



County of Orange

The purpose of this checklist is to provide a format for uniform, comprehensive, and well-documented reviews of both the Conceptual and Final Water Quality Management Plans (WQMPs) or Water Quality Plan (WQPs) submitted by project applicants. The completed checklist shall be transmitted to the project applicant with the project WQMP/WQP. A copy of the completed checklist shall be retained with the project file. Preparers are encouraged to use this checklist as a reference tool during the development of the WQMP or WQP. (Please note: North Orange County applicants will prepare a WQMP for priority projects, or WQP for non-priority projects. South Orange County applicants will prepare WQMPs for both priority and non-priority projects.)

Planning Application, or Grading, or Building Permit Number:	
Project Name:	
Project Address:	
Name 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:	
Signature of Reviewer: Date:	
/ersion: September 2011	



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		quirem atisfied	
WQMP REQUIREMENT	Yes	No	N/A
WQMP/WQP Template			
WQMP/WQP has been prepared and submitted using the appropriate Template			
Cover/Title Page			
Name of project			
Planning Application or Grading or Building Permit Application Number			
WQMP/WQP Number (after it has been assigned by staff, not applicable for Conceptual WQMP/WQP)			
Tract and Lot number(s) if site/project is a portion of a Tract			
Site address (or addresses) OR planning area number if no address available			
Owner/Developer name			
Owner/Developer address & telephone number			
Name of Preparer or Consultant/Engineer that prepared WQMP/WQP			
Consulting/Engineering firm that prepared WQMP/WQP			
Preparer or Consulting/Engineering firm address, phone number, email address			
Date WQMP/WQP was prepared/revised			
Consultant/Engineer Stamp			
Owner's Certification			
A signed certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the cover/title page			
Table of Contents			
A Table of Contents, including a list of all figures and attachments is included with correct page numbers			

Comments – Intro Section



County of Orange

Section 1.0, Permit Numbers and Conditions of Approval		No	N/A
Lists the associated discretionary permit number(s), if any			
The site address OR lot & tract/parcel map number describing the subject property			
Lists, verbatim, the Water Quality Conditions, applied to the project (staff will provide if conditions were not previously applied)			
Provide verification of approval of discretionary permit(s), if applicable, as an attachment.			

Comments – Section 1.0

Section 2.0, Project Description	Yes	No	N/A
For All Projects:			
Describes the project as a "non-priority" or "priority" project			
If not already a developed site, identifies planned community and planning area			
Completely and accurately describes 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			
Describes all paved areas, including the type of parking areas			
Describes all landscaped areas			
Describes ownership of all portions of project and site.			
 Will any infrastructure transfer to public agencies (City, County, Caltrans, etc.)? 			
 Will a homeowners or property owners association will be formed? 			
– Will the association will be involved in long term maintenance?			
Identifies the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project			
Describes post-development drainage characteristics			



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Section 2.0, Project Description (continued)	Yes	No	N/A
Specific BMP approaches identified for any specific project features (such as EPA Green Streets)			
Hydrologic Conditions of Concern (HCOC) identified			
Identifies eligibility for Water Quality Credits, if applicable			
Identifies applicable Watershed Infiltration and Hydromodification Master Plan (WIHMP) (if available).			
For Commercial and Industrial Projects:	Yes	No	N/A
 Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations 			
 Describes the type of use (or uses) for each building or tenant space 			
 Does project include food preparation, cooking, and eating areas (specify location and type of area) 			
 Describes delivery areas and loading docks, specifies location and design and if below grade and types of materials expected to be stored 			
 Describes outdoor materials storage areas (describe and depict location(s), specify type(s) of materials expected to be stored) 			
 Describes activities that will be routinely conducted outdoors 			
 Describes any activities associated with equipment or vehicle maintenance and repair, including washing or cleaning. Indicates number of service bays or number of fueling islands/fuel pumps, if applicable 			
Residential Projects	Yes	No	N/A
For single dwelling unit, describes unit and project site			
For a tract, range of lot and home sizes			
 Describes all community facilities such as, laundry, car wash, swimming pools, jacuzzi, parks, open spaces, tot lots, etc. 			

Comments - Section 2.0



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Section 3.0, Site Description	Yes	No	N/A
Describes project area and surrounding planning areas in sufficient detail to allow project location to be plotted on a base map			
Provides site address and site size to nearest tenth acre			
Identifies the zoning or land use designation			
Identifies soil types and the quantity and percentage of pervious and impervious surface for pre-project and project conditions			
Identifies site Precipitation Zone and Topography			
Identifies site soil type, geology and infiltration			
Identifies all hydrologic (groundwater) conditions			
Provides utility and infrastructure information			
Describes pre-project site drainage and how it ties into drainage of surrounding or adjacent areas and describes planned project drainage and how it will tie into drainage of surrounding or adjacent areas			
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) 			
 hydrologic conditions of concern, if any 			
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

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Section 4.0, Best Management Practices	Yes	No	N/A
Includes narrative describing how site design concepts were considered and incorporated into project plans			
Lists and describes all Routine Source Control BMPs (Non-structural and Structural), provides narrative explaining any not used			
Describes the implementation frequency and identifies the entity or party responsible for implementation of each Non-Structural BMP			
If applicable Routine Source Control BMPs were not included, was a reasonable explanation provided			
Lists and describes appropriate Treatment Control BMPs and identifies the design basis (SQDF or SQDV) for the Treatment Control BMPs			
For Routine Non-Structural BMPs N1 (Education for Property Owners, Tenants, and Occupants) and N12 (Employee Training), does the WQMP describe the concepts that will be addressed by the education and training? Is a list of educational materials that will be used provided? Are copies of the educational materials included in an Attachment to the WQMP?			
If project is a street, road, highway or above ground lined drainage facility: Incorporate EPA guidance "Managing Wet Weather with Green Infrastructure: Green Streets."			
If applicable Watershed Infiltration and Hydromodification Master Plan (WIHMP) available: Incorporates watershed specific criteria.			
Describes applicable treatment control BMP performance criteria, including calculations based on accepted criteria			
A listing of GIS coordinates for LID and/or Treatment Control BMPs			
Describes applicable hydromodification control performance criteria, including calculations based on accepted criteria			
The following apply to North Orange County (NOC) only:			
Describes applicable site design and LID performance criteria, including calculations based on accepted criteria			
Provides calculated LID design storm capture volume, based on accepted criteria			



Section 4.0, Best Management Practices (NOC), Continued	Yes	No	N/A
Describes the selected site design and drainage plan including:			
 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; 			
 Reference to the WQMP/WQP BMP Exhibit (site plan); 			
 Calculation of Design Capture Volume (DCV) for each drainage area; 			
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			
 Provides selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate 			
 If infiltration 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 infiltration BMPs 			
Evapotranspiration, Rainwater Harvesting BMPs (If DCV not met thro	ugh abo	ove BM	Ps)
 Describe selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate 			
 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 			
Hydromodification Control BMPs (If required)			
 Describes selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate 			
If infeasible, provides narrative and supporting documentation and calculations			
Details compliance with Conditions of Approval (if applicable).			
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Section 4.0, Best Management Practices (NOC), Continued	Yes	No	N/A
Regional/Sub-Regional LID BMPs (If available and DCV not met throug	h above	BMPs)):
Describes any regional/sub-regional LID BMPs in which the project will participate			
Treatment Control BMPs (NOC: only if all LID options shown infeasible)	:		
Describes sections for selection, sizing, and infeasibility, with appropriate calculations, as applicable			
Proper and accepted terminology consistently used to describe all structural BMPs			
Design basis for any selected structural BMPs provided			
If applicable, lists and appropriately calculates any applicable Water Quality Credits			
If applicable, describes an alternative compliance plan including obligations and proposed alternative compliance measures.			
If applicable, provides Waiver Request and proof of submittal to the Regional Board Executive Officer			

Comments – Section 4.0

Section 5.0, Inspection and Maintenance Responsibility for BMPs		No	N/A
Identifies the entity (or entities) responsible for the long-term inspection and maintenance of all structural source control BMPs and all Treatment Control BMPs, including name, title, company, address, and phone number.			
Describes the minimum frequency for inspection and maintenance to ensure the effectiveness of each structural source control BMP and each Treatment Control BMP.			
If ownership of the Treatment Control 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?			



Section 5.0, Inspection and Maintenance Responsibility for BMPs (continued)	Yes	No	N/A
Is an appropriate mechanism for the long-term operation and maintenance, including funding, in place?			
Operation and Maintenance Plan prepared and attached.			
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.			
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)			

Comments – Section 5.0		

Section 6.0, BMP Exhibit (Site Plan)		No	N/A
Has a 24" x 36" BMP Exhibit been included?			
Do all figures, maps, plot plans, etc. have a legend, including a North arrow and scale?			
Are all facilities labeled for the intended function?			
Are all areas of outdoor activity labeled?			
Are all structural BMPs indicated?			
Is drainage flow information, including general surface flow lines, concrete or other surface ditches or channels, as well as storm drain facilities such as catch basins and underground storm drain pipes depicted?			
Depicts where and how on-site drainage ties into the off-site drainage system.			



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Section 6.0, BMP Exhibit (Site Plan) (continued)	Yes	No	N/A
Provides the following minimum information:			
Project location;			
Site boundary;			
 Land uses and land covers, as applicable; 			
 Suitability/feasibility constraints; 			
 Drainage connections. 			
Have electronic copies been provided (PDF format) of the approved WQMP/WQP and BMP Exhibit?			

Comments – Section 6.0

Note:

- 1. After approval of the Final WQMP/WQP is obtained, please provide three copies of the approved version of the document, along with eight (8) copies of the BMP Exhibit (site plan) at 24" x 36" in size.
- 2. Prior to permit close-out, and issuance of Certificate of Use and Occupancy, the WQMP/WQP must be recorded with the Orange County Clerk-Recorder. The entire WQMP/WQP and Appendices must be included. Educational materials can be excluded.