

City of Villa Park

Preparer's Water Quality Management Plan Checklist

The purpose of this checklist is to provide a format for uniform and comprehensive preparation of WQMPs. This checklist provides a comprehensive list of issues a WQMP preparer must consider during the preparation of the document. ***The completed checklist must be submitted with the Project WQMP.***

City Planning/Permitting Project Number: _____

Project Name: _____

Project Address: _____

WQMP REQUIREMENT	Included
Title Page	
Name of project	
Application and/or Tract Number	
Lot number(s) if site is a portion of a Tract	
Site address (or addresses) and planning area number	
Owner/Developer name	
Owner/Developer address & telephone number	
Consulting/Engineering firm that prepared WQMP	
Consulting/Engineering firm address & phone number	
Date Project WQMP was prepared/revised	
Owner's Certification	
A signed certification statement, in which the project owner acknowledges and accepts the provisions of the Project WQMP, follows the title page.	
Table of Contents	
A Table of Contents, including a list of all tables and appendices is included.	
All sections of the Project WQMP are tabbed and labeled.	

WQMP Requirement	Page Number ¹	N/A
Section I, Permit Numbers and Conditions of Approval		
Lists the Discretionary Permit(s).		
The lot & tract/parcel map number describing the subject property.		
Lists, verbatim, the Water Quality Conditions, including the condition requiring preparation of a Project WQMP, if applicable.		
Section II, Project Description		
<i>For All Projects:</i>		
Identifies planning area or community name.		
Includes Project size to the nearest tenth acre, including buildings and any related improvements and landscaping.		
Describes all paved areas, including the type and location of parking and portion of the site on which parking is located.		
Describes all landscaped areas.		
Clearly describes each of the types of facilities included in the project and the activities that will be conducted once the project is completed.		
Identifies what kinds of materials will be used and/or stored and where.		
Describes how and where materials will be delivered.		
Identifies what kinds of wastes will be generated.		
Identifies the potential stormwater or urban runoff pollutants reasonably anticipated to be associated with the project.		
Identifies the activities (including materials/waste storage and/or handling) that will occur or be conducted outdoors and the associated areas that will be exposed to precipitation, storm water runoff, or authorized non-storm water discharges.		
Describes activities or equipment that may generate dust and particulates as well as the area that would be impacted by the dust or particulates.		
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 be formed? Will the association be involved in long-term maintenance?		
If the Project will rely on a homeowner's or property owner's association to implement or maintain BMPs, provides the legal name of the association and specifically describes the conditions or circumstances that will ensure the establishment of the association.		

¹ Indicate the page number where the information is located in the WQMP. If the information is not applicable to the site, check the N/A box.

WQMP Requirement	Page Number ²	N/A
<i>For Commercial and Industrial Projects:</i>		
Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations?		
Describes the type of use (or uses) for each building or tenant space		
Specifies the location(s) for each type of food preparation, cooking, and eating areas.		
Describes delivery areas and loading docks (specify location and design and if below grade and types of materials expected to be stored).		
Specifies type(s) of materials expected to be delivered.		
Describes outdoor materials storage areas (describe and depict location(s), specify type(s) of materials expected to be stored).		
Describes activities that will be routinely conducted outdoors		
Describes any activities associated with equipment or vehicle maintenance and repair, including washing or cleaning. Indicates number of service bays or number of fueling islands/fuel pumps, if applicable.		
<i>For Residential Projects</i>		
Range of lot and home sizes, number of attached versus detached units, etc.		
Describes all community facilities such as, laundry, car wash, swimming pools, Jacuzzi, parks, open spaces, tot lots, etc and any maintenance issues related to them.		
Section III, Site Description		
Describes project area and surrounding planning areas in sufficient detail to allow project location to be plotted on a base map.		
Provides site address and site size to nearest tenth acre.		
Identifies the zoning or land use designation.		
Identifies soil types and the quantity and percentage of pervious and impervious surface for pre-project and project conditions.		
Describes pre-project site drainage and how it ties into drainage of surrounding or adjacent areas and describes how planned project drainage and how it will tie into drainage of surrounding or adjacent areas.		
Identifies the watershed in which the project is located.		
Identifies the downstream receiving waters.		
Identifies known water quality impairments (e.g., 303(d) List).		
Identifies applicable Total Maximum Daily Loads (TMDLs).		
Identifies hydrologic conditions of concern, if any.		
Identifies known Environmentally Sensitive Areas (ESAs) and Areas of Special Biological Significance (ASBSs) within the vicinity and their proximity to the Project.		

² Indicate the page number where the information is located in the WQMP. If the information is not applicable to the site, check the N/A box.

WQMP Requirement	Page Number ³	N/A
Section IV, Best Management Practices		
Includes narrative describing how Site Design concepts were considered and incorporated into project plans.		
Lists and describes all Routine Source Control BMPs (Non-structural and Structural).		
Describes the implementation frequency and identifies the entity or party responsible for implementation of each Non-Structural BMP.		
Describes the operations, inspection and maintenance frequency, inspection criteria and the entity or party responsible for operations, inspections and maintenance of each Structural BMP.		
If applicable Routine Source Control BMPs were not included, was a reasonable explanation provided?		
Lists and describes appropriate Treatment Control BMPs including location, design criteria (SQDF or SQDV), maintenance procedures and frequency, and the responsible entity or party.		
Section V, Implementation, Maintenance, and Inspection Responsibility for BMPs		
Describes the long-term implementation, maintenance, and inspection of all source control BMPs and all Treatment Control BMPs, including frequency and/or schedule, in an O & M Plan.		
Has an appropriate method of funding long term implementation, maintenance, and inspection been identified?		
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?		

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WQMP REQUIREMENT	Included
Section VI, Location Map, Site Plan, and BMP Details	
A location map (8½" x 11" or 11" x 17").	
An 11" by 17" Site Map.	
All maps have a complete legend, including a north arrow and scale.	
All structures, facilities, and project feature areas are labeled for the intended function (e.g., parking areas, areas of outdoor storage, trash dumpster enclosures, loading docks, receiving areas, etc.)	
Landscaped areas are identified.	
All storm drain facilities are identified.	
Drainage flow information, (i.e., general surface flow lines including runoff that is directed offsite or to landscaped areas, concrete or other surface ditches or channels are included and/or labeled.	
Drainage facilities to be transferred to a public entity for ownership and maintenance have been identified.	
Depicts where and how on-site drainage ties into the off-site drainage system	
Receiving water(s) have been identified.	
Routine structural source control BMPs have been identified.	
Treatment control BMPs have been identified, if applicable.	

WQMP Requirement	Page Number ⁴
Section VII, Educational Materials	
A summary page describing the concepts that will be addressed by the education and training is included.	
A list of educational materials with associated page number is included.	
Legible copies of the educational materials are included.	

WQMP REQUIREMENT	Included
Appendices	
Planning Commission Resolution and Associated Conditions of Approval	

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