

**STORM WATER PROGRAM
PLANNING PRIORITY PROJECT CHECKLIST**

Owner/Developer must complete form and submit to the Engineering Department
with the approve plans

Project Name _____	Owner Name _____
Project Address _____	Owner Address _____
Developer Name _____	Owner Phone _____
Developer Address _____	
Developer Phone _____	

Part 1 - Project Type	YES	NO
1. 10 or more unit homes, including single and multiple family homes, condominiums,		
2. An Industrial or commercial development with 100,000+ SF of impervious surface		
3. An automotive service facility - (5,000 SF or more)		
4. A retail gasoline outlet - (5,000 SF or more)		
5. A restaurant (5,000 SF or more)		
6. A parking lot with either 5,000 SF of impervious surface or with 25 or more parking spaces		
7. A single family hillside dwelling (one acre or more surface area)		
8. Redevelopment projects		
9. Project location in, adjacent to or discharging directly to an ESA (as defined on back) AND creates 2,500 SF or more of impervious surface area.		

If any of the boxes in Part 1 is checked "yes", this project will require a WQMP along with a Maintenance Agreement and Transfer

Part 2 - Project Specific Concerns/Characters	YES	NO
1. A single family hillside dwelling (less than one acre) - WQMP required		
2. An automotive service facility (less than 5,000 SF or more) - WQMP required		
3. a retail gasoline outlet (less than 5,000 SF or more) - WQMP required		
4. A restaurant (less than 5,000 SF or more) WQMP required		
5. Vehicle or equipment fueling areas (retail or private)		
6. Commercial or Industrial waste handling or storage		
7. Outdoor handling or storage of hazardous waste materials		
8. Outdoor manufacturing areas		
9. Outdoor food handling or processing		
10. Outdoor animal care, confinement or slaughter		
11. Outdoor horticulture activities		

If any of the boxes in Part 2 is checked "yes", this project will require a WQMP along with a Maintenance Agreement and Transfer

Applicant Signature	Print Name	Title	Date
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EROSION CONTROL PLAN

Owner Name _____ Owner Address _____ Contact/Ph. No. _____ Contractor Name _____ Contractor Address _____ Contact/Ph. No. _____	Site Name _____ Site Address _____ Tract No. _____ Indicate the Size of disturbed area include stockpiles _____ ACRES
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All construction projects that have the potential to significantly affect storm water during the construction but which are not large enough to be subjected to the State's General Construction Activity storm Water Discharge Permit are required to prepare and submit a Local Storm Water Pollution Prevention Plan (Erosion Control Plan) prior to the issuance of a building or grading permit. In addition, projects where soil disturbance will occur between October 1 and April 15 are required to complete the Wet Weather Erosion Control Plan addendum information. With these developed plans the applicant should address site conditions, identify construction activities with the potential to cause storm water pollution, and identify the Best Management Practices (BMPs) that will best suit the construction activities.

Provide a narrative description of the major features of the proposed project (low density housing, commercial development, industrial complex, etc.) Attach additional sheets, if necessary.

PROJECT TYPE	

What are the estimated construction start and finish dates on this project	What are the estimated dates during which soil will be disturbed during the project								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Start Date</td> <td style="width: 85%;"></td> </tr> <tr> <td style="padding: 5px;">Finish Date</td> <td></td> </tr> </table>	Start Date		Finish Date		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Start Date</td> <td style="width: 85%;"></td> </tr> <tr> <td style="padding: 5px;">Finish Date</td> <td></td> </tr> </table>	Start Date		Finish Date	
Start Date									
Finish Date									
Start Date									
Finish Date									

IF SOIL WILL BE DISTURBED BETWEEN NOVEMBER 1 AND APRIL 15, SUBMIT WWPCP TO THE GRADING SUBMITTAL

Are there any unique features relating the adjacent water bodies? (i.e. in or around a wetland, river , stream or estuary?)

Unique Project Features

Use form LSWPPP form to indicate which BMPs will be used to control storm water pollution from the project site. In addition submit a site plan that demonstrates where selected BMPs will be used.

As the Project Owner, I certify that appropriate BMPs will be implemented to effectively minimize the negative impacts of this project construction activities on storm water. The project contractor is aware that the selected BMPs must be installed, monitored and maintained to ensure their effectiveness. The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activities

Owner/Authorized Representative Signature	Print Name	Title	Date
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LOCAL STORM WATER POLLUTION PREVENTION PLAN (LSWPPP)

Indicate on the following tables which BMP will be used to control storm water pollution at the project site. In addition, an INSPECTION LOG and CONSTRUCTION SITE CHECKLIST must be kept on file at the project site.

PROJECT ADDRESS

GENERAL MANAGEMENT						
BMP DESCRIPTION	Will BMP be used?		IF YES, STATE REASON (Use additional page if necessary) NO, STATE REASON (Use additional page if necessary)	IF		
	YES	NO				
SITE PLANNING CONSIDERATION						
Project Scheduling (EC-1)						
Preservation of Existing Vegetation (EC-2)						
CONSTRUCTION PRACTICES						
Sediment Control Procedures (sand bags, etc.)						
Dewatering Operations (NS-2)						
Paving Operations (NS-3)						
Structure Construction and Painting (CA 003)						
Dust Control (ECS21)						
VEHICLE & EQUIPMENT MAINTENANCE						
Vehicle and Equipment Cleaning (NS-8)						
Vehicle and Equipment Fueling (NS-9)						
Vehicle and Equipment Maintenance (NS-10)						
TRACKING CONTROL						
Stabilized Construction Entrance (TC-2)						
CONTRACTOR TRAINING						
Employee/Subcontractor Training (CA40)						

CONSTRUCTION MATERIALS AND WASTE MANAGEMENT						
BMP DESCRIPTION	Will BMP be used?		IF YES, STATE REASON (Use additional page if necessary) NO, STATE REASON (Use additional page if necessary)	IF		
	YES	NO				
MATERIAL MANAGEMENT						
Material Delivery & Storage (WM-1)						
Material Use (WM-2)						
Spill Prevention & Control (WM-4)						
WASTE MANAGEMENT						
Solid Waste Management (WM-5)						
Hazardous Waste Management (WM-6)						
Contaminated Soil Management (WM-7)						
Concrete Waste Management (WM-8)						
Sanitary/Septic Waste Management (WM-9)						

WET WEATHER EROSION CONTROL PLAN

Complete only if soil disturbance will occur between October 1 and April 15

PROJECT ADDRESS

Indicate on the following tables which BMP will be used to control wet weather erosion and off site sediment at the project site.

EROSION CONTROL MANAGEMENT			
BMP DESCRIPTION	Will BMP be used?		IF YES, STATE REASON (Use additional page if necessary) IF NO, STATE REASON (Use additional page if necessary)
	YES	NO	
SITE PLANNING CONSIDERATIONS			
Project Scheduling (EC-1)			
Preservation of existing Vegetation (EC-2)			
VEGATATIVE SWALE			
Seeding & Planting (ESC10*)			
Mulching (ESC11*)			
PHYSICAL STABILIZATION			
Geotextiles & Mats (EC-7)			
Dust Control (ESC21*)			
Temporary Stream Crossings (NS-4)			
Construction Road Stabilization (TC-2)			
DIVERSION OF RUNOFF			
Earth Dike (EC-9)			
Temporary Drain and Swales (EC-9)			
Slope Drain (EC-11)			
VELOCITY REDUCTION			
Outlet Protection (EC-10)			
Check Dams (SE-4)			
Slope Roughening/Terrance (ESC42*)			

SEDIMENT CONTROL PRACTICES			
BMP DESCRIPTION	Will BMP be used?		IF YES, STATE REASON (Use additional page if necessary) IF NO, STATE REASON (Use additional page if necessary)
	YES	NO	
SITE PLANNING CONSIDERATIONS			
Silt Fencing (SE-1)			
Straw Bale Barrier (SE-9)			
Sand Bag Barrier (SE-8)			
Brush or Rock Filter (ESC53)			
Storm Drain Inlet Protection (SE-10)			
Sediment Trap (SE-3)			
Sediment Basin (SE-2)			

Note: All BMPs selected must be identified on site plans

For additional information on BMPs, see the latest edition of the 2003 California Storm Water Quality Assoc. Storm Water Best Management Practice Handbooks.

OWNERS CERTIFICATION

MINIMUM BMPs FOR ALL CONSTRUCTION PROJECTS

Project Name	_____	Owner Name	_____
Project Address	_____	Owner Address	_____
Contractor Name	_____	Owner Phone	_____
Contractor Address	_____		
Contractor Phone	_____		

The National Pollutant Discharge Elimination System (NPDES) is a portion of the Clean Water Act that applies to the protection of the receiving waters. Under permits from the Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the minimum requirements of the NPDES Permit, minimum requirements for sediment control, erosion control and construction activities must be implemented on each project site. Minimum requirements include:

SEDIMENT CONTROL : Eroded sediments from areas disturbed by construction and form stockpiles of soil shall be retained on site to minimize transport from site to the streets, drainage facilities or adjacent properties via runoff, vehicle tracking or wind.

CONSTRUCTION MATERIALS CONTROL : Construction related materials, wastes, spils or residues shall be retained on site to minimize transport from site to street, drainage facilities or adjacent properties by wind or runoff. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to remove sediments and pollutants.

NON-STORM WATER RUNOFF Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained on site.

EROSION: Erosion from slope and channels shall be controlled by implementing effective combinations of BMPs, such as limiting of grading scheduled during the wet season; inspecting graded areas during rain events; planting and maintenance of vegetation on slopes and covering erosion susceptible slopes.

Minimum BMPs include: (1) soil piles must be covered with tarps or plastic, (2) leaking equipment must be repaired immediately, (3) refueling must be conducted away from the catch basins, (4) catch basins must be protected when working nearby, (5) vacuum all concrete saw cutting, (6) never wash concrete waste water into the street, (7) keep the site clean, sweep the gutters at the end of the working day and keep a trash receptacle on site.

OWNERS CERTIFICATION

I hereby certify that I have read, understand and will comply with the requirements indicated above.

Property Owner/Developer (signature)	Property Owner/Developer (Printed)	Title	Date
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**STORM WATER PLANNING PROGRAM
PRIORITY DEVELOPMENT/REDEVELOPMENT PROJECT**

Project Name	_____	Owner Name	_____
Project Address	_____	Owner Address	_____
Contractor Name	_____	Owner Phone	_____
Contractor Address	_____		
Contractor Phone	_____		

Best Management Practice (BMPs) have been incorporated in the design of this project to accomplish the following goals:

1. Minimize impacts from storm water runoff on the biological integrity of Natural Drainage System and water bodies in accordance with requirement under CEQA and local governmental ordinance.
2. Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground.
3. Minimize the amount of storm water directed to impermeable surface and the MS4.
4. Minimize pollution emanating from parking lots through the use of appropriate Treatment Control BMPs and good housekeeping.
5. Properly designed and maintained Treatment Control BMPs in a manner that does not promote breeding of vectors.
6. Provide for appropriate permanent measures to reduce storm water pollutant loads in storm water from the development site.

I certify that this WQMP and all attachments were prepared under my direction or supervision in accordance in accordance with a system designated to ensure that all qualified personnel properly gathered and evaluated the information submitted. The information contained herein is, to the best of my knowledge and belief, true, accurate and complete.

Property Owner./Developer (signature)	Printed Name	Title	Date
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Post Construction / Maintenance Certification

Proper operation of Best Management Practice (BMPs) is important component of reducing pollutants in urban and storm water runoff. As the responsibility party, I certify that the BMP will be implemented, monitor and maintained to ensure their effectiveness. In the event of a property transfer, the new order will be notified of the BMPs in use at this responsibility for maintenance and conduct a maintenance inspection at least once a year.

Property Owner/Developer (signature)	Printed	Title	Date
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Signatory Requirements " This section shall be signed by the landowner. If the landowner is not an individual, the signatures may be from a corporate officer, manager if the authority to sign has been delegated to the manager, a general partner, or a sole proprietor.

PLANNING BEST MANAGEMENT PRACTICES

BMP NAME	BMP IDENTIFICATION NO. AND NAME	CHECK IF TO BE USED
Car wash Facility	SD-33, Vehicle Washing Areas	
Constructed Wetlands	TC-21, Constructed Wetlands	
Control of Impervious Runoff	Not Applicable	
Energy Dissipaters	ESC-40, Outlet Protections	
Extended Detention Basins	TC-22, Extended Detention Basins	
Infiltration Trenches	TC-11, Infiltration	
Inlet Trash Tracks	Not Applicable	
Landscape Planting	SD-10, Site Design & Landscape Planting; EC-2 Preserve existing presentation; ESC-10 Seeding and Planting; EC-3 Hydraulic Mulch.	
Lining for Urban Runoff Conveyance Channels	Not Applicable	
Materials Management	SC-30, Outdoor Loading/Unloading of Materials SC-31, Outdoor Container, Storage of Liquids, SC-33, Outdoor Storage of Raw Materials, Product and By-Products	
Media Filtration	TC-40, Media Filtration	
Motor Fuel Concrete Dispensing Canopy	NS-9, Vehicle and Equipment Fueling	
Motor Fuel Dispensing Area	NS-9, Vehicle and Equipment Fueling	
Oil/Water Separator and Water Quality Inlets	TC7, Oil/Water Separators and Water Quality Inlets	
Outdoor Storage	SC-31, Outdoor Container, Storage of Liquids, SC-33, Outdoor Storage of Raw Materials, Products and By-Products	
Porous Pavements and Alternative Surface	TC-11, Infiltration	
Protect Slopes and Channels	EC-10, Velocity Dissipation Devices; E-11, Slope Drains	
Self Contained Areas for Vehicles or Equipments Washing, Steam Cleaning, Maintenance, Repair, or Material Processing	SD-33, Vehicles & Equipment Washing and Steam Cleaning; NS-10, Vehicle and Equipment Maintenance and Repair; SC-32, Outdoor Processing Equipment Operation & Maintenance	
Storm Drain System Stenciling & Signage	SD-13, Storm Drain System Signs	
Trash Container Areas	WM-5, Solid Waste Management	
Vegetated Swales and Strips	TC-30, Vegetative Swale, TC-31 Vegetative Buffer Strip	
Wet Ponds	TC-30, Wet Pond	

CONSTRUCTION SITE INSPECTION CHECKLIST
(CONTRACTOR)

Project : _____

Contractor: _____

Inspected By: _____

Date: _____

Weather information: (If it has rained, approx rainfall amount in inches) _____

Check "Yes", "No", or "N/A" if not applicable

Yes-No-N/A

1	Has there been rain at the site since the last inspection?	
2	All sediment barriers (e.g., sandbags, straw bales, and silt fence) in place and in accordance with the Plan (Erosion Control, LSWPPP, etc.) and are they functioning properly	
3	If present, are all exposed slopes protected from erosion through the implementation of acceptable soil stabilization practices?	
4	If present, are all sediment traps/basins installed and functioning properly?	
5	Are all material handling and storage areas reasonably clean and free of spills, leaks, or other deleterious materials?	
6	Are all equipment storage and maintenance areas reasonably clean and free of spills leaks or any other deleterious materials?	
7	Are all materials and equipment properly covered?	
8	Are all external discharge points (i.e., storm drain inlets)	
9	Are all internal discharge points (i.e., storm drain inlets) provided with inlet protection?	
10	Are all external discharge points reasonably free of any significant erosion or sediment transport?	
11	Are all BMPs identified on the Plan installed in the proper locations and according to the specifications for the plan?	
12	Are all structural control practices in good repair and maintained functional order?	
13	Are all on site traffic routes, parking, and storage of equipment and supplies restricted to areas designated in the Plan for those uses?	

