatment calculations must be included here or in a separate Attachment (may be Attachment D) NOAA Atlas Map must be provided with project location BMP maximum capacity calculations should be provided, preferably from manufacturer Treatment calculations must be cross-checked with proposed BMP capacities: treatment calculations must be <u>less than</u> proposed BMP capacity Manufacturer information must be provided in an Appendix for each BMP used
Section 3.4.1 – Flow Based Design Criteria		<ul style="list-style-type: none"> Use for hydrodynamic separators, media filters and grassy swales Use the "Treatment Calc Form" spreadsheet, "Flow" tab to check calculations Hydrodynamic Separators and Media Filters: details and manufacturer drawings should be included in IPs, headlosses should be modeled in Drainage Study Grassy Swales: details should be included in GPs, depth calc's should be modeled in Drainage Study
Section 3.4.2 – Volume Based Design Criteria		<ul style="list-style-type: none"> Use for basins, drywells, trenches, wet ponds and wetlands Use the "Treatment Calc Form" spreadsheet, "Volume" tab All details should be included in GPs, hydrologic calculations should be modeled in Drainage Study
Section 4 Operation and Maintenance		WQMP Template
Sections 4.1.1 – O&M Description Schedule and Section 4.1.2 – Inspection and Monitoring Requirements		O&M Plan should include: <ul style="list-style-type: none"> Maintenance activities (one or more) for <u>each</u> Source Control BMP and Treatment Control BMP used Maintenance frequency for <u>each</u> maintenance <u>activity</u> Responsible party for <u>each</u> maintenance <u>activity</u>
Sections 4.1.3 – Identification of Responsible Party		Generally, the POA or HOA is responsible for all BMPs. Otherwise, include all responsible parties with required Template information.

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<u>Special Maintenance Note for Structural Treatment Units</u> (CDS, Vortech, Nutrient Separating Baffle Box, BioClean, Stormceptor, etc.)		Must provide a Maintenance Agreement from manufacturer and include in Section 4 of WQMP.
Section 5 Funding		WQMP Template
Section 6 Certification		<ul style="list-style-type: none"> • Must be word-for word. • Check Tract/Parcel No. • “Condition Number(s) <u>2.82 of DAB Report for Land Development File No. PDEV 0X-0XX</u> requiring...” • City’s/County’s Water Quality Ordinance No. <u>2755...</u>” • Make sure it’s filled out and signed.
Attachment A-1 - Maintenance Mechanisms		WQMP Template
Attachment A-2 - WQMP BMP Transfer, Access and Maintenance Agreement		<ul style="list-style-type: none"> • Template has old form; new form in: T:/1Plan Check/SW Plan Check/PC Guidelines/San Bernardino County/Attachment A-2.doc • Form (original w/o any holes punched) must be filled out, signed and notarized and then attached in WQMP. • EOW must keep original and submit to City with 2 final, signed copies of WQMP for City approval stamp. Original form will be signed by City Engineer and returned so that it can be recorded with the SB Co. Recorder’s Office prior to occupancy clearance.
Exhibit A – Legal Description		Legal Description from first sheet of any of the plans (this exhibit is part of Attachment A-2).
Exhibit B – Map / Illustration		Vicinity Map will suffice (this exhibit is part of Attachment A-2).
Other Attachments		Attachment B – Tables Attachment C – Pollutants of Concern Attachment D – Flow and Volume Based BMP Design Calculations Other Attachments may include Educational Materials, CASQA BMP Information Sheets, and Structural BMP Manufacturer Information