



# WQMP Review Checklist for Preparers \_ South OC

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) submitted by project applicants. The completed checklist shall be transmitted to the project applicant with the project WQMP. 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.

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: \_\_\_\_\_

Version: October 2014



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County of Orange

WQMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
<b>WQMP Template</b>			
WQMP has been prepared and submitted using the appropriate Template			
<b>Cover/Title Page</b>			
Name of project			
Planning Application or Grading or Building Permit Application Number			
WQMP Number (after it has been assigned by staff, not applicable for Conceptual WQMP)			
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			
Consulting/Engineering firm that prepared WQMP			
Preparer or Consulting/Engineering firm address, phone number, email address			
Date WQMP was prepared/revised			
Consultant/Engineer Stamp			
<b>Owner's Certification</b>			
A signed certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the cover/title page			
<b>Table of Contents</b>			
A Table of Contents, including a list of all figures and attachments is included with correct page numbers			

### Comments – Intro Section

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County of Orange

Section I, Permit Numbers and Conditions of Approval	Yes	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.			
Provide verification (Cover Page and WQMP Exhibits) of a Conceptual WQMP previously approved, if applicable, as an attachment.			

## Comments – Section I

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# WQMP Review Checklist for Preparers \_ South OC

County of Orange

Section II, Project Description	Yes	No	N/A
<b>For All Projects:</b>			
Describes the project and identify the “Priority Project Category”			
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			
<b>For Commercial and Industrial Projects:</b>			
– 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			
<b>For Residential Projects:</b>			
– 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.			



# WQMP Review Checklist for Preparers \_ South OC

County of Orange

Section II, Project Description (continued)	Yes	No	N/A
Identifies the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project			
Identifies Hydrologic Conditions of Concern (HCOC)			
Describes post-development drainage characteristics			
Describes ownership of all portions of project and site. <ul style="list-style-type: none"> <li>– Will any infrastructure transfer to public agencies (City, County, Caltrans, etc.)?</li> <li>– Will a homeowners or property owners association will be formed?</li> <li>– Will the association will be involved in long term maintenance?</li> </ul>			

### Comments – Section II

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# WQMP Review Checklist for Preparers \_ South OC

County of Orange

Section III, 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 : <ul style="list-style-type: none"> <li>- downstream receiving waters</li> <li>- known water quality impairments as included in the 303(d) List</li> <li>- applicable Total Maximum Daily Loads (TMDLs)</li> <li>- hydrologic conditions of concern, if any</li> </ul>			
Identifies known Environmentally Sensitive Areas (ESAs) and Areas of Special Biological Significance (ASBSs) within the vicinity and their proximity to the project			

### Comments – Section III

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# WQMP Review Checklist for Preparers \_ South OC

County of Orange

<b>Section IV, Best Management Practices</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Lists Project Performance Criteria (LID and Hydromodification Control BMP performance criteria) applicable to this project.			
Includes narrative describing how site design concepts were considered and incorporated into project plans			
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			
Describes the selected site design and drainage plan including: <ul style="list-style-type: none"> <li>– A narrative of site design practices utilized or rationale for not using practices;</li> <li>– A narrative of how site is designed to allow BMPs to be incorporated to the MEP;</li> <li>– A table of DMA characteristics and list of LID BMPs proposed in each DMA;</li> <li>– Reference to the WQMP/WQP BMP Exhibit (site plan);</li> <li>– Calculation of Design Capture Volume (DCV) for each drainage area;</li> </ul>			
<b>Hydrologic Source Controls</b> (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			
<b>Infiltration BMPs</b>			
– 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			
<b>Evapotranspiration, Rainwater Harvesting BMPs</b> (If DCV not met through above BMPs)			
– 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			



# WQMP Review Checklist for Preparers \_ South OC

County of Orange

Section IV, Best Management Practices, Continued	Yes	No	N/A
<b>Biofiltration BMPs (If DCV not met through above BMPs)</b>			
<ul style="list-style-type: none"> <li>– If it is not feasible to meet the DCV with a combination of either infiltration BMPs, evapotranspiration, rainwater harvesting BMPs, Document why it is not feasible to meet the full volume with either of these BMPs categories and document how much can be feasibly retained plus biofiltered.</li> </ul>			
<ul style="list-style-type: none"> <li>– Describe the biofiltration BMPs use to address the remainder of the DCV. Include sections for selection, suitability, sizing, and infeasibility, as applicable.</li> </ul>			
<ul style="list-style-type: none"> <li>– Show calculations to demonstrate that the “pre-filter detention volume plus pore volume” in biofiltration BMPs is at least 0.75 of the remaining DCV (after accounting for retention achieved before using biofiltration BMPs).</li> </ul>			
<b>Hydromodification Control BMPs (If required)</b>			
<ul style="list-style-type: none"> <li>– Describes selection, suitability and sizing information, with applicable calculations, all based on accepted criteria, as appropriate. Utilizes SOCHM program to confirm the sizing of BMPs.</li> </ul>			
<ul style="list-style-type: none"> <li>– If infeasible, provides narrative and supporting documentation and calculations</li> </ul>			
<ul style="list-style-type: none"> <li>– Details compliance with Conditions of Approval (if applicable).</li> </ul>			
<b>Non-structural &amp; Structural Source Control BMPs</b>			
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, Provide a reasonable explanation.			
Provide a list of educational materials. Include copies of the educational materials.			
If project is a street, road, highway or above ground lined drainage facility: Incorporate EPA guidance “Managing Wet Weather with Green Infrastructure: Green Streets.”			





# WQMP Review Checklist for Preparers \_ South OC

County of Orange

Section IV, Best Management Practices, Continued	Yes	No	N/A
<b>Alternative Compliance Plan</b> (If Applicable)			
<b>Request of Waiver of LID BMPs</b> (only If all LID options are not feasible):			
Provide documentation of feasibility analysis if implementation of LID BMPs is technically infeasible. <i>Refer to Section 7.II-3.1 in the Model WQMP.</i> Calculate the amount of remaining obligation that must be met with alternative compliance ( <i>See TGD Appendix VI</i> ).			
<b>Water Quality Credits</b> (If Applicable)			
Determine if water quality credits are applicable for the project. Refer to Section 7.II-3.2.2 of the SOC Model WQMP for description of credits and Appendix VI of the Technical Guidance Document (TGD) for calculation methods for applying water quality credits.			
<b>Treatment Control BMPs</b> (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			
<b>Regional/Sub-Regional LID BMPs</b> (If available and DCV not met through above BMPs):			
Describes any regional/sub-regional LID BMPs in which the project will participate.  Priority Development Projects in the SOC Permit area <u>do not have the option</u> to satisfy LID BMP sizing criteria solely through participation in a regional/sub-regional LID BMP (which is an option for NOC). Regional/sub-regional LID BMPs may be used to satisfy alternative compliance requirements <u>as part of the LID Waiver/Alternative Compliance Program</u> . This applies to <i>Appendix II.2 and Appendix VI</i> .			
<b>Other Alternative Compliance Measures</b> (If available and DCV not met through above BMPs):			
Describe additional alternative compliance measures that will fully or partially meet the remaining LID obligations.			



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County of Orange

## Comments – Section VI

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Section V, Inspection and Maintenance Responsibility for BMPs	Yes	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?			
Is an appropriate mechanism for the long-term operation and maintenance, including funding, in place?			
Operation and Maintenance Plan prepared and attached.			

## Comments – Section V

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County of Orange

Section VI, BMP Exhibit (Site Plan)	Yes	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.			
Provides the following minimum information: <ul style="list-style-type: none"> <li>• Project Address / Location Map</li> <li>• Site Plan w/BMP Locations and Section Details</li> <li>• Drainage Management Area (DMA) to each BMP</li> <li>• Surface Runoff, Drainage Facilities and Flow Directions</li> <li>• Drainage Connections and Point of Discharge (POD)</li> <li>• WQ ID number and related Permit Numbers</li> </ul>			
Have electronic copies been provided (PDF format) of the approved WQMP/WQP and BMP Exhibit?			

### Comments – Section VI

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Note:

1. After approval of the Final WQMP/WQP is obtained, please provide two copies of the approved version of the document along with 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.