

**APPENDIX P**  
**Project-Specific WQMP Checklist**

**Water Quality Management Plan Checklist**

The purpose of this checklist is to provide a format for uniform, comprehensive, and well-documented reviews of the Water Quality Management Plans (WQMPs) submitted by project applicants. The completed checklist should be transmitted to the project applicant with the project WQMP. A copy of the completed checklist should be retained with the project planning/permitting file.

Planning Project/Design Review Number: \_\_\_\_\_

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

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

***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: \_\_\_\_\_

WQMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
<b>Title Page</b>			
The Title Page includes the following:			
Name of project			
Tract, Parcel, or Use number			
Design Review number			
Owner/Developer name			
Owner/Developer address & telephone number			
Consulting/Engineering firm that prepared WQMP			
Consulting/Engineering firm address & phone number			
Name and title of preparer			
Date WQMP was prepared/revised			
<b>Owner's Certification</b>			
A signed certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the title page.			
<b>Table of Contents</b>			
Includes a Table of Contents, including a list of all figures and appendices.			
<b>Section I, Project Description</b>			
Does the project description completely and accurately describe 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?			
Identifies the project owner and WQMP preparer.			
Identifies project location including: <ul style="list-style-type: none"> <li>• Site address;</li> <li>• Planning area/community name;</li> <li>• APN number(s);</li> <li>• Thomas Bros. map pages and corresponding grid(s);</li> <li>• Project watershed and sub-watershed.</li> </ul>			
Provides project size to the nearest 1/10 acre.			
Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations?			
Indicates whether a Home Owner's Association or Property Owner's Association will be formed.			
Identifies 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> </ul>			
<b>Section II, Site Characterization</b>			
Identifies land use designation or zoning.			
Identifies current property use.			
Identifies the availability of s soils report. (Note: A soils report is required if infiltration BMPs are utilized.)			

WQMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
Identifies the availability of a Phase 1 Site Assessment. (Note: If prepared, a remediation summary and use restrictions must be attached.)			
Receiving waters have been identified including: <ul style="list-style-type: none"> <li>• 303(d) list impairments;</li> <li>• Designated beneficial uses;</li> <li>• Proximity to RARE beneficial use.</li> </ul>			
<b>Section III. Pollutants of Concern</b>			
Identifies potential pollutants associated with Urban Runoff from the proposed project and compares them with pollutants identified as causing an impairment of Receiving Waters, if any.			
Identifies the presence of legacy pesticides, nutrients, or hazardous substances in the site's soils as a result of past uses, if applicable.			
<b>Section IV. Hydrologic Conditions of Concern</b>			
Indicates whether Condition A, B or C exempts the project specific WQMP from addressing the issue of Hydrologic Conditions of Concern.			
If the project is not exempt, demonstrates that discharge flow rates, velocities, durations, and volumes from a 2-year and 10-year, 24-hour rainfall event will not significantly impact downstream erosion or stream habitat.			
<b>Section V. Best Management Practices</b>			
<i>V1. Site Design BMPs</i>			
Table 1. Site Design BMPs, is complete.			
Provides narrative describing which site design concepts were incorporated into the project plans.			
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.			
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.			
<i>V2. Source Control BMPs</i>			
Table 2. Source Control BMPs, is complete.			
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.			
<i>V3. Treatment Control BMPs</i>			
Table 3. Treatment Control BMPs is complete.			
Provides detailed descriptions on the location, implementation (including sizing criteria), installation, and long-term O&M of planned Treatment Control BMPs.			
Provides a copy of the property/project soils report if infiltration-based Treatment Control BMPs are utilized.			
<i>V4. Equivalent Treatment Control Alternatives</i>			
Provides narrative describing equivalent treatment control alternatives or states "not applicable".			

WQMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
<i>V5. Regionally-Based Treatment Control BMPs</i>			
Provides narrative describing regionally-based treatment control BMPs or states "not applicable".			
<b>Section VI. Operation and Maintenance Responsibility for Treatment Control BMPs</b>			
Identifies each BMP that requires O&M.			
Provides a thorough description of O&M activities, the O&M process, and the handling and placement of any wastes.			
Provides BMP start-up dates.			
Provides a schedule of the frequency of O&M for each BMP.			
Identifies the parties responsible for O&M and provides a written agreement with the entities responsible for O&M.			
Identifies self-inspection and record-keeping requirements for BMPs including responsible parties.			
Provides thorough description of water quality monitoring, if applicable.			
<b>Section VII. Funding</b>			
Identifies the funding source(s) for the operation and maintenance of each Treatment Control BMP.			
<b>Appendix A</b>			
Includes a complete copy of the final Conditions of Approval.			
<b>Appendix B</b>			
Includes a Vicinity Map identifying the project site and surrounding planning areas in sufficient detail to allow plotting on base mapping.			
Includes a Site Plan depicting the following project features:			
Location and identification of all structural BMPs, including Treatment Control BMPs.			
Landscaped areas.			
Paved areas and intended uses.			
Number and type of structures and intended uses.			
Infrastructure that will revert to public agency ownership and operation.			
Location of 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.)			
Location(s) of Receiving Waters to which the project directly or indirectly discharges.			
Location of points where onsite (or tributary offsite) flows exit the property/project site.			
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.)			
Pre- and post-project topography.			
<b>Appendix C</b>			
Includes supporting detail (i.e., engineering studies, calculations, and reports) related to Hydraulic Conditions of Concern, if applicable.			
<b>Appendix D</b>			
Includes copies of the educational materials that will be used in implementing the project-specific WQMP.			

WQMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
<b>Appendix E</b>			
Includes the required Soils Report if infiltration BMPs are proposed.			
<b>Appendix F</b>			
Includes supporting engineering calculations for Treatment Control BMP sizing and Treatment Control BMP design details.			
<b>Appendix G</b>			
Includes 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.			
<b>Appendix H</b>			
Includes a Phase 1 Environmental Site Assessment - Summary of Site Remediation Conducted and Use Restrictions, if applicable.			

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**WQMP REVIEW COMMENTS**

**The following is a summary of major comments and/or questions relative to this project-specific WQMP:**