



# APPENDIX C

## Plan Submittal Checklists

This Appendix contains the following plans submittal checklists:

- Appendix C1** - Water Quality Management Plan Checklist
- Appendix C2** – Special Pollution Abatement Plan Checklist



*This page left intentionally blank*



## WATER QUALITY MANAGEMENT PLAN CHECKLIST

Date: \_\_\_\_\_ Number of times reviewed (including this one): \_\_\_\_\_

Project Name: \_\_\_\_\_ Type of review requested: \_\_\_\_\_

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

Zoning Classifications: \_\_\_\_\_ Variances? \_\_\_\_\_  Yes  No

Nature of Variances: \_\_\_\_\_

*This checklist presents the required elements of a water quality management plan. This checklist must be submitted to the local jurisdiction along with the water quality management plan. Each element presented in this list must be checked "Yes", as applicable to the site. Checks placed under the "No" column must be justified in a written statement attached to this checklist. Elements of the water quality management plan that are not applicable for the site must be marked as "N/A".*

### **GENERAL INFORMATION**

- |                          |     |                          |    |                          |     |  |
|--------------------------|-----|--------------------------|----|--------------------------|-----|--|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <b>1. Date(s) of preparation and any revision(s).</b>  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <b>2. Seal/signature of responsible engineer.</b>  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <b>3. Vicinity map including:</b>  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | a. North arrow   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | b. Scale   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | c. Adjacent roadways   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | d. Boundary lines of site  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | e. Onsite and nearby watercourses  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | f. Other necessary information to locate the development site  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <b>4. Maps (to scale) which clearly show:</b>  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | a. The following lines with accurate bearings and distances:   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Property boundaries  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Lot lines  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Right-of-way lines of streets and/or Joint Public Easements  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Utility access or other easements  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | b. The location of the   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - 100-year floodplain  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - 100-year regulatory floodway   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Required minimum floor elevations (MFEs)   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | c. An Environmental Features Inventory; which shows the boundaries of streams (stream names must be shown if known), wetlands, sinkholes, springs, steep slopes ( $\geq 15\%$ ), forested areas and grassed areas.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | d. Vegetated Buffers   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - Location, width, outer boundary, and zone boundaries (on streams)  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - The statement "Vegetated Buffer Area. Do Not Disturb" clearly shown.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - A description of the existing and proposed (if different from existing) vegetation in the vegetated buffer areas must be included on the site plan, or as a separate description. For example, a statement on the site plan such as "undisturbed forest vegetation", or "early successional forest" is sufficient for a stream buffer provided that the existing vegetation, in fact, meets one of these descriptions. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | e. Dimensioned existing and proposed structures on and within 15 feet of the property boundaries   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | f. Roof drainage directions  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | g. Finished floor and grade at foundation elevations of all existing structures  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | h. Cut and fill quantities for site work   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | i. Impervious area information for the site  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | - For non-residential sites, and for residential subdivisions or lots where the location and footprint of impervious surfaces are known, provide location and footprint area for all impervious surfaces, including buildings, roadways, driveways, sidewalks, parking lots, and out-buildings.  |



### **GENERAL INFORMATION (CONTINUED)**

- Yes    No    N/A   i. Impervious area information for the site (continued)  
- For residential subdivisions where the location(s) and footprint(s) for buildings are unknown, provide the impervious footprint for roadways, and the assigned % impervious value(s) for the site, or different areas of the site, as appropriate for the lot-layout. Percent impervious values are found in Chapter 3 of this manual. This option can only be utilized for residential sites.
- Yes    No    N/A   **5. Detailed calculations for all site water quality treatment components. Calculations shall include WQv, CPv, %TSS removal, WQv reduction calculations, and design calculations necessary for all BMPs used in the design**
- Yes    No    N/A   **6. Construction notes, specifications, and design details for any existing stormwater system components**
- Yes    No    N/A   **7. Recommendations included in the soils engineering or engineering geology report incorporated in the plans and/or specifications**
- Yes    No    N/A   **8. Dates and reference number of the soils report(s) together with the names, addresses and phone numbers of the firm(s) or individual(s) who prepared the report(s)**
- Yes    No    N/A   **9. Established benchmark of known elevation to which every other elevation is referenced**
- Yes    No    N/A   **10. Horizontal control**
- Yes    No    N/A   **11. The following statement is required on all water quality management plans:**  
*"Adequate drainage, erosion and sediment control measures, best management practices, and/or other water quality management facilities shall be provided and maintained at all times during construction. Damages to adjacent property and/or the construction site caused by the contractor's or property owner's failure to provide and maintain adequate drainage and erosion/sediment control for the construction area shall be the responsibility of the property owner and/or contractor."*

### **MAINTENANCE INFORMATION**

- Yes    No    N/A   **1.** A map that accurately identifies the water quality BMPs location and components (e.g., water quality basin, micropool extended detention basin, channels, swales, vegetated buffers, etc.) that are located on the property. This map also must show the locations of drainage and access easements. The language used to identify each BMP in the map must be consistent with the BMP names used in this Manual.
- Yes    No    N/A   **2.** "Inspection Checklist and Maintenance Guidance" sheet(s) for each type of BMP that is located on the property. At a minimum, the appropriate template checklist(s) provided in Chapter 4 of this Manual must be utilized. However, site designers may modify the templates to include inspections and maintenance elements as needed and appropriate for the BMPs.
- Yes    No    N/A   **3.** An executed copy of the Maintenance Covenants document

### **OTHER INFORMATION (IF APPLICABLE)**

- Yes    No    N/A   **1.** A copy of correspondence with the US Fish and Wildlife office concerning any identified Endangered Species on the property.
- Yes    No    N/A   **2.** A copy of the Special Pollution Abatement Plan.



# **APPENDIX C2 – Special Pollution Abatement Plan**



**Please submit Check with Special Pollution Abatement Plan if required by jurisdiction.  
Date:**

For sections 1-10, include the supporting information in the box provided or attach an exhibit labeling which section it is in reference to. Provide complete data in a legible and clearly organized format.

**A) Legal Name of Facility:**  
**B) Mailing Address:**  
**Physical Location:**  
**Watershed Name:**  
**Parcel Number:**

**C) Supporting Information:**

1. Name of contact person for plan compliance, including job title, address, and phone numbers. The contact person shall be responsible for keeping records of incidents such as significant spills of toxic pollutants or other discharges which may affect stormwater runoff quality. The contact person shall document and record all inspections and maintenance activities.

--

2. Description of the facility, nature of work performed, and type of facility.

--

3. Attach a site map of the facility with buildings, parking, drives, materials loading and access areas, dumpsters, type of each impervious surface, ditches, pipes, catch basins, drainage basin limits, area of facility, acreage of offsite water drainage onto facility, discharge points to "Water of the State" or "Community Waters" with name of the water or channel. This map will be a minimum scale of 1"=50'.

**STAFF USE ONLY**

<b>Date Received:</b>	<b>Reviewer:</b>
<b>Plan Number:</b>	



4. Submit an instruction plan to provide employees at all levels within the company a knowledge of methods to prevent stormwater runoff pollution. The plan shall identify periodic dates for such training and methods used. Submit a site-specific spill protection plan that deals with actual hazardous materials and emergency response equipment at the site.

5. A narrative description of significant materials (as defined by 40 CFR 122.26) that are currently or in the past have been treated, stored or disposed outside; method of onsite storage or disposal; materials management practices used to minimize contact of these materials with stormwater runoff for the past three years; materials loading and access area; material disposal area, location and description of existing structural and non-structural control measures to reduce pollutants in stormwater runoff; and a description of any treatment the stormwater receives.

6. Include a record of available sampling data describing pollutants in stormwater discharges, if available. Carefully research using historical data from previous owner/operator, government records, and investigation reports.

7. Include a preventive maintenance program that includes regular inspection and maintenance of all stormwater management devices (such as cleaning grit chambers and catch basins). Maintenance program shall also include inspecting and testing plant equipment and systems to uncover conditions that could potentially cause breakdowns or failures resulting in discharges of pollutants to surface waters or to groundwater.



8. Submit a maintenance schedule for sweeping or vacuuming the facility parking areas to prevent washout from deposited emissions laden with hydrocarbons, oxides, salts, metals, worn pavement particulates, hydrocarbons, trash, debris, garbage, metal, tire particles, brake lining particles and various chemicals from the wear and deterioration of vehicles. In the event of remedial work or action, submit a cleanup schedule for debris or material storage areas.

9. Description of other ways the facility plans to implement programs to reduce the discharge of pollutants to stormwater runoff. Provide estimated quantity of stormwater flow, direction of flow, and an estimate of the types of pollutants which are likely to be present in stormwater discharges associated with industrial activity for each area of the facility. Designate each area of the facility as having high, medium or low potential for stormwater pollution and explain rationale.

10. Include plans, details and specifications that show construction of new structures to protect discharges into "Waters of the State". Common examples include an appropriately-sized grit chamber, oil skimmer, oil/water separator, media filtration inserts, etc. Vegetative measures such as grassed swales, constructed wetlands, existing woods or a detention basin are commonly used to supplement structural measures.



**D) Certification and signatures:** Verify that the certification on this plan is read, thoroughly understood, and signed by the appropriate persons.

**CERTIFICATION AND SIGNATURE (MUST BE SIGNED BY PRESIDENT, OWNER, OR RANKING OFFICIAL)**

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attached exhibits. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment."

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE OF RESPONSIBILITY FOR PLAN COMPLIANCE (MUST BE SIGNED BY CONTACT PERSON)**

"I also certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attached exhibits. Based on my investigations, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment."

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- (a) Some facilities which are not yet constructed may not have selected a permanent contact person who will ultimately be responsible for plan compliance. In these instances, the contact person may be a technical person within the company who is generally responsible for environmental compliance issues.
- (b) The president, owner, or other ranking official who certifies this document is responsible for keeping local government up-to-date concerning the name of the contact person. The president, owner, or other ranking official who certifies this document is also responsible for notifying the local government if he is no longer an official with the company.

If any information changes or is subsequently found to be in error, please resubmit necessary pages of the Special Pollution Abatement Plan along with new signatures and dates.

**Submit this plan with the Water Quality Management Plan for the proposed development or redevelopment.**



*This page left intentionally blank*