

City of Cypress

Department of Public Works
Memorandum

August 17, 2011



TO: Developers

FROM: Dario Simoes, P.E., Associate Engineer

CC: Planning Department

SUBJECT: NPDES Order No. R8-2009-0030, City of Cypress WQMP Requirements, and WQMP Questionnaire

Developer's Guide to WQMP Preparation within the City of Cypress and Storm Water Project Checklist



Introduction

This guide will help you determine whether your project requires the preparation of a Water Quality Management Plan (WQMP), and help you complete the WQMP Questionnaire.

General History

In 1987 an amendment was made to the Clean Water Act (CWA) that added Section 402(p) (USC §1342(p)) establishing a mechanism that regulates the municipal storm water systems. This amendment required cities and local jurisdictions to obtain permits in order to discharge storm water from their drainage systems. In 1990 the United States Environmental Protection Agency (EPA) amended 402(p) to include permit application requirements for storm water discharges.

A revised Basin Plan was adopted by the State Water Resources Control Board (State Board) effective 1995. It contains water quality objectives and beneficial uses for the water bodies in the Santa Ana Region (Regional Board), which the City of Cypress is within. In being consistent with the CWA, it is the Regional Board's intent to require the

implementation of Best Management Practices (BMPs) to reduce the discharge of pollutants in urban storm water.

What is a WQMP?

A Water Quality Management Plan (WQMP) is a document that plans and describes how a development will mitigate rain water from becoming polluted, prevent it from entering the City's storm drain system, or both which eventually reaches the Pacific Ocean. It can be viewed as an assurance for the City that the new development will not pollute the waters of the United States. The WQMP document is so important that the responsibilities outlined within aren't just carried by the first owner of a site, but pass on to all subsequent owners.

New developments and significant redevelopment projects are categorized into Priority and Non-Priority projects. A Non-Priority project does not require treatment BMPs or an agreement certifying the continued maintenance thereof. All other information within a Priority WQMP is required within a Non-Priority WQMP.

What does significant redevelopment mean?

The California Regional Water Quality Control Board, Santa Ana (Regional Board), has issued Order No. R8-2009-0030 and according to the Order, Subsection XII, §B.2.a (page 49) "significant redevelopment is defined as projects that include the addition or replacement of 5,000 square feet or more of impervious surface on a developed site."

Why do we have to prepare one?

The Order No. R8-2009-0030 requires that certain developments write a WQMP that documents, among other things, sources of pollution, treatment methods, and long term maintenance of these treatment methods. It furthermore states that Cities must receive these documents, review, approve, and perform ongoing inspections according to the approved WQMP.



Who does this apply to?

If you are planning on developing (or redeveloping) a site in the City of Cypress, these requirements apply to you. All industrial, commercial, and some residential projects must undergo the preparation of a WQMP. Additions to single-family residences are exempt as long as the final total floor plan area (including outdoor hard landscape) is less than 5,000 square feet.

Who can prepare a WQMP?

Specific site information is required in a WQMP and must be completed in a standard format for consistency between all WQMPs. A WQMP must be signed and stamped by a qualified State Registered Professional Engineer only.

How do I know my Engineer is qualified?

The County of Orange has hosted workshops and training sessions that assist Engineers in the preparation of these documents. Your engineer should be able to show that they have attended these classes. Furthermore, much like hiring a contractor, one

should ask for examples of previous work. The Department recommends that the engineer pay for the plan check deposit.

How are the WQMP Plan Check Fees collected?

The fee is the actual cost to rigorously review the document by a qualified California Registered Engineer. At first submittal, a \$500 deposit is collected. Once the document is approved, the deposit is subtracted from the total review fee and is collected at the Engineering Department counter. Credit and debit cards are not accepted.

Are there any examples of a WQMP that my engineer can follow?

The City of Cypress maintains a model WQMP and a preparation manual on the City's website. More information can be found at the following internet address:

http://www.ci.cypress.ca.us/public_works/pollution_prevention.htm

A WQMP must document at a minimum, the following:

- a) Owner's Certification – An agreement that maintenance will be performed
- b) Engineer's Certification – A testimony that the calculations and devices used meet all requirements
- c) Table of Contents
- d) WQMP conditions – must meet as given by the City (listed verbatim)
- e) Detailed project description – What the development proposes to construct
- f) Detailed site description – What the existing site properties are
- g) Best Management Practices (BMP) list
- h) Operations and Maintenance Plan (O&M) – A detailed description of who, when, how, and how often the BMPs will be maintained, including an inspection sheet to do so and another Owner's Certification stating that the maintenance has been performed according to the WQMP (submitted annually)
- i) Location plan, site plan, and a BMP details plan – Drawings showing where the development is, and where the BMPs are located on the development.
- j) Educational Materials – Any brochures that demonstrate how the maintenance is performed, and educates the users of the development how to keep in mind that maintenance must be performed
- k) A Covenant and Agreement – A legal document that guarantees that the BMPs will be maintained, funding will be present for that maintenance, and that allows the City to inspect the BMPs.

How do I know if my project is considered a "Priority" or "Non-Priority Project"?

The City of Cypress has developed a Storm Water Project Checklist that helps in determining the priority level of a project. This checklist can be found on the Following page. You may also reference Subsection XII, §B.2 (pages 49 and 50) of the current Order.

What if my project is not considered a "Priority Project"?

If a project creates less than 5,000 square feet but still requires a Conditional Use Permit (CUP) from the Planning Department, the development will require a Non-Priority WQMP. Under the Regional Board's current Order No. R8-2009-0030, Section XII, §B.7 (page no. 53) the City of Cypress must require all non-priority projects to document via

Non-Priority WQMP, site design, source control, and any other BMPs which may or may not include treatment control BMPs.

If your project is not considered a Priority Project and does not require a CUP (i.e.: residences with a total floor plan of less than 5,000 square feet including outdoor surfaces), then it is exempt from preparing a WQMP.

Storm Water Project Checklist

The attached checklist must be completed and delivered to the Engineering Counter at the City of Cypress. All projects performed within the City must complete this form in order to receive approval of occupancy by the Engineering Department.

There are so many acronyms. What do they all mean?

On the following page there is a list of the most commonly used acronyms found within the Order documentation.

Who do I contact if I have more questions?

Should you have any other concerns or comments, please contact Mr. Dario Simoes in the City's Engineering Department. He can be reached at (714) 229-6740, or through email at dsimoes@ci.cypress.ca.us.

Water Quality Permit Acronyms

Most Commonly Used Acronyms are in Bolded Text

BMP -	Best Management Practices
DAMP -	Drainage Area Management Plan
DCV -	Design Capture Volume
DMA -	Drainage Management Area
ESA -	Environmentally Sensitive Area
HCOC -	Hydrologic Conditions of Concern
HSC -	Hydrologic Source Controls
LIP -	Local Implementation Plan
LID -	Low Impact Development
MEP -	Maximum Extent Practical
MWQMP -	Model Water Quality Management Plan
NOC -	North Orange County
NPPWQP -	Non Priority Project Water Quality Plan
O&M Plan -	Operation & Maintenance Plan
POC -	Pollutants of Concern
SARWQCB -	Santa Ana Region Water Quality Control Board
TGD -	Technical Guidance Document
WIHMP -	Watershed Infiltration & Hydromodification Management Plan