



**City of Aliso Viejo
Stormwater Program**

**2017 ANNUAL
WATER QUALITY MANAGEMENT PLAN
FOR
HOMEOWNER ASSOCIATIONS AND PROPERTY MANAGEMENT
COMPANIES**

ANNUAL SUBMITTAL FORM

DEADLINE: 5:00 PM ON FEBRUARY 15, 2017

CITY OF ALISO VIEJO

WATER QUALITY MANAGEMENT PLAN ANNUAL SUBMITTAL FORM

Please complete all sections of the attached WQMP form and submit to the City of Aliso Viejo by 5:00 pm on **February 15, 2017**. Information provided on this form will be used to confirm the implementation of Best Management Practices (BMPs) for pollution prevention. After completing this form, please print, execute, and mail the completed form with a check or money order, for the amount of \$192.00, payable to the City of Aliso Viejo.

Failure to submit a completed WQMP with the annual fee of \$192.00 by the deadline will result in administrative citations and fines as per the City's Code Enforcement procedure.

Mail completed form to:

Attention: Moy Yahya
Environmental Programs
12 Journey, Suite 100
Aliso Viejo, CA 92656

Information Requested	Response
1. NAME AND ADDRESS OF PROPERTY MANAGEMENT COMPANY	NAME: _____ ADDRESS: _____
2. NAME OF HOMEOWNER ASSOCIATION OR COMMERCIAL ASSOCIATION	NAME: _____ ADDRESS/CROSS STREETS: _____
4. NAME AND CONTACT INFORMATION FOR PROPERTY MANAGER	NAME: _____ PHONE NUMBER: _____ EMAIL: _____
5. NUMBER OF RESIDENTIAL UNITS	
6. NUMBER OF COMMERCIAL/INDUSTRIAL UNITS	<i>PLEASE PROVIDE TENANT LIST</i>
7. ARE THERE ANY PRIVATELY OWNED STREETS UNDER YOUR MANAGEMENT?	PLEASE CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO
8. STREET SWEEPING SERVICE? <i>NOTE: THE CITY REQUIRES MINIMUM MONTHLY SWEEPING</i>	FREQUENCY: <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER: _____
9. ARE LANDSCAPING/MAINTENANCE SERVICES CONTRACTED? IF SO, PLEASE ENTER THE NAME AND CONTACT INFORMATION FOR THE CONTRACTED SERVICE PROVIDER.	SERVICE PROVIDER: _____ CONTACT PERSON: _____ PHONE NUMBER: _____ LICENSE NUMBER: _____
10. ARE IRRIGATION SERVICES/MAINTENANCE PROVIDED BY ANOTHER SERVICE PROVIDER? IF SO, PLEASE PROVIDE THE REQUESTED INFORMATION.	SERVICE PROVIDER: _____ CONTACT PERSON: _____ PHONE NUMBER: _____ LICENSE NUMBER _____

COMMON AREA LANDSCAPING

IN THE SECTION BELOW, PLEASE DETAIL THE MEASURES THAT WILL BE USED TO MEET THE MINIMUM REQUIREMENTS FOR LANDSCAPING ACTIVITIES:

MINIMUM REQUIREMENTS FOR ALL LANDSCAPING SITES	
CATEGORY	MINIMUM REQUIREMENTS
Erosion and Sediment Control for Landscaping Activities	Sediments from areas disturbed by landscaping activities shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind. Protect all storm drain inlets/catch basins from sediment.
Waste and Materials Management Control for Landscaping Activities	Landscaping-related materials, wastes, spills or residues shall be retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff. Protect all local storm drain inlets/catch basins from landscaping waste and materials.
PLEASE LIST THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY LANDSCAPING PROJECT SITE	
PLEASE LIST THE MINIMUM WASTE AND MATERIALS MANAGEMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY LANDSCAPING PROJECT SITE	

NOTE: LANDSCAPE IRRIGATION, IRRIGATION WATER AND LAWN WATER ARE A SOURCE OF POLLUTANTS AND CONVEYANCE OF POLLUTANTS TO WATERS OF THE UNITED STATES. PER THE ALISO VIEJO MUNICIPAL CODE 7.35.040, THESE PREVIOUSLY EXEMPTED DISCHARGES ARE NOW PROHIBITED. YOUR IRRIGATION PRACTICES MUST BE ADJUSTED TO COMPLY WITH THIS NEW REGULATION.

COMMON AREA IRRIGATION



IN THE SECTION BELOW, PLEASE LIST THE METHODS THAT WILL BE USED TO ENSURE PROPER IRRIGATION METHODS FOR LANDSCAPING AREAS.

IRRIGATION RUNOFF CONTROL MEASURES (e.g. monthly inspections, training, etc.):

DESCRIBE MAINTENANCE AND TYPES (e.g. smart timers, other weather based, etc.) OF IRRIGATION SYSTEMS: VERIFICATION OF SEMI-ANNUAL (MINIMUM) IRRIGATION SYSTEM MAINTENANCE MUST BE KEPT WITH THE PROPERTY MANAGEMENT COMPANY AND MADE AVAILABLE FOR THE CITY'S REVIEW

Cleaning and Maintenance Activities



IN THE SECTION BELOW, PLEASE LIST THE METHODS THAT WILL BE USED TO ENSURE PROPER METHODS FOR CLEANING AND MAINTENANCE.

CLEANING AND MAINTENANCE ACTIVITIES

DUMPSTER ENCLOSURES:

SIDEWALKS, DRIVEWAYS, & OTHER IMPERVIOUS SURFACES:

PET WASTE DISPENSER AREAS:

NOTE:

WASHWATER, OIL AND CLEANING CHEMICALS ARE PROHIBITED FROM ENTERING THE STORM DRAIN SYSTEMS.

Street and Parking Lot Sweeping



FREQUENCY OF STREET AND PARKING LOT SWEEPING (PLEASE CHECK): *MINIMUM IS MONTHLY*

None Weekly Twice a Month Monthly

PLEASE ATTACH INVOICES OR WORK ORDERS FOR STREET SWEEPING TO THE WQMP SUBMITTAL FORM – DOCUMENTATION MUST INCLUDE TYPES AND WEIGHTS OF MATERIALS COLLECTED

Catch Basin Cleaning



CATCH BASIN INLET



TOTAL NUMBER OF CATCH BASINS (CURB INLETS, GRATES): _____

CURRENT FREQUENCY OF CATCH BASIN CLEANING (PLEASE CHECK):

Monthly Quarterly Annually

Other:

(MINIMUM FREQUENCY IS ANNUALLY PRIOR TO THE COMMENCEMENT OF THE RAINY SEASON OCT. 1)

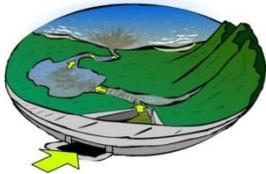
PLEASE ATTACH INVOICES OR WORK ORDERS FOR CATCH BASIN CLEANING TO THE WQMP SUBMITTAL FORM - DOCUMENTATION MUST INCLUDE TYPES AND WEIGHTS OF MATERIALS COLLECTED

Catch Basin Stenciling

Most people don't realize that water that flows into storm drains, via catch basins, is not treated. Pollutants that enter the storm drain system find their way to their final destination, the Pacific Ocean, after flowing through our local creeks (Aliso Creek, and Wood Canyon Creek). These pollutants include:

- | | |
|------------|----------------------|
| Pesticides | Grass clippings |
| Antifreeze | Car washing soap |
| Fertilizer | Leaves in the street |
| Motor oil | Pet waste |

Where Storm Water Goes After the Curb Inlet



A catch basin stenciling (storm drain marking) program has been implemented by the City of Aliso Viejo to educate residents about pollutants draining into storm drains, as well as the impact that these pollutants have on local water bodies. Catch basins are part of the storm drain system that carries stormwater, from rain, directly from paved surfaces and streets into rivers, creeks and the ocean. The program was initially developed to stencil all public storm drain inlets and has now been expanded to include privately owned storm drain inlets.

Below is a list of catch basin stencil examples of typical catch basin stencils and the verbiage used to educate residents and visitors alike of the importance of not dumping or allowing pollutants to flow into the storm drain system.



DETAIL THE NUMBER OF CATCH BASINS AND/OTHER STORM DRAIN INLETS THAT WILL BE STENCILED	
NUMBER: _____	SERVICE VENDOR: _____
VERBIAGE: _____	
COMPLETION DATE: _____	

Public Right of Way

Any construction performed within City properties shall be in accordance with City standards and established criteria. Any deviation must be specifically detailed and highlighted on plans in a manner meeting the approval of City Engineer. No use other than that as stated on the attained permit shall be exercised. Public right of way shall not be used for administrative operations or storage of equipment, materials, supplies, etc.

DESCRIBE YOUR CONTRACTOR OUTREACH METHODS AND/OR PROCEDURES

Private Streets Maintenance

IN THE SECTION BELOW, PLEASE DETAIL THE METHODS THAT WILL BE USED TO PREVENT WATER POLLUTION WHEN SLURRY SEALING, CUTTING CONCRETE, REPAIRING OR REPLACING ASPHALT, AND OTHER ACTIVITIES RELATED TO THE MAINTENANCE OF PRIVATE STREETS.

MINIMUM REQUIREMENTS FOR ALL STREET MAINTENANCE ACTIVITIES	
CATEGORY	MINIMUM REQUIREMENTS
Erosion and Sediment Control	Sediments from areas disturbed by street maintenance activity shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the project site to adjoining streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind. Protect all storm drain inlets/catch basins from sediment.
Waste and Materials Management Control	Street maintenance related materials, wastes, spills or residues shall be retained on site to minimize transport from the project site to adjoining streets, drainage facilities, or adjoining property by wind or runoff. Protect all storm drain inlets/catch basins from street maintenance related waste and materials.
PLEASE LIST THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY STREET MAINTENANCE PROJECT SITE	
PLEASE LIST THE MINIMUM WASTE AND MATERIALS MANAGEMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY STREET MAINTENANCE PROJECT SITE	
PLEASE LIST THE MEASURES THAT WILL BE USED TO PREVENT VEHICLE TRACKING OFF-SITE	

Car Washing

THE CITY ENCOURAGES RESIDENTS TO TAKE THEIR VEHICLES TO A PROFESSIONAL CAR WASHING FACILITY. HOWEVER, IF YOU PROVIDE A CAR WASH AREA, PLEASE ENSURE SURE THAT MEASURES HAVE BEEN TAKEN TO PREVENT WASH WATER (WHICH CONTAINS POLLUTANTS) FROM ENTERING STORM DRAIN SYSTEMS PER THE ALISO VIEJO MUNICIPAL CODE 7.35.040.



PLEASE LIST HOW WASH WATER IS CONTAINED AND PREVENTED FROM ENTERING THE STORM DRAIN SYSTEMS (e.g. mats to absorb wash water, diverting wash water into porous surface, etc.). PLEASE ATTACH MAP SHOWING CAR WASHING LOCATIONS.

PLEASE LIST METHODS THAT WILL BE USED TO EDUCATE RESIDENTS / TENANTS

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

QUARTERLY

ANNUALLY

OTHER: _____

****HOA IS RESPONSIBLE FOR KEEPING THE CARWASH AREA CLEAN AT ALL TIMES****

Education

IN THE SECTION BELOW, PLEASE LIST THE METHODS THAT WILL BE USED TO EDUCATE RESIDENTS/TENANTS, MAINTENANCE STAFF, & CONTRACT STAFF OF NEW WQMP REQUIREMENTS.

Educational Outreach Methods:

PLEASE CHECK THE EDUCATIONAL OUTREACH MEDIUM(S) AVAILABLE TO YOUR HOA/PROP. MGT, AND PROVIDE EXAMPLES:

Newsletter

Brochure(s)

Website

Utility Bill Insert

OTHER: _____

PLEASE DETAIL METHODS THAT WILL BE USED TO EDUCATE RESIDENTS / TENANTS

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

QUARTERLY

ANNUALLY

OTHER: _____

PLEASE DETAIL METHODS THAT WILL BE USED TO EDUCATE MAINTENANCE AND CONTRACT STAFF

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

QUARTERLY

ANNUALLY

OTHER: _____



City of Aliso Viejo

WQMP Submittal Checklist and Certification

Please check and verify that the following items are enclosed when submitting the 2017 WQMP to the City of Aliso Viejo:

- **Annual Fee (\$192.00)**
- **WQMP Submittal Form (*All sections must be completed*)**
- **Invoices/Work Orders (*Street Sweeping and Catch Basin Cleaning*)**

We hereby certify that all elements of the WQMP are true and accurate. We understand that the HOA/Property Management Company can and will be held liable for failure to comply with any section or elements of the WQMP.

_____ Property Manager (Print)	_____ Property Manager (Signature)	_____ Date
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Email Address

IN THE EVENT OF AN EMERGENCY OR YOUR ABSENCE WHO SHOULD WE CONTACT?

Name

_____ Office Phone	_____ Mobile Phone
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City Use Only

REVIEW STATUS: Complete Incomplete Approved

APPROVED BY: _____ **DATE:** _____