



Water Quality Management Plan (WQMP) Review Process- Residential & Commercial Plans

1. **Determine if a Water Quality Management Plan (WQMP) is necessary for your residential or commercial project.** Use the **Checklist for Identifying Projects Requiring a Project-Specific WQMP** attached to the Building and Safety permit application or the [DRC application](#), to determine whether a WQMP will need to be included as part of your application. The checklist requires review from a representative of the Engineering Department prior to the acceptance of your applications.

2. **If any responses are “YES” then,** hire a licensed civil engineer to prepare the plan using the guidance from the [San Bernardino Public Works Department](#) and the [template](#) for the Santa Ana River watershed. There is also a [Technical Guidance Document](#) that may help an engineer prepare the plan. The WQMP will be reviewed by the Engineering Department for completeness and conformity to the 2010 Municipal Separate Storm Sewer System Permit (MS4 Permit), adopted by the Santa Ana Regional Water Quality Control Board (RWQCB).

3. **Plan Review Fees.** Pay the plan check review fee according to the project type, and acreage. See schedule below.

WQMP Type	Plan Check Fee		
Single Family Residential (7 hours for review, additional hours fully burdened rate)	\$1,007.37		
Preliminary WQMP	\$2,696.98		
Final Basic WQMP	\$3,048.76		
Final Standard WQMP	\$3,986.84		
Final Complex WQMP	\$6,801.08		
	Commercial	Industrial	Residential
Final Basic WQMP	8 acres or less	5 acres or less	19 acres or less
Final Standard WQMP	Greater than 8.1 acres up to 23	Greater than 5 acres up to 18 acres	Greater than 19 acres up to 50 acres
Final Complex WQMP	Greater than 23.1 acres	Greater than 18.1 acres	Greater than 50.1 acres

4. **Preliminary WQMP.** Commercial projects will require the preparation of a preliminary WQMP, which will set the basis for the Final WQMP. The Preliminary WQMP needs to be submitted as part of the DRC application and must be reviewed and approved prior to scheduling Planning Commission approval.
5. **Final WQMP.** The Final WQMP will be based upon the approved preliminary WQMP. Both PWQMP and FWQMP fees need to be paid for review. The FWQMP must be submitted PRIOR to building and safety plan check submittal.
6. **Hardcopies of the WQMP to the Engineering Department.** Two (2) hardcopy submissions need to be in 3-ring binders, with all necessary sections filled out, and full size sheets of the site plan, drainage plan, and any exhibits need to be folded and included in the binder. Incomplete submissions will not be accepted. For the first submittal for a residential WQMP, an electronic submission is acceptable. For preliminary WQMP and commercial final WQMPs the first submission must be two (2) hardcopies.
7. **Reviewer will contact Engineer of Record for revisions.** Our contract WQMP reviewer will contact the engineer to work through any revisions that may need to be made. Once all revisions have been made and the WQMP is approved, grading permit will be issued and one binder will need to be at the construction site at all times.
8. **Construction Begins.** Construction related to drainage structures will need to be inspected and photographed. Any field changes related to the WQMP must be approved in writing from the Engineering Department, and make require updated plans to be submitted for review to the Engineering Department.
9. **Construction Completed.** When seeking permit final approval applicant will need to submit the WQMP Maintenance Agreement. All fields will need to be filled out, including the owner's notarized signature, then the document will need to be recorded with the San Bernardino County Recorder's Office, and a copy will need to be provided to the Engineering Department before project is Final and Certificate of Occupancy is issued (for commercial projects). The Maintenance Agreement needs to be signed and notarized AFTER construction is completed.
10. **Questions regarding the WQMP template or the process for review should be directed to engineering@citybigbearlake.com.**



Project-Specific Water Quality Management Plan Checklist

As part of the 2010 Municipal Separate Storm Sewer System Permit (MS4 Permit), adopted by the Santa Ana Regional Water Quality Control Board (RWQCB), and issued to San Bernardino County, all new development and significant redevelopment projects covered by this Order are required to incorporate Low Impact Development (LID) Best Management Practices to the maximum extent practicable (MEP).

The checklist on the back of this page should be used to identify whether or not the project (as submitted) requires a project-specific Water Quality Management Plan (WQMP). Checklist must be submitted and reviewed by the Engineering Department.



Contact the Engineering Department to submit the WQMP according to the [project-specific template for the Santa Ana Watershed](#).

Preliminary WQMP submission will need to be required as part of the formal DRC application, and the Final WQMP will need to be submitted BEFORE building permit plans submittal. **Your project may experience a delay in plan check, or scheduling of the DRC dates if the WQMP is not submitted according to these milestones.**

Disclaimer: The below determination is based upon the plans as submitted and reviewed on the below date, any deviation that places the proposed project into any of the checklist categories will require a WQMP, and project may be delayed with a hold on the building plans submittal, or rescheduling of DRC dates.

FOR CITY USE ONLY!	
<input type="checkbox"/> Project is exempt from Project-Specific WQMP Requirements <input type="checkbox"/> Project-Specific WQMP has been submitted, and is in review <input type="checkbox"/> WQMP is required but has not been submitted for review- applicant/representative must submit WQMP	
Received By: _____	Reviewed By: _____ (City Signature)
Date: _____	

Project Permit No. (when assigned):		
Project Address and APN:		
Project Name:		
Project Description: Commercial <input type="checkbox"/> Residential <input type="checkbox"/>		
Indicate Sq. Ft. of Existing and Proposed Impervious Surface & Explanation Detailing the Project Type:		
Proposed Project Consists of or Includes:	Yes	No
Significant Redevelopment: The addition or replacement of 5,000 square feet or more of impervious surface ¹ on an already developed site. Does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the constructed facility or emergency redevelopment activity required to protect public health and safety.		
New developments that create 10,000 square feet or more of impervious surface ¹ (collectively over the entire project site) including commercial and industrial projects and residential housing subdivisions requiring a Final Map (i.e., detached single family home subdivisions, multi-family attached subdivisions, condominiums, or apartments, etc.); mixed use and public projects (excluding Permittee road projects). This category includes development on public and private land, which fall under the planning and building authority of the Co-Permittees.		
Automotive repair shops [Standard Industrial Classification (SIC) codes (descriptions can be found at: http://www.osha.gov/pls/imis/sicsearch.html .) 5013, 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7538, and 7539].		
Restaurants (SIC code 5812) where the land area of development is 5,000 square feet or more.		
Hillside developments disturbing 5,000 square feet or more which are located on areas with known erosive soil conditions or where the natural slope is 25 percent or more.		
Developments of 2,500 square feet of impervious surface ¹ or more adjacent to (within 200 feet) or discharging directly into Environmentally Sensitive Areas (ESA). "Directly" means situated within 200 feet of the ESA*; "discharging directly" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands. (*Within City limits ESAs are: Big Bear Lake, Rathbun Creek, Summit Creek, Knickerbocker Creek)		
Parking lots of 5,000 square feet or more exposed to stormwater, where "parking lot" is defined as a land area or facility for the temporary parking or storage of motor vehicles.		
Retail Gasoline Outlets that are either 5,000 square feet or more of impervious surface ¹ with a projected average daily traffic of 100 or more vehicles per day.		
Other Development Projects whose site conditions or activity pose the potential for significant adverse impacts to water quality.		
¹ Impervious surface is a surface that prohibits stormwater infiltration into the ground		

I certify that the above information is true and accurate to the best of my knowledge. I am aware that City staff may conduct inspections of the project during construction and if staff determine the project is in fact subject to WQMP requirements, a Stop Work Order and/or Administrative Citation(s) with Administrative Fine(s) may be issued to the contractor and property owner, and a WQMP will be required for the project.

Signature: _____ Print Name: _____ Date: _____