PORT OF SAN DIEGO

STORMWATER QUALITY MANAGEMENT PLAN

FOR STANDARD (MINOR) DEVELOPMENT PROJECT

Project NAME:

Project NUMBER:

Project ADDRESS:

date:

CA CIVIL ENGINEER STAMP AND SIGNATURE:

PREPARED FOR:

[INSERT APPLICANT NAME]

[INSERT ADDRESS]

[INSERT CITY, STATE ZIP CODE]

PREPARED BY:

[INSERT COMPANY NAME]

[INSERT ADDRESS]

[INSERT CITY, STATE ZIP CODE]

Standard SWQMP Template Date: August 2024





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**TABLES**

Table 1. Project Summary

Acronym Sheet

BMP Best Management Practice

HMP Hydromodification Management Plan

HSG Hydrologic Soil Group

MS4 Municipal Separate Storm Sewer System

N/A Not Applicable

NRCS Natural Resources Conservation Service

PDP Priority Development Project

PE Professional Engineer

SC Source Control

SD Site Design

SDRWQCB San Diego Regional Water Quality Control Board

SIC Standard Industrial Classification

SWQMP Storm Water Quality Management Plan

**STANDARD SWQMP PROJECT APPLICANT CERTIFICATION PAGE**

**Project Name:** [Insert Project Name]

**Project Number:** [Project Number]

**Project Applicant’s Certification**

This Standard Project SWQMP has been prepared for [INSERT PROJECT APPLICANT/COMPANY NAME] by [INSERT SWQMP PREPARER'S COMPANY NAME]. The Standard Project SWQMP is intended to comply with Standard Project requirements outlined in the Port of San Diego BMP Design Manual pursuant to local Port of San Diego and regional MS4 Permit (California Regional Water Quality Control Board San Diego Region Order No. 2013-0001, as amended by Orders No. R9-2015-0001 and No. R9-2015-0100) requirements for storm water management.

The undersigned, while it owns the subject project, is responsible for the implementation of the provisions of this plan. This includes:

* **Installation of storm water BMPs,**
* **Verification of installed BMPs pursuant to the Port of San Diego’s project closeout procedures,**
* **Maintenance of BMPs annually or more frequently when necessary to maintain BMP capacity,**

If the undersigned transfers its interests in the property, its successor-in-interest shall bear the aforementioned responsibility to implement the best management practices (BMPs) described within this plan, including ensuring on-going operation and maintenance of structural BMPs. A signed copy of this document shall be available on the subject property into perpetuity.

|  |
| --- |
| **Signature 1: Pre-Construction***Project applicant’s signature is required prior to approval of the SWQMP.* |
| Project Applicant’s Signature: |
| Print Project Applicant’s Name: | Company Name: | Date: |

|  |
| --- |
| **Signature 2: Post-Construction***Project applicant’s signature is required for project closeout.* |
| Project Applicant’s Signature: |
| Print Project Applicant’s Name: | Company Name: | Date: |

# Project Information

Table 1 summarizes basic project information.

Table 1. Project Summary

|  |  |
| --- | --- |
| **Project Name** |  |
| **Address/Location** |  |
| **APN(s)** |  |
| **Project Number** |  |
| **Hydrologic Subarea** | [e.g., 908.21] |
| **Leasehold Area** |  |
| **Parcel Area**  |  |
| **Area to be Disturbed (Project Area)** | [Proposed impervious area + proposed pervious area = area to be disturbed. This may be less than the parcel area].  |
| **Project Proposed Impervious Area**  |  |
| **Project Proposed Pervious Area** |  |
| **Project Description** |  |
| **Description of Site Existing Drainage Patterns**  | [How is storm water runoff conveyed from the site? At a minimum, this description should answer:(1) whether existing drainage conveyance is natural or urban;(2) Is runoff from offsite conveyed through the site? (3) Provide details regarding existing project site drainage conveyance network, including any existing storm drains, concrete channels, swales, detention facilities, storm water treatment facilities, natural or constructed channels; and(4) Identify all discharge locations from the existing project site along with a summary of conveyance system size and capacity for each of the discharge locations. Provide summary of the pre-project drainage areas and design flows to each of the existing runoff discharge locations.] |
| **Description of Site Proposed Drainage Patterns**  | [Provide same level of detail as requested for existing drainage patterns above] |

## Vicinity Map

The project vicinity map is below. It includes major roadways, geographic features or landmarks, site perimeter, downstream receiving water body, scale bar, and north arrow.

[Insert project vicinity map here]

## Requirements Applicability

A completed stormwater applicability checklist is included in Attachment A.

# Site Design BMPs

Site Design BMPs must all be proposed as applicable and feasible. Site design Low Impact Development (LID) BMPs have been selected for the project, as summarized in Attachment B.

# Source Control BMPs

Source control BMPs must be implemented, where applicable and feasible. Source control BMPs proposed for the project are indicated on Attachment C.

# Copy of Plan Sheets Showing Permanent Storm Water BMPs

Copies of all relevant plan sheets showing the location of proposed permanent storm water BMPs are included in Attachment D. The plan sheets include the following components:

* Structural BMP(s) with ID numbers and fully dimensioned.
* Grading and drainage design consistent with the delineation of DMAs shown on the DMA and HMP exhibit.
* Details and specifications for construction of structural BMP(s)
* Signage indicating the location and boundary of structural BMP(s).
* How to access the structural BMP(s) to inspect and perform maintenance.
* Features provided to facilitate inspection (e.g., observation ports, cleanouts, etc.).
* Manufacturer and part numbers for proprietary BMP(s) when applicable.
* Maintenance thresholds specific to the structural BMP(s).
* Recommended equipment to perform maintenance.
* Necessary special training or certification requirements for inspection and maintenance personnel, when applicable.
* Landscaping sheets showing vegetation requirements for vegetated BMP(s).
* For proprietary BMP(s), site-specific cross section with outflow, inflow, and model number.

# Project Closeout Documentation

A blank copy of the Port of San Diego Verification Closeout form and a copy of the SWQMP changes during construction form are included in Attachment E.

If applicable, a copy of review and acceptance of the SWQMP from an adjacent jurisdiction will also be included as part of Attachment E. The copy of review and acceptance of the SWQMP from adjacent jurisdiction(s) is required when a portion of the project is within the Port’s jurisdiction and a portion of the project is within another jurisdiction.

If applicable, the construction change record includes the following components:

* Description of construction change.
* Description of impacts to the storm water management design.
* Description of how the project will maintain compliance with stormwater requirements.
* A revised DMA and HMP exhibit.

Attachment A Completed Storm Water Applicability Checklist

Attachment B Site Design BMP Checklist

|  |  |
| --- | --- |
| **Site Design BMP Checklist****for All Development Projects****(Standard Projects and Priority Development Projects)** | **Form I-5** |
| **Project Identification** |
| Project Name: |
| Project Number: |
| **Site Design BMPs** |
| All development projects must implement site design BMPs SD-1 through SD-8 where applicable and feasible. See Chapter 4 and Appendix E of the BMP Design Manual for information to implement site design BMPs shown in this checklist.Answer each category below pursuant to the following.* "Yes" means the project will implement the site design BMP as described in Chapter 4 and/or Appendix E of the BMP Design Manual. Discussion / justification is not required.
* "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
* "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project site has no existing natural areas to conserve). Discussion / justification may be provided.
 |
| **Site Design Requirement** | **Applied?** |
| **SD-1** Maintain Natural Drainage Pathways and Hydrologic Features | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-1 not implemented: |
| **SD-2** Conserve Natural Areas, Soils, and Vegetation | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-2 not implemented: |
| **SD-3** Minimize Impervious Area | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-3 not implemented: |
| **SD-4** Minimize Soil Compaction | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-4 not implemented: |
| **SD-5** Impervious Area Dispersion | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-5 not implemented: |

|  |
| --- |
| **Form I-5 Page 2 of 2** |
| **Site Design Requirement** | **Applied?** |
| **SD-6** Runoff Collection | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-6 not implemented: |
| **SD-7** Landscaping with Native or Drought Tolerant Species | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-7 not implemented: |
| **SD-8** Harvesting and Using Precipitation | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SD-8 not implemented: |

Attachment C Source Control BMP Checklist

|  |  |
| --- | --- |
| **Source Control BMP Checklist****for All Development Projects****(Standard Projects and Priority Development Projects)** | **Form I-4** |
| **Project Identification** |
| Project Name: |
| Project Number: |
| **Source Control BMPs** |
| All development projects must implement source control BMPs SC-1 through SC-6 where applicable and feasible. See Chapter 4 and Appendix E of the BMP Design Manual for information to implement source control BMPs shown in this checklist.Answer each category below pursuant to the following.* "Yes" means the project will implement the source control BMP as described in Chapter 4 and/or Appendix E of the BMP Design Manual. Discussion / justification is not required.
* "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
* "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project has no outdoor materials storage areas). Discussion / justification may be provided.
 |
| **Source Control Requirement** | **Applied?** |
| **SC-1** Prevention of Illicit Discharges into the MS4 | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SC-1 not implemented: |
| **SC-2** Storm Drain Stenciling or Signage | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SC-2 not implemented: |
| **SC-3** Protect Outdoor Materials Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SC-3 not implemented: |
| **SC-4** Protect Materials Stored in Outdoor Work Areas from Rainfall, Run-On, Runoff, and Wind Dispersal | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SC-4 not implemented: |

|  |
| --- |
| **Form I-4 Page 2 of 2** |
| **Source Control Requirement** | **Applied?** |
| **SC-5** Protect Trash Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal | [ ]  Yes | [ ]  No | [ ]  N/A |
| Discussion / justification if SC-5 not implemented: |
| **SC-6** Additional BMPs Based on Potential Sources of Runoff Pollutants (must answer for each source listed below)[ ]  On-site storm drain inlets [ ]  Interior floor drains and elevator shaft sump pumps[ ]  Interior parking garages[ ]  Need for future indoor & structural pest control[ ]  Landscape/Outdoor Pesticide Use[ ]  Use efficient irrigation systems[ ]  Pools, spas, ponds, decorative fountains, and other water features[ ]  Food service[ ]  Refuse areas[ ]  Industrial processes[ ]  Outdoor storage of equipment or materials[ ]  Vehicle and Equipment Cleaning[ ]  Vehicle/Equipment Repair and Maintenance[ ]  Fuel Dispensing Areas[ ]  Loading Docks[ ]  Fire Sprinkler Test Water[ ] Miscellaneous Drain or Wash Water[ ]  Plazas, sidewalks, and parking lots | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No[ ]  No | [ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A |
| Discussion / justification if SC-6 not implemented. Clearly identify which sources of runoff pollutants are discussed. Justification must be provided for all "No" answers shown above. |

Attachment D Copy of Plan Sheets Showing Permanent Storm Water BMPs

Attachment E Project Closeout Documentation

**Indicate which items are included behind this cover sheet**

|  |  |  |
| --- | --- | --- |
| **Contents** | **Included (Y/NA)** | **Explain if marked N/A** |
| E.1. Copy of Review and Acceptance of SWQMP from Adjacent Jurisdiction (when applicable) |  |  |
| E.2. SWQMP Changes During Construction (when applicable) |  |  |
| E.3. Port of San Diego Verification Closeout Form |  |  |

**Attachment E.1. Copy of Review and Acceptance of SWQMP from Adjacent Jurisdiction (when applicable)**

[Delete if not applicable]

**Attachment E.2. SWQMP Changes During Construction (when applicable)**

**CONSTRUCTION CHANGE RECORD**

During construction of the project, any changes that affect the design of storm water management features must be reviewed and approved by the Port of San Diego. This might include changes to drainage patterns that occurred based on actual site grading and construction of storm water conveyance structures, or substitutions to storm water management features. The storm water management design must be revisited to ensure the revised project layout and features meet the requirements of the BMP Design Manual and the MS4 Permit.

Design changes must be reviewed and approved by the Engineer of Record and the Port of San Diego prior to continuing construction.

Use this Table to keep a record of changes that occur during construction.

|  |  |  |
| --- | --- | --- |
| **Construction Change Number** | **Date of Approval** | **Summary of Changes** |
|  |  |  |
|  |  |  |
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**Attachment E.3. Port of San Diego Verification Closeout Form**

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| **Closeout Verification Form** |

This form must be accepted by the Port of San Diego prior to the release of construction permits or granting of occupancy for applicable portions of a project with Post-Construction BMPs. Applicants are responsible for providing all requested information. Do not leave any fields blank; indicate *N/A* for any requested item that is not applicable. Submit electronically to SWPollutionPrevention@portofsandiego.org

**PART 1 General Project and Applicant Information**

**Table 1: Project and Applicant Information**

|  |
| --- |
|  **A. Project Summary Information** |
| ***Project Name*** | Click here to enter text. |
| ***Project Number*** | Click here to enter text. |
| ***Project Address*** | Click here to enter text. |
| ***SWQMP Approval Date*** | Click here to enter text. |
| ***SWQMP Prepared By*** | Click here to enter text. |
| **B. Owner Information** |
| ***Name*** | Click here to enter text. |
| ***Address*** | Click here to enter text. |
| ***Email Address*** | Click here to enter text. |
| ***Phone Number*** | Click here to enter text. |

**PART 2 DMA and BMP Inventory Information**

Use this table to document post-construction BMPs for the project. List all Post-Construction BMPs being verified.

* The information provided for each BMP in the table must match that provided in the Stormwater Quality Management Plan (SWQMP), construction plans, maintenance agreements, and other relevant project documentation.

**Table 2: Required Information for Post-Construction BMPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BMP ID#** | **Description/Type of BMP** | **Construction Plan Sheet #** | **Landscape Plan Sheet #** | **BMP Maintenance- Operation and Maintenance Plan Page No.** | **Who will be responsible for maintenance of this BMP?** |
|  |  |  |  |  |  |
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**PART 3 Required Attachments for All BMPs Listed in Table 2**

|  |
| --- |
| **For ALL projects, submit the following with the BMP Closeout Verification Form (check all that are attached):**[ ]  Photographs: A photograph of each fully constructed BMP (or group of BMPs). |
| [ ]  As-Built Construction Plans: An 11” X 17” copy of the most current applicable approved construction plan sheets:Note: For each construction plan, the sheets submitted must incorporate all of the following:[ ]  A plan/cross-section of each verified as-built BMP, AND[ ]  The location of each verified as-built BMP |

**PART 4 Engineer of Work Certification**

By signing below, I certify that the BMP(s) listed in Table 2 of this Closeout Verification Form have been constructed and all are in substantial conformance with the approved plans and applicable regulations. I understand the Port of San Diego reserves the right to inspect the above BMPs to verify compliance with the approved plans and *Port of San Diego BMP Design Manual*. Should it be determined that the BMPs were not constructed to plan or code, corrective actions may be necessary before permits can be closed.

Please sign and provide your seal below.

[SEAL]

Professional Engineer's Printed Name:

\_\_\_\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_Click here to enter text.\_\_\_\_\_\_\_\_

Professional Engineer's Signed Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PORT OF SAN DIEGO - OFFICIAL USE ONLY:**

For Port of San Diego Inspectors

Port of San Diego Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date verification received from EOW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, Port of San Diego Inspector concurs that BMPs listed on Table 2 of this Closeout Verification Form have been installed per plan.

Inspector Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_