



Stormwater Program

2023 ANNUAL WATER QUALITY MANAGEMENT PLAN (WQMP) FOR HOMEOWNER ASSOCIATIONS AND PROPERTY MANAGEMENT COMPANIES

SUBMITTAL

DEADLINE: 2:00 PM ON FRIDAY, FEBRUARY 17, 2023

Please complete all sections of the attached WQMP form and submit to the City of Aliso Viejo by **2 pm on Friday, February 17, 2023**. Information provided on this form will be used to confirm the implementation of Best Management Practices (BMPs) for pollution prevention.

Completed WQMP Form Submittal Options:

- Email to Samuel Wilson at swilson@avcity.org
- Mail to the City of Aliso Viejo attention Samuel Wilson at 12 Journey, Suite 100, Aliso Viejo, CA 92656.

Annual Fee (\$238.85) Payment Options:

- By Mail: Check or Money Order payable to the City of Aliso Viejo
- In person at the City Hall: Cash or Credit Card (3.0% processing fee will apply for credit card payment)

Failure to submit a completed WQMP with the annual fee of \$238.85 by the deadline will result in administrative citations and fines as per the City's Code Enforcement procedure.

For questions, please contact Samuel Wilson at (949) 425-2535 or swilson@avcity.org

Information Requested

Response

CITY OF ALISO VIEJO'S 2023 WATER QUALITY MANAGEMENT PLAN SUBMITTAL FORM

(ATTACH ADDITIONAL PAGES IF NEEDED)

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

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

(ATTACH ADDITIONAL PAGES IF NEEDED)

7.35.040, THESE PREVIOUSLY EXEMPTED DISCHARGES ARE NOW PROHIBITED. YOUR IRRIGATION PRACTICES MUST BE ADJUSTED TO COMPLY WITH THIS 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

RESIDENT/TENANT LANDSCAPING & 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:

CLEANING AND MAINTENANCE ACTIVITIES

(ATTACH ADDITIONAL PAGES IF NEEDED)

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:

(ATTACH ADDITIONAL PAGES IF NEEDED)

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
DOCUMENTATION MUST INCLUDE TYPES AND WEIGHTS OF MATERIALS COLLECTED

CATCH BASIN CLEANING AND STENCILING

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

TOTAL NUMBER OF CATCH BASINS THAT ARE STENCILED: _____

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

DOCUMENTATION MUST INCLUDE TYPES AND WEIGHTS OF MATERIALS COLLECTED

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

PUBLIC RIGHT OF WAY

Note: Any construction performed within the City's Right of Way 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 ANY PROPOSED WORK FOR THE REPORTING YEAR:

PRIVATE STREET 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 AND MOBILE DETAILING

THE CITY ENCOURAGES BUSINESSES AND RESIDENTS TO TAKE THEIR VEHICLES TO A PROFESSIONAL CAR WASHING FACILITY. HOWEVER, IF YOU PROVIDE A CAR WASH AREA OR USE A MOBILE DETAILER, 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 OR LIST OF MOBILE DETAILERS USED.

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****

CITY OF ALISO VIEJO'S 2023 WATER QUALITY MANAGEMENT PLAN SUBMITTAL FORM

(ATTACH ADDITIONAL PAGES IF NEEDED)

IN THE SECTION BELOW, PLEASE LIST THE METHODS THAT WILL BE USED TO EDUCATE RESIDENTS/TENANTS, MAINTENANCE STAFF, & CONTRACT STAFF OF 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: _____

WQMP Submittal Checklist and Certification

DEADLINE: 2:00 PM ON FRIDAY, FEBRUARY 17, 2023

Please check and verify that the following items are enclosed when submitting the 2023 WQMP to the City of Aliso Viejo:

- Annual Fee (\$238.85)
- Completed WQMP Form (*All sections must be completed*)
- Any requested attachments
- Invoices/Work Orders (*Street Sweeping and Catch Basin Cleaning*)

I/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

Email Address

FOR CITY USE ONLY

STATUS: Incomplete/Not Approved Approved

APPROVED BY: _____ **DATE:** _____

NOTES: