**NON-PRIORITY PROJECT WATER QUALITY CHECKLIST**

For:

(Insert Project Name)

(Site Address or Tract/Lot Number)

Prepared for:

(Insert Owner/Developer Name)

(Insert Address)

(Insert City, State, ZIP)

(Insert Contact Name)

(Insert Telephone)

(Insert Email Address)

Prepared by:

(Insert Preparer or Consulting/Engineering Firm Name)

(Insert Address)

(Insert City, State, ZIP)

(Insert Contact Name)

(Insert Telephone)

(Insert Email Address)

(Insert Date Prepared/Revised)

Reviewed for compliance with the Local Implementation Plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **Public Works Director** **Date**

**­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City Engineer**  **Date**

**Non-Priority Project Water Quality Checklist**

The Orange County Stormwater Program has developed this Non-Priority Project Water Quality Checklist for new development / significant redevelopment projects in the San Diego Permit Region classified as Non-Priority Projects. These projects are required under the San Diego Regional Board MS4 Permit (South Orange County Permit) to incorporate applicable site design and source control BMPs. This template serves as a mechanism to document the incorporation of site design, source control and any other BMPs.

Non-Priority Projects are projects that (1) fall under the planning and building authority of the Copermittee, (2) do not meet any of the categories to be called a Priority Project (Technical Guidance Document Section 1.2), and (3) have a non-negligible potential for stormwater pollution. A project falls under the planning and building authority if either of the following is true:

* Requires discretionary action that will include a precise plan of development, except for those projects exempted by the Water Quality Ordinance (as applicable); or
* Requires issuance of a non-residential plumbing permit for hazardous pipelines as defined in the County or local Water Quality / Stormwater Ordinance. Non-residential plumbing projects that do not pose a potential threat to public safety do not require a water quality checklist for approval.

A “discretionary action” under CEQA is defined as “an activity which requires the public agency to exercise judgment in deciding whether to approve or disapprove the particular activity, as distinguished from situations where the public agency merely has to determine whether there has been conformity with applicable ordinances or other laws.” (California Public Resources Code § 21080(a); CEQA Guidelines § 15357). Examples of discretionary actions include: feature plans, area plans, use permits, site development permits and special use permits. “Ministerial actions” under CEQA are those where little or no judgment or deliberation by a Permittee is required or possible. Generally, the only example of a ministerial approval action that would qualify as a Non-Priority Project would be a project that requires the issuance of a Non-Residential Plumbing Permit.

All other projects and activities that only require a ministerial grading or building permit for which the Permittee has no discretion to approve do not fall under the requirements of this new development program, with the exception of projects that require a Non-Residential Plumbing Permit. These projects are not required to document incorporate of site design and source control BMPs.

This checklist is provided to help the project applicant summarize basic project information, identify applicable source conrol and site design BMPs, and determining maintenance requirements for these BMPs. Non-Priority Project proponents are required to complete this checklist or other documentation for local jurisdiction review and approval. Applicable sections of the Technical Guidance Document (TGD) are referenced for assistance with completing each section of the checklist.

Local jurisdictions may modify existing templates for local program implementation to incorporate the information contained in this Plan provided all information necessary to meet requirements contained in the MS4 Permit and the DAMP for Non-Priority Projects are contained within the local plan.

**Non-Priority Project Water Quality Checklist**

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**References:**

Model WQMP

Technical Guidance Document

California BMP Handbooks

**Non-Priority Project Water Quality Plan**

# Section 1 – General Information

*See Technical Guidance Document Section 2.2 for additional information.*

|  |  |
| --- | --- |
| **Project Name** |  |
| **Tract** |  |
| **Lot** |  |
| **APN** |  |
| **Planning Area** |  |

**Prepared For:**

|  |  |
| --- | --- |
| **Owner/Developer** |  |
| **Address** |  |
|  |  |
| **Phone** |  |
| **Fax** |  |

**Prepared by:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |  |
| **Phone** |  |
| **Email** |  |
| **Fax** |  |

**Dates:**

|  |  |
| --- | --- |
| **Date Prepared** |  |
| **Date(s) Revised** |  |
| **Date Finalized** |  |

# Owner’s Certification

This Non-Priority Project Water Quality Plan has been prepared for:

|  |
| --- |
| *Owner/Developer Name* |

By:

|  |
| --- |
| *Preparer’s Name* |

The checklist is intended to demonstrate compliance with the Non-Priority Project requirements of the Local Implementation Plan (LIP) §A-7.5.1 as required in the Orange County Drainage Management Plan (DAMP) § 7.6.2.

The undersigned, while it owns the subject property, is responsible for the implementation of the provisions of this checklist. Once the undersigned transfers its interests in the property, its successor-in-interest shall bear the aforementioned responsibility to implement the best management practices (BMP) described within this plan. A signed copy of this document shall be available on the subject property into perpetuity.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Title** |  |
| **Company** |  |
| **Address** |  |
|  |  |
| **Phone** |  |
| **Date** |  |

# Section II: Project Description and Characterization

|  |
| --- |
| Project Description |
| *Describe the type of project, the total acreage, the proposed land uses and site activities, any off-site improvement, a general description of the grading and drainage on the site, the receiving waterbody. See TGD Section 2.2 for guidance.* |
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| Drainage Conditions |
| *Describe site drainage details, how site ties into adjacent project drainage patterns, local storm drains, and receiving waterbodies. Provide a drainage map, if applicable, as described in Section V. See TGD Section 2.3 for guidance.* |
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### Pre-Project Pervious Conditions

|  |  |  |
| --- | --- | --- |
|  | **Area (acres or sq ft)** | **Percentage** |
| **Pervious** |  |  |
| **Impervious** |  |  |

### Completed Project Pervious Conditions

|  |  |  |
| --- | --- | --- |
|  | **Area (acres or sq ft)** | **Percentage** |
| **Pervious** |  |  |
| **Impervious** |  |  |
| Expected Pollutants of Concern |
| *Describe the pollutants expected to be generated by the site. See TGD Section 2.3.4 for guidance on expected pollutants associated with different land uses and project types.* |
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### Watershed Information

*Describe the information about the watershed that the project lies in below. See TGD Section 2.3 for guidance on expected pollutants associated with different land uses and project types.Your local municipality stormwater program management staff may assist you with this information.*

|  |  |
| --- | --- |
| **Watershed** |  |
| **Receiving Waters** |  |
| **303(d) Impairments** |  |
| **TMDLs** |  |
| **Known ESAs** |  |
| **Known ASBSs** |  |

#

# Section III: Best Management Practices (BMPs)

## Site Design BMPs

The list below contains all of the site design BMPs from Section 3 of the TGD and describes those included in the project. *Additional site design BMPs that may be employed in Non-Priority Projects may be found in the California BMP Handbooks (California Stormwater Quality Association).*

|  |  |  |
| --- | --- | --- |
| **Name (TGD Section Reference)** | **Check If Included** | **Brief Description/Justification***All applicable and feasible site design BMPs must be included, if they are applicable to the project. Justification for any excluded site design BMPs must be provided. See TGD Section 2.4 and Section 3 for guidance.* |
| **Minimize impervious Area****(3.2.1)** |  |  |
| **Maximize Natural Infiltration Capacity****(3.2.2)** |  |  |
| **Preserve Existing Drainage Patterns and Time of Concentration****(3.2.3)** |  |  |
| **Disconnect Impervious Areas****(3.2.4)** |  |  |

**Site Design BMPs (continued)**

|  |  |  |
| --- | --- | --- |
| **Name (TGD Section Reference)** | **Check If Included** | **Brief Description/Justification***All applicable and feasible site design BMPs must be included, if they are applicable to the project. Justification for any excluded site design BMPs must be provided. See TGD Section 2.4 and Section 3 for guidance.* |

|  |  |  |
| --- | --- | --- |
| **Protect Existing Vegetation and Sensitive Areas****(3.3.1)** |  |  |
| **Revegetate Disturbed Areas****(3.3.2)** |  |  |
| **Soil Stockpiling and Site Generated Organics****(3.3.3)** |  |  |
| **Firescaping****(3.3.4)** |  |  |
| **Water Efficient Landscaping****(3.3.5)** |  |  |
| **Slope Stabilization and Channel Buffers****(3.4)** |  |  |
| ***Include others, as applicable*** |  |  |
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**Source Control BMPs**

The Source Control BMPs from TGD Section 6 are included in the tables below. Both non-structural and structural source controls BMPs are required for Non-Priority Projects where applicable to project features.

|  |
| --- |
| **Non-Structural Source Control BMPs** |
| **Identifier** | **Name** | **Check One** | **Reason Source Control is Not Applicable** |
|  |  | **Included** | **Not Applicable** |  |
| **N1** | **Education for Property Owners, Tenants and Occupants** | **[ ]**  | **[ ]**  |  |
| **N2** | **Activity Restrictions** | **[ ]**  | **[ ]**  |  |
| **N3** | **Common Area Landscape Management** | **[ ]**  | **[ ]**  |  |
| **N4** | **BMP Maintenance** | **[ ]**  | **[ ]**  |  |
| **N5** | **Title 22 CCR Compliance (How development will comply)** | **[ ]**  | **[ ]**  |  |
| **N6** | **Local Industrial Permit Compliance** | **[ ]**  | **[ ]**  |  |
| **N7** | **Spill Contingency Plan** | **[ ]**  | **[ ]**  |  |
| **N8** | **Underground Storage Tank Compliance** | **[ ]**  | **[ ]**  |  |
| **N9** | **Hazardous Materials Disclosure Compliance** | **[ ]**  | **[ ]**  |  |
| **N10** | **Uniform Fire Code Implementation** | **[ ]**  | **[ ]**  |  |
| **N11** | **Common Area Litter Control** | **[ ]**  | **[ ]**  |  |
| **N12** | **Employee Training** | **[ ]**  | **[ ]**  |  |
| **N13** | **Housekeeping of Loading Docks** | **[ ]**  | **[ ]**  |  |
| **N14** | **Common Area Catch Basin Inspection** | **[ ]**  | **[ ]**  |  |
| **N15** | **Street Sweeping Private Streets and Parking Lots** | **[ ]**  | **[ ]**  |  |
| **N16** | **Retail Gasoline Outlets** | **[ ]**  | **[ ]**  |  |

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| --- |
| **Structural Source Control BMPs** |
| **Identifier** | **Name** | **Check One** | **Reason Source Control is Not Applicable** |
|  |  | **Included** | **Not Applicable** |  |
| **S1** | **Provide storm drain system stenciling and signage** | **[ ]**  | **[ ]**  |  |
| **S2** | **Design and construct outdoor material storage areas to reduce pollution introduction** | **[ ]**  | **[ ]**  |  |
| **S3** | **Design and construct trash and waste storage areas to reduce pollution introduction** | **[ ]**  | **[ ]**  |  |
| **S4** | **Use efficient irrigation systems & landscape design, water conservation, smart controllers, and source control** | **[ ]**  | **[ ]**  |  |
| **S5** | **Protect slopes and channels and provide energy dissipation** | **[ ]**  | **[ ]**  |  |
|  | **Incorporate requirements applicable to individual priority project categories (from SDRWQCB NPDES Permit)** | **[ ]**  | **[ ]**  |  |
| **S6** | **Dock areas** | **[ ]**  | **[ ]**  |  |
| **S7** | **Maintenance bays** | **[ ]**  | **[ ]**  |  |
| **S8** | **Vehicle wash areas** | **[ ]**  | **[ ]**  |  |
| **S9** | **Outdoor processing areas** | **[ ]**  | **[ ]**  |  |
| **S10** | **Equipment wash areas** | **[ ]**  | **[ ]**  |  |
| **S11** | **Fueling areas** | **[ ]**  | **[ ]**  |  |
| **S12** | **Hillside landscaping** | **[ ]**  | **[ ]**  |  |
| **S13** | **Wash water control for food preparation areas** | **[ ]**  | **[ ]**  |  |
| **S14** | **Community car wash racks** | **[ ]**  | **[ ]**  |  |

## Source Control BMP Implementation

Please describe implementation frequency and the party responsible for implementation of each Source Control BMP.

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**Other BMPs**

Other BMPs or devices incorporated to remove pollutants from runoff leaving the project site, which may or may not include Treatment Control BMPs (*see Technical Guidance Document Section 4.3.7*), are not required for Non-Priority Projects though may be appropriate under certain conditions. Please provide details on any other BMPs selected for this project.

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# Section IV: Inspection and Maintenance Responsibilities

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|  **BMP Inspection / Maintenance** |
| **BMP** | **Reponsible****Party(s)** | **Inspection / Maintenance****Activities Required** | **Minimum Frequency of Activities** |
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# Section V: Plot Plan

A plot plan should be provided that contains the following project features:

* Each site facility and its intended function (if multiple facilities and uses are present onsite)
* Areas of outdoor activities (if applicable)
* Applicable Site Design BMPs, Structural Source Control BMPs, and any Treatment Control BMPs
* Drainage flow information
* Storm drain facilities
* Relationship between onsite drainage and offsite drainage

The plot plan should contain the following labels:

* Title Block
	+ Drainage Plot Plan
	+ Project Name
	+ Address
	+ Owner
	+ Label plot as “Section VI”
* Legend
* North Arrow
* Scale