

Appendix A: Submittal Templates

The following templates were developed to assist the project applicant and the plan reviewer:

A.1 Storm Water Requirements Applicability Checklist (Intake Form)

All projects must complete the Storm Water Requirements Applicability Checklist (Intake Form). The purpose of this checklist is to establish the storm water requirements applicable to the project. A copy of this Intake Form checklist can be downloaded from:

<https://www.chulavistaca.gov/departments/public-works/services/storm-water-pollution-prevention/documents-and-reports>

A.2 Standard SWQMP Template

The Standard and PDP Exempt Project SWQMP is a compilation of checklists that document that all permanent source control and site design BMPs have been considered for the project and implemented where feasible. All applicable features shall be shown on site plans and landscaping plans.

The following Standard SWQMP template was developed to assist the Projects applicants and the plan reviewer. **The following information must be included in the Standard Projects SWQMP submittal**

- Certification Page
- Form I-4A: Source Control BMP Checklist for Standard Projects
- Form I-5A: Site Design BMP Checklist for Standard Projects
- Site Plan Attachment

A copy of the Standard SWQMP forms can be downloaded from:

<https://www.chulavistaca.gov/departments/public-works/services/storm-water-pollution-prevention/documents-and-reports>

Note that additional information may be required at the discretion of the City based on the nature of the project but as a minimum the information listed above will be required.

A.3 PDP SWQMP Template

The PDP SWQMP template was developed to assist the Project applicants and the plan reviewer. A copy of the PDP SWQMP template can be downloaded from:

<https://www.chulavista.ca.gov/departments/public-works/services/storm-water-pollution-prevention/documents-and-reports>

The PDP applicant is required to submit an electronic and hard copy of the PDP SWQMP for review. Latest edition of the forms, worksheets and templates from the City website must be used in the submittal.

The following minimum information must be included in the PDP submittal:

- **Certification Page**, stamped and signed (wet signature) by Engineer in Responsible Charge
- **Submittal Record**
- **Project Vicinity Map**, including project area, adjacent street and nearby hydrologic features
- **Intake Form**: Storm Water Applicability Checklist, signed by Owner or Agent
- **HMP Exemption Exhibit (for all hydromodification management exempt projects)**, including project area, applicable underground storm drain line and/or concrete lined channels, outfall information (with drawing numbers referenced) and exempt waterbody. Minimum 11 x 17 sheet.
- **FORM I-3B**: Site Information Checklist for PDPs
- **FORM I-4**: Source Control BMP Checklist for all Development Projects
- **FORM I-5**: Site Design BMP Checklist for all Development Projects including Attachment 1 (where All proposed Source & Site Control BMPs are shown on the “Project Site Plan”).
- **FORM I-6**: Summary of PDP Structural BMPs (one sheet per BMP)
- **ATTACHMENT 1: Backup for PDP Pollutant Control BMPs**
 - **Attachment 1A: DMA Exhibit** including the following information
 - Underlying hydrologic soil group
 - Approximate depth to groundwater
 - Existing natural hydrologic features (watercourses, seeps, springs, wetlands)
 - Critical coarse sediment yield areas to be protected
 - Existing topography and impervious areas
 - Existing and proposed site drainage network and connections to drainage offsite
 - Proposed grading
 - Proposed impervious features
 - Proposed design features and surface treatments used to minimize imperviousness

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- Drainage management area (DMA) boundaries, DMA ID numbers, and DMA areas (square footage or acreage), and DMA type (i.e., drains to BMP, self-retaining, or self-mitigating), impervious area created/replaced (ft² or acres)
- Potential pollutant source areas and corresponding required source controls (see Chapter 4, Appendix E.1, and Form I-3B)
- Structural BMPs (identify location, type of BMP, cross-section and size/detail)
- **Attachment 1B: Tabular Summary of DMAs (Worksheet B-1 from Appendix B)** and Design Capture Volume Calculations
- **Attachment 1C: FORM I-7** Harvest and Use Feasibility Screening
- **Attachment 1D: Infiltration Feasibility Information** (one or more of the following):
 - Infiltration Feasibility Condition Letter
 - **FORM I-8A:** Worksheet C.4-1 Categorization of Infiltration Feasibility Condition based on Geotechnical Conditions
 - **Form I-8B:** Worksheet C.4-2 Categorization of Infiltration Feasibility Condition based on Groundwater and Water Balance Conditions
 - **Worksheet C.4-3:** Infiltration and Groundwater Protection for Full Infiltration BMPs
 - **FORM I-9: Worksheet D.5-1** Factor of Safety and Design Infiltration Rate Worksheet for Full Infiltration Designs
- **Attachment 1E: Pollutant Control BMP Design Worksheets / Calculations for each DMA and Structural BMP Worksheets from Appendix B, as applicable.**
- **Attachment 2: Backup for PDP Hydromodification Control Measures**
 - **Attachment 2A:** Hydromodification Management Exhibit including the following information
 - Underlying hydrologic soil group
 - Approximate depth to groundwater
 - Existing natural hydrologic features (watercourses, seeps, springs, wetlands)
 - Critical coarse sediment yield areas to be protected
 - Existing topography
 - Existing and proposed site drainage network and connections to drainage offsite
 - Proposed grading
 - Proposed impervious features
 - Proposed design features and surface treatments used to minimize imperviousness
 - Point(s) of Compliance (POC) for Hydromodification Management, with a POC at each point of discharge

- Existing and proposed drainage boundary and drainage area to each POC (when necessary, create separate exhibits for pre-development and post-project conditions)
- Structural BMPs for hydromodification management (identify location, type of BMP, cross-section and size/detail)
- o **Attachment 2B:** Management of Critical Coarse Sediment Yield Areas (CCSYA); See Section 6.2. Must provide a map showing that the project site is outside the CCSYA.
- o **Attachment 2C:** Geomorphic Assessment of Receiving Channels (Optional); See Section 6.3.4
- o **Attachment 2D:** Flow Control Facility Design; Overflow Design Summary for each structural BMP. See Chapter 6 and Appendix G.
- **ATTACHMENT 3: Structural BMP Maintenance Plan (Refer to Section A.4)**
- **ATTACHMENT 4: Copy of Plan Sheets Showing Permanent Storm Water BMPs**, must meet the requirements in Section 8.2.4 in Chapter 8 of this Manual.
- **ATTACHMENT 5: Project’s Drainage Report**
- **ATTACHMENT 6: Project’s Geotechnical and Groundwater Investigation Report**, must satisfy the requirements in Appendix C.3.

A.4 Storm Water Management Facilities Maintenance Agreement with Grant of Access and Covenant’s Template

Storm Water Management Facilities Maintenance Agreement with Grant of Access and Covenant’s (“Maintenance Agreement”) Template can be found at the following link (also refer to Chapter 8.2.1 for more information’s):

<https://www.chulavistaca.gov/departments/public-works/services/storm-water-pollution-prevention/documents-and-reports>