



WATER QUALITY MANAGEMENT PLAN (WQMP) OUTLINE

TITLE PAGE:

WATER QUALITY MANAGEMENT PLAN FOR

Name of Project

City of Huntington Beach Application (PA)/Tract Number(s) [Specify Lot Number(s) if site is a portion of a Tract]

Site Address(es) & Planning Area number [Use Master Site Address(es) for Tracts]

Prepared for:

Developer/Owner Name
Developer/Owner Address
City, State, Zip Code
Telephone Number with Area Code

Prepared By:

Consulting/Engineering Firm Name
Consulting/Engineering Firm Address
City, State, Zip Code
Telephone Number with Area Code

Date Prepared/Revised

NEXT PAGE:

Signed Statement (with/date) certifying that the applicant has accepted the provisions of the WQMP and that the applicant will strive to have the plan carried out by all future successors in accordance with the City of Huntington Beach’s “Notice of Transfer of Responsibility” procedures (see pages 8 & 9).

OWNER’S CERTIFICATION
WATER QUALITY MANAGEMENT PLAN FOR PERMIT/PLANNING APPLICATION
NUMBER _____ & TRACT/PARCEL MAP NUMBER (if applicable) _____

This Water Quality Management Plan has been prepared for (Owner/Developer Name) by (consulting/engineering firm name). It is intended to comply with the requirements of the City of Huntington Beach Public Work’s Department, Tract/Parcel Map No. _____, Condition Number(s) _____, and/or Site Development Permit/Application Number _____, Condition Number(s) _____ requiring the preparation of a Water Quality Management Plan (WQMP) The undersigned is aware that Best Management Practices (BMP’s) are enforceable pursuant to the City’s Water Quality Ordinance No. 33-64. 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 the non point source NPDES Permit for Waste Discharge Requirements for the County of Orange, Orange County Flood Control District and the incorporated cities of Orange County within the Santa Ana Region Stormwater Runoff Management Program. Once the undersigned transfers its interest in the property, its successors-in-interest shall bear the aforementioned responsibility to implement and amend the WQMP. An appropriate number of approved-signed copies of this document shall be available on the subject site in perpetuity.

By: _____.
Name: _____.
Title: _____.
Company: _____.
Address: _____.
Phone #: _____.
Date: _____.

NEXT PAGE(S):

TABLE OF CONTENTS: Include a list (by title) of all educational materials attached.

I. DISCRETIONARY PERMIT(S) AND WATER QUALITY CONDITION(S):

1. City of Huntington Beach Permit/Application and Tract/Parcel Map Number(s);
2. Water Quality Condition Number, if applicable, requiring the preparation of a Water Quality Management Plan (WQMP).
3. List WQMP condition verbatim, if applicable.
4. Specify the Lot & Tract/Parcel Map number describing the subject property (ex. The proposed Tract/Parcel Map is a subdivision of Tract/Parcel Map _____, or City of Huntington Beach Permit/Application Number _____ is proposed on Lot Number ____ of Tract/Parcel Map _____).

II. PROJECT DESCRIPTION: Describe the type of project, size and details of project, and associated uses, including the following:

For All Projects:

- a. Type and location of parking (ex. surface, garage, and/or carport, and portion of site on which parking is located);
- b. Landscaped areas: Describe them (include percent of site covered by impermeable surfaces);
- c. Specify if a homeowners or property owners association will be formed, and if a master association will be involved in maintenance activities. Describe ownership of all portions of site (ex., open space/landscape lots/easements, which streets are to be public and private, etc.).

Commercial/Industrial:

- a. Type(s) of use(s) for each building or tenant space;
- b. Food preparation, cooking, and eating areas: Specify location for each type of area;

- b. Designated delivery areas and loading docks: Specify location and design and if below grade. Specify type(s) of materials expected to be delivered;
- c. Outdoor materials storage areas: Describe and depict location(s), specify type(s) of materials expected to be stored;
- d. Specify if there will be waste generation, car washing, auto repair (include # of service bays), and/or vehicle fueling (include # of fuel pumps);

Residential Projects:

- a. Range of lot and home sizes, attached/detached, etc.;
- b. Pools, parks, open spaces, tot lots, etc.: Describe them and any maintenance issues.

III. SITE DESCRIPTION:

- a. Planning Area/Community Name: Provide exhibit of subject & surrounding Planning Areas in sufficient detail to allow project location to be plotted on a base map of the City.
- b. Site specifics: General and specific location, site address, and size (acreage to nearest 1/10 acre);
- c. Drainage Area site discharges into;
- d. Site characteristics: Include description of site drainage and how it ties with drainage of surrounding property (ex., The onsite drainage system connects to the drainage system in Tract _____ to the west, which drains to the detention / desilting basin located _____, and then to _____ Creek, as specified in the Basin/Urban Runoff Management Plan, etc.). Reference the WQMP Plot Plan showing drainage flow arrows, and how drainage ties to drainage of surrounding property

IV. BEST MANAGEMENT PRACTICES (BMP's):

Describe how the project complies with each post construction water quality-related condition of approval.

The pollutant runoff condition states that the WQMP is to identify the Best Management Practices (BMP's) that will be used on-site to control predictable pollutant runoff, and shall identify, at a minimum, the "routine" structural and non-structural measures specified in the Countywide NPDES Drainage Area Management Plan (DAMP) Appendix G, the assignment of long-term maintenance responsibilities (specifying the developer, parcel owner, maintenance association, lessee, etc.), and the location(s) of all structural BMP's.

- a. List and describe all “routine” structural and nonstructural BMP’s by name and DAMP number;
- b. Describe project design characteristics/features used to implement each BMP.
- c. Note: All “routine” BMP’s listed for a specific land use/type of project in Tables 1 & 2 of DAMP Appendix G must be discussed in the WQMP, and utilized to the extent that they are appropriate for the site and project. Therefore, if a BMP listed in Tables 1 or 2 is not used for the project, this section of the WQMP must explain why this routine BMP is not appropriate to the project (see example for S1 below).

S1 - Filtration (Not Applicable)

Though this BMP is considered a "routine" BMP, it is not applicable to this project, because it is intended to consist of water quality basins, grass/landscaped swales, constructed wetlands, and other large-scale structural BMP’s constructed specifically for water quality improvement. The engineer of record for this project (ENGINEER NAME) evaluated the opportunities available to use landscaped areas for water quality improvement, and determined no filtration options were feasible for the project due to (FILL IN EXPLANATION HERE, which should include some type of analysis of the S1 options considered and the reason(s) none were used). The small scale filtration provided by the landscaping included in this project (surface runoff through the landscaping on individual homeowner's lots to the street or area drains, or through landscaped areas such as parkways, landscaped slopes, and common areas within the interior of a project) does not provide the scale or degree of filtration intended by this BMP and does not constitute the provision of S1 (Filtration).

- d. Describe any “special” BMP’s (defined as BMP’s over and above the “routine” BMP’s listed in Tables 1 & 2 and designated to address specific pollutant problems identified in the water quality planning process, runoff management plan, CEQA process or similar watershed planning).
- e. Describe how the BMP’s listed in the WQMP comply with each post construction water quality related condition of approval for this project.
- e. Identify any scenic/slope/landscape easements or lots, and their role(s) in implementing applicable BMP’s. Clearly describe (and depict on the plot plan) ownership and who will be responsible for maintenance.

V. INSPECTION/MAINTENANCE RESPONSIBILITY FOR BMP’s:

- a. Describe the party(ies) responsible for both the structural and non-structural BMP’s. Include name, title, company, address, & phone number.
- b. Inspection and Maintenance Responsibility & Frequency Matrix (N4):

- i. Specifies each BMP (by DAMP title and number)
 - ii. Name, title, company, and phone number of the party(ies) responsible for implementing each BMP;
 - iii. Inspection and maintenance activity(ies) required;
 - iv. Minimum frequency of inspection & maintenance necessary to ensure full implementation and effectiveness of each BMP;
 - v. Note that N4 need not be listed in this matrix, since the matrix itself is N4.
- b. Attach Structural and Nonstructural BMP Tables 1 & 2 from DAMP Appendix G, with BMP's used for the subject project circled. Include a legend specifying that the circled BMP's are those that are used for the project.
 - c. As part of the N4 BMP regarding responsibility for BMP maintenance, the City has developed a Notice of Transfer of Responsibility Form, which serves to facilitate continued implementation of the WQMP and maintenance of the BMP's after a change in ownership of the site and to inform the City when such a transfer in ownership has occurred. The Notice of Transfer of Responsibility form shall be submitted to the City by all owners/developers at the time that ownership of property subject to the WQMP is transferred and shall be made as part of the amended WQMP.

VI. LOCATION MAP, PLOT PLAN & BMP DETAILS:

An 11" X 17" plot plan must be included. The plot plan shall be readable and depict the following:

- a. A table with the following:
 - i. North arrow & scale;
 - ii. Zoning/land use designation;
 - iii. Site area (sq. ft. and/or acreage);
 - iv. Number of units of each building/tenant space as projected at the time of the drafting of the WQMP;
 - v. Type of use (or range of uses allowed) in each building/tenant space as projected at the time of the drafting of the WQMP;
- b. All Structural BMP's proposed; Identify the following BMP's by title and number (See DAMP Appendix G) in a legend on plot plan: S4 (car wash racks), S5 (outdoor food preparation areas), S6 (trash container areas), S7 (washing/cleaning/maintenance/repair areas), S8 (outdoor storage areas),

S9 (motor fuel dispensing areas), S12, (energy dissipater), S14 (loading dock drainage), S15 (inlet trash racks) and S16 (water quality inlets).

- c. Drainage flow information, including general surface flow lines, concrete or other surface ditches or channels, as well as storm drain facilities such as catch basins and underground storm drainpipes and any receiving waters;
- d. Show where water on-site goes (i.e., where the on-site storm drainage system connects to the off-site drainage system);

Note: Also include detail drawings (as separate exhibits) as necessary (ex. for S4-S16) to demonstrate compliance with each BMP. Each detail shall include the BMP title and number from the DAMP, and shall depict how the design features of the project implement each BMP.

VII. EDUCATIONAL MATERIALS INCLUDED:

Each educational handout included shall be listed by name in the table of contents (also include this section of the table of contents on cover sheet for Educational Materials Section of WQMP). Include a cover page with name of each educational handout attached as part of the WQMP.

General Notes:

1. For initial review of draft WQMP, provide two-draft copy of the WQMP with all attachments to the Public Work's Department on the first floor of the City of Huntington Beach Civic Center. Once final approval of the WQMP is granted, 2 bound City copies shall be submitted for the initial project application. Also provide an appropriate number of full WQMP's, to be stamped and signed as approved by the City for property owner, developer, contractor, tenants, home/property owner's association, and other records.
2. Use references to both street name(s) & lettered lot number(s) from applicable Map.
3. Given a WQMP is required in order to implement City regulations (ex., Ordinance No. 33-64), State Regulations (ex., the Santa Ana Regional Water Quality Control Board's Basin Plans), and Federal Regulations (ex., the Clean Water Act/NPDES), WQMP will use words such as "shall", "will", & "must", rather than "should", "could", and "may". Application of these definitive terms does not apply to the project engineer's selection of routine BMP's. In other words, while the consideration of a routine BMP is mandatory, its application to the project is within the discretion of the engineer of record. After the engineer has exercised his/her discretion on the selection of a routine BMP, their application to the project should be expressed in definitive terms.

4. On transmittal/cover letter: Specify the type of clearance requested. For example, clearance for issuance of a precise grading permit (list permit number and Name of grading plan checker); clearance for recordation of tract/parcel map; and/or clearance for issuance of building permits.

For questions regarding preparing WQMP's or other NPDES-related questions, please contact:

City of Huntington Beach, Public Works Department FAX: (714) 536-5431
2000 Main Street
P.O. Box 190
Huntington Beach, CA 92648

Water Quality Management Plan Notice of Transfer of Responsibility

Tracking No. Assigned by the City of Huntington Beach: _____
 Submission of this Notice of Transfer of Responsibility constitutes notice to the City of Huntington Beach that responsibility for the Water Quality Management Plan (“WQMP”) for the subject property identified below, and implementation of that plan, is being transferred from the Previous Owner (and his/her agent) of the site (or a portion thereof) to the New Owner, as further described below.

I. Previous Owner/Previous Responsible Party Information

Company/Individual Name		Contact Person	
Title			
Street Address			
City	State	Zip	Phone

II. Information about Site Transferred

Name of Project (if applicable)		Contact Person	
Title of WQMP Applicable to Site			
Planning Area (PA) and/or Tract Number(s) for Site Lot Numbers (if Site is a portion of a tract)			
Date WQMP Prepared (and revised if applicable)			
Street Address of Site			
City	State	Zip	Phone

III. New Owner/New Responsible Party Information

Company/Individual Name		Contact Person	
Title			
Street Address			
City	State	Zip	Phone

IV. Ownership Transfer Information

General Description of Site Transferred to New Owner
General Description of Portion of Project/Parcel Subject to WQMP Retained by Owner (if any)
Lot/Tract Numbers of Site Transferred to New Owner
Remaining Lot/Tract Numbers Subject to WQMP Still Held by Owner (if any)
Date of Ownership Transfer

Note: When the Previous Owner is transferring a Site that is a portion of a larger project/parcel addressed by the WQMP, as opposed to the entire project/parcel addressed by the WQMP, the General Description of the Site transferred and the remainder of the project/parcel not transferred shall be set forth as maps attached to

this notice. These maps shall show those portions of a project/parcel addressed by the WQMP that are transferred to the New Owner (the Transferred Site), those portions retained by the Previous Owner, and those portions previously transferred by Previous Owner. Those portions retained by Previous Owner shall be labeled “Previous Owner,” and those portions previously transferred by Previous Owner shall be labeled as “Previously Transferred.”

V. Purpose of Notice of Transfer

The purposes of this Notice of Transfer of Responsibility are: 1) to track transfer of responsibility for implementation and amendment of the WQMP when property to which the WQMP is transferred from the Previous Owner to the New Owner, and 2) to facilitate notification to a transferee of property subject to a WQMP that such New Owner is now the Responsible Party of record for the WQMP for those portions of the site that it owns.

VI. Certifications

A. Previous Owner

I certify under penalty of law that I am no longer the owner of the Transferred Site as described in Section II above. I have provided the New Owner with a copy of the WQMP applicable to the Transferred Site that the New Owner is acquiring from the Previous Owner.

Printed Name of Previous Owner Representative	Title
Signature of Previous Owner	Date

B. New Owner

I certify under penalty of law that I am the owner of the Transferred Site, as described in Section II above, that I have been provided a copy of the WQMP, and that I have informed myself and understand the New Owner’s responsibilities related to the WQMP, its implementation, and Best Management Practices associated with it. I understand that by signing this notice, the New Owner is accepting all ongoing responsibilities for implementation and amendment of the WQMP for the Transferred Site, which the New Owner has acquired from the Previous Owner.

Printed Name of New Owner Representative	Title
Signature	Date