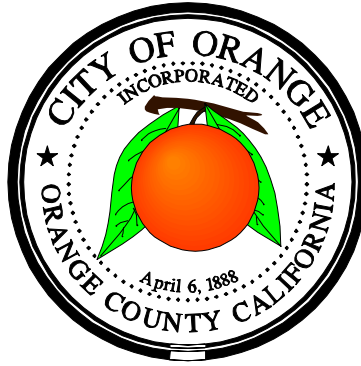




Non-Priority Projects
WQMP Preparation Guidance Manual

December 2005

Table of Contents

1.0	Introduction.....	1
2.0	Requirements for Development Projects	1
3.0	WQMP Preparation.....	2
3.1	Cover Page.....	2
3.2	Owner’s Certification	2
3.3	WQMP Table of Contents	4
3.4	Section I - Tract or Discretionary Permit Number(s), Water Quality Condition Number(s) and Conditions.	5
3.5	WQMP Section II, Project Description	5
3.6	WQMP Section III, Site Description	6
3.7	WQMP Section IV, Best Management Practices.....	6
3.8	WQMP Section V, Implementation, Maintenance and Inspection Responsibility for BMPs ..	8
3.9	WQMP Section VI, Site Plan	8
3.10	WQMP Section VII, Educational Materials	9

List of Figures

Figure 1.	Certification Statement.....	3
Figure 2.	Example Table of Contents	4

List of Tables

Table 1.	Routine Non-Structural BMPs.....	7
Table 2.	Routine Structural BMPs.....	9

Appendices

A.	WQMP Template	
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1.0 INTRODUCTION

This guidance document has been developed to help complete the New Development and Significant Redevelopment requirements of the City of Orange’s Local Implementation Plan and the countywide County Drainage Area Management Plan (DAMP) and to assist in the preparation of a Non-Priority Project Water Quality Management Plan (WQMP).

Whether the origin is stormwater (e.g., precipitation) or non-stormwater, runoff from new development has the potential to transport pollutants to channels, creeks, rivers, bays and coastal waters. Those pollutants may be toxic to aquatic life, accumulate in the food chain, contribute to algal blooms, impair recreational uses or degrade water supply resources. A WQMP is a plan for managing the stormwater or runoff that flows from a developed site after construction is completed. A WQMP describes the Best Management Practices (BMPs) that will be implemented and maintained throughout the life of a project and is used by facility operators, facility employees and maintenance employees, etc. to prevent and minimize water pollution that can be caused by stormwater or urban runoff from the developed project.

A WQMP Template is available that provides the required structure and prompts the content that must be included in a WQMP. A copy of the Non-Priority WQMP Template is available for use with this guidance document.

2.0 REQUIREMENTS FOR DEVELOPMENT PROJECTS

As previously indicated, this guidance document has been prepared for Non-Priority Projects. **First**, the preparer should determine if this is the appropriate document for use in preparing the WQMP. To make this determination, the preparer should determine if the project is a:

- **Priority Project** or
- **Non-Priority Project**

A project is a **Non-Priority Project** if you answer No to all of the categories listed below. If you answer Yes, to any of the questions, use the **Priority Project** guidance document and template.

Priority Projects	Included?	
	Yes	No
1. Residential development of 10 units or more		
2. Commercial and industrial development greater than 100,000 square feet including parking area		
3. Automotive repair shops (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)		
4. Restaurants where the land area of development is 5,000 square feet or more including parking area (SIC code 5812)		
5. Hillside developments on 10,000 square feet or more, which are located on areas with known erosive soil conditions or where natural slope is twenty-five percent or more		
6. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly to receiving waters within Environmentally Sensitive Areas**		
7. Parking Lots 5,000 square feet or more, or with 15 parking spaces or more and potentially exposed to urban stormwater runoff.		
8. All Significant Redevelopment projects, where Significant Redevelopment is defined as the addition of 5,000 or		

Guidance for Preparing Non-Priority Project

WQMPs

more square feet of impervious surface on an already developed site. Significant Redevelopment includes, but is not limited to: • Expansion of a building footprint. • Addition of a building and/or structure. • Addition of an impervious surface, such as construction of a new parking lot, which is not part of a routine maintenance activity. • Replacement of impervious surfaces, buildings and/or structures when 5,000 or more square feet of soil is exposed during replacement construction. Replacement does not include routine maintenance activities, trenching and resurfacing associated with utility work, resurfacing and reconfiguring the surface of parking lots (unless 5,000 or more square feet of impervious surface is added to the existing parking lot area) or reconfiguration of pedestrian ramps and replacement of damaged pavement.		
•		

** Generally, these are areas “in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would easily be disturbed or degraded by human activities and developments” (California Public Resources Code §30107.5). Examples are Areas of Special Biological Significance as designated by the State Water Resources Control Board, areas identified in Habitat Conservation Plans as supporting endangered or threatened species, and receiving waters that are designated as being impaired. These areas are shown on maps that are available upon request or can be found at www.ocwatersheds.com/StormWater/documents_damp_section7.asp.

For a **Non-Priority Project**, the WQMP must:

- Incorporate all Source Control BMPs (routine structural and routine non-structural)
- Incorporate Site Design BMPs

3.0 WQMP PREPARATION

Once the necessary project information has been identified and/or obtained, the WQMP preparer should create the document in the format described in this guidance document and should include all of the required information.

3.1 Cover Page

The cover page must provide the project’s name and site address, owner’s name and address, preparer’s name and address, WQMP number, signature and date lines for City review and approval.

3.2 Owner’s Certification

The Owner’s Certification must be signed and dated by the project owner in the lines provided. Figure 1 shows the certification statement. Be sure to insert the project name and City permit number where prompted. It is the responsibility of the project originator to ensure that the WQMP is kept at the project site.

Figure 1. Certification Statement

This Water Quality Management Plan (WQMP) for the [insert project name] has been prepared for [insert name of owner/developer]. This WQMP is intended to comply with the requirements of the City of Orange's [Tract/Parcel Map #__, Conditional Use Permit #__, and/or Site Development Permit/Application #__] requiring preparation of a Water Quality Management Plan.

The undersigned, while it owns the subject property, is responsible for the implementation of the provisions of this plan and will ensure that this plan is amended as appropriate to reflect up-to-date conditions on the site consistent with the current Orange County Drainage Area Management Plan (DAMP), and the intent of NPDES Permit and Waste Discharge Requirements for the City of Orange, County of Orange, Orange County Flood Control District and the incorporated Cities of Orange County within the Santa Ana Region. A copy of this WQMP will be maintained at the project site or project office.

This WQMP will be reviewed with the facility operator, facility supervisors, employees, tenants, maintenance and service contractors, or any other party having responsibility for implementing portions of this WQMP. At least one copy of the approved and certified copy of this WQMP shall be available on the subject property in perpetuity.

Once the undersigned transfers its interest in the property, its successors-in-interest shall bear the aforementioned responsibility to implement and amend the WQMP. The City of Orange will be notified of the change of ownership and the new owner will submit a new certification

Signed: _____

Name: _____

Title: _____

Company: _____

Address: _____

Telephone Number: _____

Date: _____

3.3 WQMP Table of Contents

The Table of Contents must include the numbers and names for each section of the WQMP, from Section I to Section VII and the first page number of each section must be listed. The WQMP must include a separating tab for each major section and each appendix.

Figure 2. Example Table of Contents

TABLE OF CONTENTS	
Section I Tract or Discretionary Permit Number(s), Water Quality Condition(s) Number(s) and Conditions	1
Section II Project Description.....	2
Section III Site Description.....	4
Section IV Best Management Practices (BMPs).....	6
IV.1 Site Design BMPs	
IV.2 Routine Source Non-Structural and Structural Control BMPs	
Section V Implementation, Maintenance and Inspection Responsibility for BMPs	11
Section VI Location Map, Site Plan, and BMP Details	12
Section VII Educational Materials.....	14
Appendix	
A Conditions of Approval, Planning Commission Resolution _____ dated _____	
B Educational Material	

WQMPs

3.4 Section I - Tract or Discretionary Permit Number(s), Water Quality Condition Number(s) and Conditions.

If the project is required to obtain a discretionary permit from the City such as a Site Plan, Conditional Use Permit or Tract/Parcel Map, provide the information indicated below otherwise this section may be omitted.

Insert the Lot and Tract/Parcel Map number describing the subject property. The Permit/Application Number and the Conditions of Approval related to managing the quality of stormwater and urban runoff must be provided. Only the actual conditions related to water quality should be provided verbatim in this section.

3.5 WQMP Section II, Project Description

The objective in preparing the Project Description is to completely and accurately describe the project, its uses where facilities and structures will be located, what activities will be conducted and where, what kinds of materials will be used and/or stored, how and where materials will be delivered, what kinds of wastes will be generated, what BMPs are being implemented, drainage characteristics, project ownership, easements provided, etc.

The Project Description must:

- Identify the planning area or community name if applicable.
- Provide the project size, including buildings and any related improvements, grading, drainage characteristics, etc. (in acres)
- Identify the percentage change in impermeable surfaces.
- In narrative form describe features of the project including any buildings, roads, project improvements, paved areas, including type and location of parking; landscaped areas in relation to the project site layout and other components/features as applicable.
- Identify in narrative form the project purpose and the activities (including materials/waste storage and/or handling and their location) that will occur onsite or outdoors and the associated areas that will be exposed to precipitation, storm water runoff, or authorized non-storm water discharges.
- Identify the potential storm water or urban runoff pollutants anticipated with the project. See DAMP Exhibit 7.II for additional assistance. Include any activities or equipment that may generate dust and particulates as well as the area that would be impacted by the dust or particulates.
- Clearly describe each of the types of facilities/structures included in the project and the activities that will be conducted once the project is completed. For example, a commercial development project may include multiple types of facilities such as a car wash, fuel dispensing facility and a convenience store.
- Describe any easements on project

For commercial/industrial projects, the Project Description must:

- Provide the Standard Industrial Classification (SIC) Code(s) that best describes the facilities operation. SIC Codes can be found at www.osha.gov/oshstats/sicser.html.
- Specify location(s) for each type of food preparation, cooking and/or eating area(s), if any.

WQMPs

- Identify type(s) of materials that will be delivered, stored, and handled.
- Describe the location(s) of outdoor materials storage area(s) and type(s) of materials expected to be stored outdoors, if any.
- Specify if there will be commercial car washing, auto repair (include number of service bays), and/or vehicle fueling (include number of fuel pumps).

For residential projects, the Project Description must:

- Provide the range of lot and home sizes, identify number of attached versus detached dwelling units, etc.
- Describe pools, parks, open spaces, tot lots, etc., and any maintenance issues related to them.

3.6 WQMP Section III, Site Description

The Site Description must describe the project area and surrounding areas in sufficient detail to allow the project location to be plotted on a map.

The WQMP Site Description must:

- Provide the general and specific location, site address, and size (acreage to the nearest 1/10 acre). If the project is part of a larger already developed site, only give the acreage of the project.
- Identify the zoning or land use designation (if applicable).
- Identify the Watershed and downstream receiving waters
- In a narrative form include a description of the existing site, whether vacant, built upon, existing buildings or other features.

3.7 WQMP Section IV, Best Management Practices

This section describes the Best Management Practices (BMPs) that will be implemented and maintained throughout the life of a project. The BMPs will be used to prevent and minimize water pollution that can be caused by stormwater or urban runoff. As such, the BMP should reflect the nature of the activities to be conducted to help reduce or minimize the impact of the project's pollutants.

The WQMP must incorporate:

- Site Design BMPs if applicable; and
- Source Control BMPs (routine non-structural and routine structural)

3.7.1 WQMP Section IV.1, Site Design BMPs

Site Design BMPs should be considered, if appropriate, and incorporated into the project plans. Site Design BMPs can help to minimize the introduction of pollutants generated from site runoff to the municipal storm drain system by reducing imperviousness, conserving natural resources and areas, maintaining and using natural drainage courses in the municipal storm drain system, and minimizing clearing and grading

Site Design BMPs Include:

- Minimizing Directly Connected Impervious Areas
- Creating reduced or “Zero Discharge” areas

WQMPs

- Minimizing impervious areas and maximizing permeability
- Conserving natural areas

3.7.2 Section IV.2: Source Control BMPs

Routine Source Control BMPs (routine non-structural BMPs, routine structural BMPs, and BMPs for individual categories/project features) are required to be incorporated unless they do not apply due to the project features and characteristics.

Section IV.2.1, Routine Non-Structural BMPs

Table 1 identifies Routine Non-Structural BMPs that should be considered for project implementation. Select the most appropriate BMPs for use by the project and list in the template.

Table 1. Routine Non-Structural BMPs

BMP No.	Name
N1	Education for Property Owners, Tenants and Occupants
N2	Activity Restriction
N3	Common Area Landscape Management
N4	BMP Maintenance
N5	Title 22 CCR Compliance
N6	Local Water Quality 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
N17**	Retail Gasoline Outlets

** There is no BMP with the designation N16.

Section IV.2.2 Routine Structural BMPs

Table 2 identifies Routine Structural BMPs that should be considered for project implementation. Select the most appropriate BMPs for use by the project and list in the template.

Table 2. Routine Structural BMPs

Name
Provide storm drain system stenciling and signage
Design and construct outdoor material storage areas to reduce pollution introduction
Design and construct trash and waste storage areas to reduce pollution introduction
Use efficient irrigation systems & landscape design
Protect slopes and channels and provide energy dissipation
Incorporate requirements applicable to individual project features
a. Dock areas
b. Maintenance bays
c. Vehicle wash areas
d. Outdoor processing areas
e. Equipment wash areas
f. Fueling areas
g. Hillside landscaping
h. Wash water control for food preparation areas
i. Community car wash racks

3.8 WQMP Section V, Implementation, Maintenance and Inspection Responsibility for BMPs

This section identifies who is responsible for the operation, inspection and maintenance of each Source Control and Treatment Control BMP. Identify the following:

- Description of structural and non-structural BMPs;
- Inspection/maintenance frequency and schedule;
- Specific maintenance activities;
- Recordkeeping requirements (at least 5 years).

Included with this section is an Owner Self Certification form that is to be filled out annually by the project owner and submitted to the City indicating that all BMPs identified for the project are being implemented as stated in this section.

3.9 WQMP Section VI, Site Plan

A Location Map and Site Plan must be included to identify the location of the project and project features relevant to managing the quality of stormwater and urban runoff. If possible identify receiving waters on the Location Map. The Location Map and Site Plan must be of sufficient size to be readily legible and must include a complete legend with north arrow and scale on 11x17 sheet.

WQMPs

The Site Plan must identify:

- Structures, buildings and paved surfaces, landscaped and parking areas
- 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).
- Dumpster and trash container locations.
- Outdoor areas where activities (for example, washing, cleaning, maintenance, repair, fabrication, etc.) will be conducted.
- Exterior food preparation or wash areas
- Car wash racks
- Interior hazardous materials storage locations.
- Locations of spill cleanup materials.
- Location(s) of outdoor materials storage areas.
- All structural source control BMPs. Also include detail drawings as separate exhibits as necessary to demonstrate compliance with each BMP. Each detail shall include the BMP title (and number if any), and shall depict how the design features of the project implement the BMP.

3.10 WQMP Section VII, Educational Materials

A summary describing the concepts that will be addressed by the education and training program must be included at the beginning of this section. Each educational handout used for educating and/or training property owners, tenants, facility operators, employees, and others must be listed. The educational materials listed are included in this section of the WQMP.

All educational or training materials included in the WQMP should reflect the facilities and activities to be conducted once the project is operational or occupied. The WQMP preparer should review and consider the educational materials available.

Appendix A. WQMP Template