



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 will be transmitted to the project applicant with the project WQMP. A copy of the completed checklist will be retained with the project case file.

City Project 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: _____

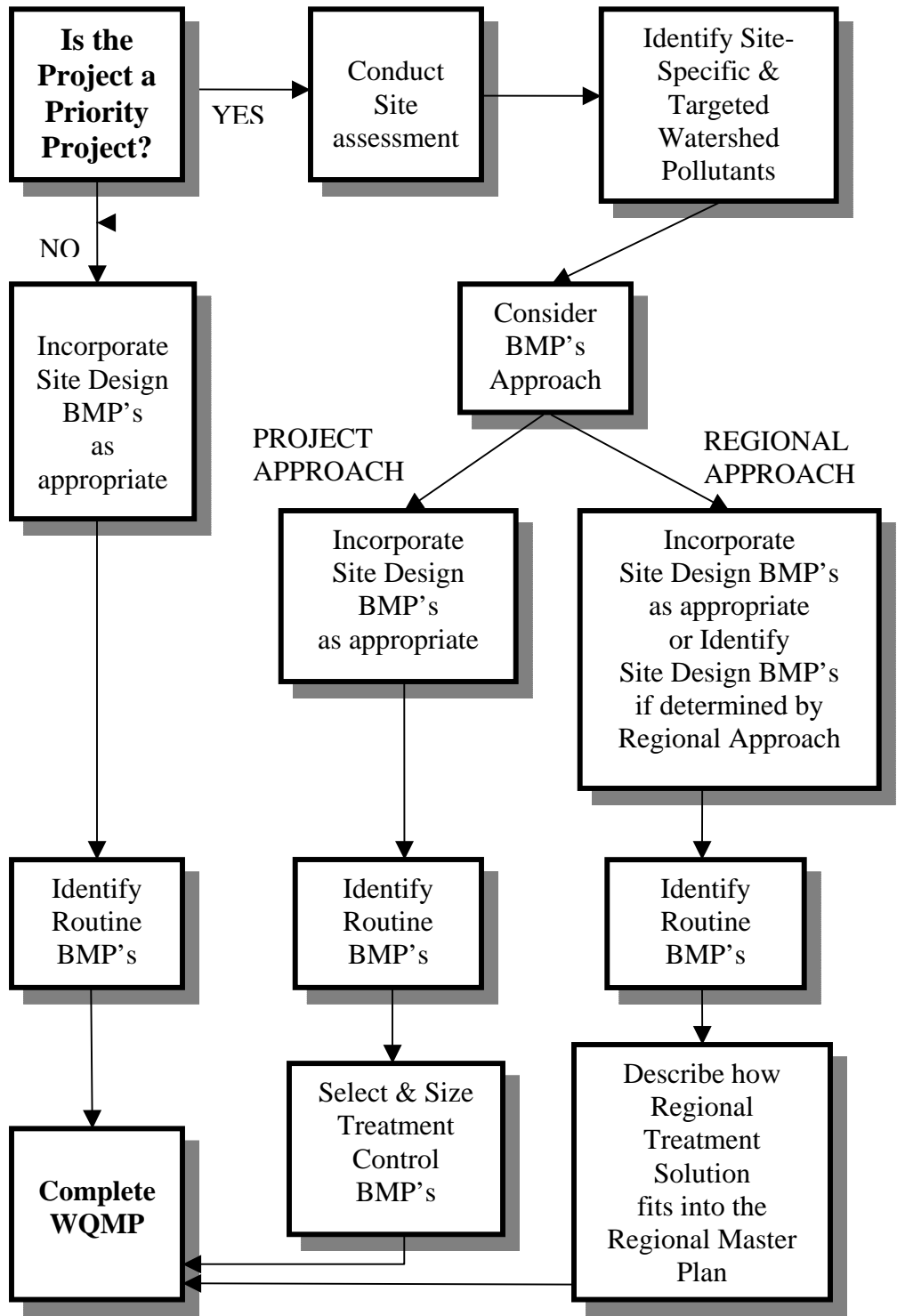
Third Review WQMP received on: _____

Review completed on: _____

Approved date: _____

Signature of plan checker: _____

FIGURE 7.II-1
DEVELOPMENT PLANNING & WQMP PREPARATION STEPS



	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
	Title Page			
1	Name of project			
2	Case Number and/or Tract or Parcel Map Number			
3	Lot number(s) if site is a portion of a Tract			
4	Site address (or addresses)			
5	Owner/Developer name			
6	Owner/Developer address & telephone number			
7	Consulting/Engineering firm that prepared WQMP			
8	Consulting/Engineering firm address & phone number			
9	Date WQMP was prepared/revised			
	Owner's Certification			
10	A signed certification statement, in which the project owner acknowledges and accepts the provisions of the WQMP, follows the title page.			
	Table of Contents			
11	A Table of Contents, including a list of all figures and attachments is included.			
	Section 1.0, Permit Numbers and Conditions of Approval			
12	Lists the Discretionary Permit(s).			
13	The lot & tract/parcel map number describing the subject property.			
14	Lists, verbatim, the Water Quality Conditions, including condition requiring preparation of WQMP, if applicable.			
15	Final Resolution of Approval, Conditional Use Permit, etc. is included as an Attachment to the WQMP.			
	Priority Project?			
16	Identify the project is a Priority Project?			
	CONDUCT SITE ASSESSMENT			
	Section 2.0, Project Description			
	For All Projects:			
17	Identifies planning area or community name.			
18	Does the project description completely and accurately describe: 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?			
19	Describes all paved areas, including the type of parking areas.			
20	Describes all landscaped areas.			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
21	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?			
22	Identifies the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project.			
For Commercial and Industrial Projects:				
23	Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations?			
24	Describes the type of use (or uses) for each building or tenant space			
25	Does project include food preparation, cooking, and eating areas (specify location and type of area)			
26	Describes delivery areas and loading docks (specify location and design and if below grade and types of materials expected to be stored)			
27	Describes outdoor materials storage areas (describe and depict location(s), specify type(s) of materials expected to be stored)			
28	Describes activities that will be routinely conducted outdoors			
29	Describes any activities associated with equipment or vehicle maintenance and repair, including washing or cleaning.			
29a	Indicates number of service bays or number of fueling islands/fuel pumps, if applicable.			
Residential Projects				
30	Range of lot and home sizes;			
31	Describes all community facilities such as, laundry, car wash, swimming pools, jacuzzi, parks, open spaces, tot lots, etc.			
Section 3.0, Site Description				
32	Describes project area and surrounding planning areas in sufficient detail to allow project location to be plotted on a base map.			
33	Provides site address and site size to nearest tenth acre.			
34	Identifies the zoning or land use designation.			
35	Identify soil types			
35a	Quantity and percentage of pervious and impervious surface for pre-project and project conditions.			
36	Describes pre-project site drainage and how it ties into drainage of surrounding or adjacent areas and			
36a	describes how planned project drainage and how it will tie into drainage of surrounding or adjacent areas.			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
36b	Identify the Drainage District Number per City of Anaheim Master Plan of Drainage. Copy of map must be included.			
37	Identifies the watershed in which the project is located and the downstream receiving waters			
37a	Known water quality impairments as included in the 303(d) List Applicable Total Maximum Daily Loads (TMDLs) hydrologic conditions of concern, if any.			
38	Is this statement included: There are no Environmentally Sensitive Areas (ESAs) within the City of Anaheim?			
38a	Identifies known Areas of Special Biological Significance (ASBSs) within the vicinity and their proximity to the project.			
	Section 4.0, Best Management Practices			
39	Includes narrative describing how site design concepts were considered and incorporated into project plans.			
40	Lists and describes all Routine Source Control BMPs (Non-structural and Structural).			
41	Describes the implementation frequency and identifies the entity or party responsible for implementation of each Non-Structural BMP.			
42	If applicable Routine Source Control BMPs were not included, was a reasonable explanation provided?			
43	Lists and describes appropriate Treatment Control BMPs , Identifies the design basis (SQDF or SQDV) for the Treatment Control BMPs.			
43a	Clearly demonstrates that all pollutants that are anticipated in the project and are Priority Pollutants of Concern are treated to medium or high effectiveness of removal.			
44	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?			
44a	Is a list of educational materials that will be used provided?			
44b	Are copies of the educational materials included in an Attachment to the WQMP?			
	Section 5.0, Inspection and Maintenance Responsibility for BMPs			
45	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.			
46	Describes the minimum frequency for inspection and maintenance to ensure the effectiveness of each structural source control BMP and each Treatment Control BMP.			
47	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?			

	WQMP REQUIREMENT	Requirement Satisfied?		
		Yes	No	N/A
48	Is an appropriate mechanism for the long-term operation and maintenance, including funding, in place?			
	Notice of Transfer of Responsibility			
49	Is a Notice of Transfer of Responsibility included? Are case number, current owner's information provided?			
	Section 6.0, Location Map and Plot Plan			
50	Has an 11" by 17" plot plan been included?			
51	Do all figures, maps, plot plans, etc. have a legend, including a North arrow and scale?			
52	Are all facilities labeled for the intended function?			
53	Are all areas of outdoor activity labeled?			
54	Are all structural BMPs indicated?			
55	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?			
56	Depicts where and how on-site drainage ties into the off-site drainage system.			

WQMP REVIEW SUMMARY

The following is a summary of major concerns relative to this WQMP submittal:
