



## Project-Specific Water Quality Management Plan Submittal Requirements Checklist

The purpose of this checklist is to provide a format for uniform, comprehensive, and well-documented reviews of Preliminary and Final Project-specific Water Quality Management Plans (WQMPs) submitted by project applicants. This checklist should be used in conjunction with the Riverside County Guidance Document and with current City guidelines and standards. **The completed checklist should be transmitted to the project plan checker with the project-specific WQMP.** A copy of the completed checklist is to be retained in the project file.

Project File Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Submittal Date: \_\_\_\_\_

WQMP REQUIREMENT	Submittal Requirement	
	Preliminary	Final
<b>Title Page</b>		
The Title Page includes the following:		
Name of project	X	X
Tract, Parcel, or Use number	X	X
Design Review Number (PAxx-xxxx) – Must use the same number for P-WQMP and F-WQMP.	X	X
Owner/Developer name	X	X
Owner/Developer address, telephone & FAX number	X	X
Consulting/Engineering firm that prepared WQMP. RCE must sign and seal the document (CA B&P Code)	X	X
Consulting/Engineering firm address, telephone & FAX number	X	X
Name and title of preparer	X	X
Date WQMP was prepared/revised	X	X
Signed / Sealed by Engineer. RCE must sign and seal the document (CA B&P Code)	X	X
<b>Owner's Certification</b>		
A signed and notarized certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP The owner's signature must be notarized (Include the notary's acknowledgement in document behind the Owner's Certification page).	X	X
<b>Table of Contents</b>		
Include a Table of Contents, including a list of all figures and appendices	X	X
<b>Section I, Project Description</b>		
Provide the project description completely and accurately describing 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.	X	X
Identify the project owner and WQMP preparer	X	X
Identify project location including:		
• Site address;	X	X
• Planning area/community name;	X	X
• APN number(s);	X	X
• Thomas Bros. map pages and corresponding grid(s) and year of Map;	X	X
• Project watershed and sub-watershed.	X	X
Provide project size to the nearest 1/10 acre	X	X
Provide Standard Industrial Classification (SIC) Code which best describes the facilities operations. Refer to the SIC web for additional help. <a href="http://www.osha.gov/pls/imis/sicsearch.html">http://www.osha.gov/pls/imis/sicsearch.html</a>	X	X
Indicate whether a Home Owner's Association or Property Owner's Association will be formed	X	X
Identify additional permits/approvals required for the project including: <ul style="list-style-type: none"> <li>• State Department of Fish and Game, 1601 Streambed Alteration Agreement;</li> <li>• State Water Resources Control Board, Clean Water Act (CWA) section 401 Water Quality Certification;</li> <li>• US Army Corps of Engineers, CWA section 404 permit;</li> <li>• US Fish and Wildlife, Endangered Species Act section 7 biological opinion;</li> <li>• City permits (i.e.: Grading and Building)</li> <li>• SWRCB General Construction Permit</li> </ul>	X	X
See Appendix A for Conditions of Approval.		

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See Appendix B for Site specifics. – Vicinity Map, Receiving Waters Exhibit, & Site Plan		
See Appendix G for mechanisms to ensure operations and maintenance of BMPs.		
<b>Section II, Site Characterization</b>		
Identify land use designation or zoning.	X	X
Identify current property use	X	X
Identify proposed property use.	X	X
Identify the availability of a soils report (Note: A soils report is required if infiltration BMPs are utilized.)	X – only if infiltration	X – only if infiltration
Identify the availability of a Phase 1 Site Assessment (Note: If prepared, a remediation summary and use restrictions must be attached in Appendix H.)		X
Receiving waters have been identified including:		
<ul style="list-style-type: none"> <li>303(d) list impairments; (see <a href="http://www.waterboards.ca.gov/tmdl/docs/2002reg8303dlist.pdf">www.waterboards.ca.gov/tmdl/docs/2002reg8303dlist.pdf</a>), and TMDL adopted impairments. Contact City or refer to the City's web site for additional Guidelines and assistance with completion of table.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Designated beneficial uses; (see Table 3-1 of WQMP for Santa Ana River Basin at <a href="http://www.waterboards.ca.gov/santaana/pdf/R8BPlan.pdf">www.waterboards.ca.gov/santaana/pdf/R8BPlan.pdf</a>)</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Proximity to RARE beneficial use</li> </ul>	X	X
<b>Section III. Pollutants of Concern</b>		
Note: Information required under "a." and "b." of Section III in the template can be found in the table required under "Site Characterization". Repeating the information for this section is not needed, however the analysis that uses the information is required within this section.		
Identify / list expected and potential pollutants associated with Urban Runoff from the proposed project and compare them with pollutants identified as causing an impairment of Receiving Waters, if any.	X	X
Identify / list the Pollutant(s) of Concern (POC) associated with project.	X	X
Discuss the presence / absence of legacy pesticides, nutrients, or hazardous substances in the site's soils as a result of past uses	X	X
<b>Section IV. Hydrologic Conditions of Concern</b>		
Indicate whether Condition A, B or C exempts the project specific WQMP from addressing the issue of Hydrologic Conditions of Concern, or indicate which method is used to mitigate HCOCs.	X	X
Substantiate selected Condition or Methodology.		X
<b>Section V. Best Management Practices</b>		
<i>V1. Site Design BMPs</i>		
Table 1. Site Design BMPs, is complete	X	X
Provide narrative describing site design concepts incorporated into the project plans.	X	X
If a particular Site Design BMP concept is found to be not applicable, provides a brief explanation as to why the concept cannot be implemented	X	X
Provides narrative describing how each individual BMP will be implemented and maintained including inspection and maintenance frequency, inspection criteria and the responsible entity or party.		X
Site Design BMPs will be shown on the WQMP Site Plan included in Appendix B.		
<i>V2. Source Control BMPs</i>		

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Table 2. Source Control BMPs, is complete.	X	X
Completion of the source control table is required in the P-WQMP Narrative description is required in the F-WQMP. Provide narrative describing how each individual BMP will be implemented and maintained including inspection and maintenance frequency, inspection criteria and the responsible entity or party.	X	X
<i>V3. Treatment Control BMPs</i>		
Table 3. Treatment Control BMPs is complete. Provide narrative description of BMP being proposed	X	X
"For identified pollutants of concern [Section II] that are <b>causing an impairment in receiving waters,</b> " has the applicant proposed one or more Treatment Control BMPs of medium or high effectiveness?	X	X
Provide detailed descriptions on the location, implementation (including sizing criteria), installation, and long-term O&M of planned Treatment Control BMPs.		X
Provide a copy of the property/project soils report if infiltration-based Treatment Control BMPs are utilized.		X
Treatment Control BMPs will be shown on the WQMP Site Plan included in Appendix B.		
Supporting Calculations for Treatment Control BMPs are included in Appendix F.	X	X
<i>V4. Equivalent Treatment Control Alternatives</i>		
Provide narrative describing equivalent treatment control alternatives or states "not applicable"	X	X
<i>V5. Regionally-Based Treatment Control BMPs</i>		
Provide narrative describing regionally-based treatment control BMPs or states "not applicable".	X	X
<b>Section VI. Operation and Maintenance (O&amp;M) Responsibility for Treatment Control BMPs –</b> In the P-WQMP, A statement from the Preparer that identifies a commitment to provide detail in the F-WQMP (e.g. "O&M detail to be provided in the F-WQMP") is required.		
Identify each BMP that requires O&M.		X
Provide a thorough description of O&M activities, the O&M process, and the handling and placement of any wastes.		X
Provide BMP start-up dates.		X
Provide a schedule of the frequency of O&M for each BMP.		X
Identify the parties responsible for O&M and provides a written agreement with the entities responsible for O&M. (i.e.: Covenant and Agreement, HOA, POA, CC&Rs, formation of assessment or maintenance district, etc.) Copies of these supporting documents will be included in Appendix G.		X
Identify self-inspection and record-keeping requirements for BMPs including responsible parties.		X
Provide thorough description of water quality monitoring including constituents and frequency, if applicable.		X
<b>Section VII. Funding –</b> In the P-WQMP, A statement from the Preparer that identifies a commitment to provide detail in the F-WQMP (e.g. "Funding detail to be provide in the F-WQMP") is required.		

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Identify the funding source(s) for the operation and maintenance of each Treatment Control BMP. Where a public agency is identified as the funding source and responsible party for Treatment Control BMPs, a copy of the written agreement stating the public agency's acceptance of these responsibilities will be provided in Appendix G.		X
<b>Appendix A (Section I)</b>		
Include a complete copy of the final Conditions of Approval.		X
<b>Appendix B (Sections I and V)</b>		
Include a Vicinity Map identifying the project site and surrounding planning areas in sufficient detail to allow plotting on base mapping. (a separate 8 1/2 x 11 page is preferred)	X	X
Include a Site Plan depicting the following project features: Plan must be full size, (D or E size sheet)		
Locate and identify of all site design BMPs.	X	X
Locate and identify of all source control BMPs.		X
Locate and identify of all Treatment Control BMPs.	X	X
Landscaped areas.	X	X
Paved areas and intended uses.	X	X
Number and type of structures and intended uses. (i.e.: buildings, tenant spaces, dwelling units, community facilities such as pools, recreations facilities, tot lots, etc.)	X	X
Infrastructure (i.e.: streets, storm drains, etc.)that will revert to public agency ownership and operation.		X
Identify 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.)	X	X
Provide Receiving Waters Exhibit, which Identifies project flows from the Project site to the Pacific Ocean.	X	X
Location of points where onsite (or tributary offsite) flows exit the property/project site.	X	X
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.)	X	X
Pre- and post-project topography	X	X
See Appendix G for mechanisms to ensure operations and maintenance of BMPs.		
<b>Appendix C (Section IV)</b>		
Include supporting detail (i.e., engineering studies, calculations, and reports) related to Hydrologic Conditions of Concern, if applicable. This detail must relate to the HCOC Condition or Methodology selected. (e.g., Condition A substantiation detail required will most likely differ from Condition C substantiation requirements.)		X
<b>Appendix D (Section V)</b>		
Include copies of the educational materials that will be used in implementing the project-specific WQMP		X

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<b>Appendix E (Sections II and V)</b>		
Include the required Soils Report and Percolation / Infiltration testing report, with borings if infiltration BMPs are proposed. Note: The City recommends the use of the ASTM Double-Ring Infiltrometer test method. At least 2 Borings per treatment control BMP location is required in the P-WQMP At least 5 Borings per treatment control BMP location is required in the F-WQMP. The Borings must be at least 10 ft below the BMP bottom. Percolation / infiltration test results must be used when sizing treatment control BMP.	X	X
<b>Appendix F (Section V)</b>		
Include supporting engineering calculations for Treatment Control BMP sizing and Treatment Control BMP design details Indicate "Preliminary" in the P-WQMP Use of Riverside County Worksheets is required.	X	X
<b>Appendix G (Sections I and VI)</b>		
Include 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.		X
<b>Appendix H (Section II)</b>		
Include a Phase 1 Environmental Site Assessment - Summary of Site Remediation Conducted and Use Restrictions, if applicable.		X