

IF ANY OF THE INFORMATION ON THIS FORM CHANGES WITHIN THIS CALENDAR YEAR, IT IS THE HOMEOWNER ASSOCIATIONS RESPONSIBILITY TO RESUBMIT PAGES WITH CHANGES



WATER QUALITY MANAGEMENT PLAN

2009

SUBMITTAL FORM

FAILURE TO SUBMIT ON OR BEFORE THE DEADLINE COULD RESULT IN ADMINISTRATIVE CITATIONS AND FINES

SUBMITTAL DUE DATE: 2-16-09



CITY OF ALISO VIEJO

WATER QUALITY MANAGEMENT SUBMITTAL FORM 2009

Please fill out the application and submit the form to City Hall by **February 16, 2009** (City Hall address and contact information is listed below). Information from this application will help City staff assess the needs and requirements of your WQMP. This information will not be made public and will only be used at the discretion of the City Engineer. **After completing this form, please print, execute, and send it along with copies of your receipts (see below) along with a check or money order in the amount of \$192.00 to:**

CITY HALL INFORMATION

MAKE CHECKS PAYABLE TO:

Address: 12 Journey, Suite 100
Aliso Viejo, CA 92656
Attention: John Whitman, City Engineer, Director of Public Works

City of Aliso Viejo

Information Requested	Response
1. NAME OF PROPERTY MANAGEMENT COMPANY	
2. NAME OF HOMEOWNER ASSOCIATION OR COMMERCIAL ASSOCIATION	
3. PROPERTY MANAGEMENT ADDRESS AND HOMEOWNERS ASSOCIATIONS MAJOR CROSS STREETS	ADDRESS: _____ CROSS STREETS OF HOA LOCATED IN ALISO VIEJO: _____
4. NAME AND CONTACT INFORMATION FOR PROPERTY MANAGER	NAME: _____ PHONE NUMBER: _____
5. NUMBER OF RESIDENTIAL UNITS	
6. NUMBER OF COMMERCIAL/INDUSTRIAL TENANTS	PLEASE PROVIDE TENANT LIST
7. ARE THERE ANY PRIVATELY OWNED STREETS UNDER YOUR MANAGEMENT?	PLEASE CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DO YOU HAVE A STREET SWEEPING SERVICE? A) IF SO, PLEASE WHAT IS THE FREQUENCY OF SWEEPING?	PLEASE CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO 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: _____
10. ARE IRRIGATION SERVICES/MAINTENANCE PROVIDED BY ANOTHER SERVICE PROVIDER? IF SO, PLEASE PROVIDE THE REQUESTED INFORMATION	SERVICE PROVIDER: _____ CONTACT PERSON: _____ PHONE 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 DETAIL THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY LANDSCAPING PROJECT SITE

PLEASE DETAIL THE MINIMUM WASTE AND MATERIALS MANAGEMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY LANDSCAPING PROJECT SITE

Street Sweeping



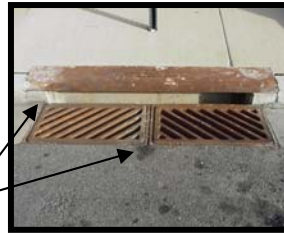
FREQUENCY OF STREET SWEEPING (PLEASE CHECK):

None _____ Weekly _____ Twice a Month _____ Monthly _____

(MINIMUM FREQUENCY IS MONTHLY)

PLEASE ATTACH INVOICES OR WORK ORDERS FOR STREET SWEEPING TO THE WQMP SUBMITTAL FORM

Catch Basin Cleaning



CATCH BASIN INLET

GRATE 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)

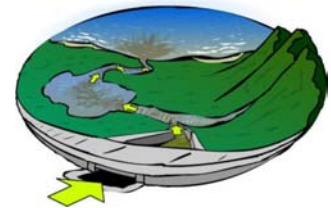
PLEASE ATTACH INVOICES OR WORK ORDERS FOR CATCH BASIN CLEANING TO THE WQMP SUBMITTAL FORM

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 vendors and 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.

Examples of Catch Basin Stencils:



Catch Basin Stenciling Vendors		
Name	Phone Number	Website / E-mail
Flint Trading Company	480-588-5279	www.flintrtrading.com
Traffic Operations Inc	909-865-2935	gene@toica.com
United Traffic	626-961-5736	Michelle@unitedtraffic.net
Dbi (DeAngelo Brother, Inc.	888-219-7940	www.dbiservices.com
Traffic Control Services	800-222-8274	

DETAIL THE NUMBER OF CATCH BASINS AND/OTHER STORM DRAIN INLETS THAT WILL BE STENCILED

NUMBER: _____

SERVICE VENDOR: _____

VERBIAGE: _____

COMPLETION DATE: _____

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 DETAIL THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY STREET MAINTENANCE PROJECT SITE

PLEASE DETAIL THE MINIMUM WASTE AND MATERIALS MANAGEMENT CONTROL MEASURES THAT WILL BE IMPLEMENTED AT EVERY STREET MAINTENANCE PROJECT SITE

PLEASE DETAIL THE MEASURES THAT WILL BE USED TO PREVENT VEHICLE TRACKING OFF-SITE

CAR-WASHING

PLEASE IDENTIFY THE SPECIFIC LOCATIONS FOR CAR-WASHING AND METHODS/PROCEDURES TO INFORM BOTH STAFF AND RESIDENTS/TENANTS OF THESE CAR-WASHING REQUIREMENTS. PLEASE PROVIDE A MAP OF THE LOCATION(S)/SITE(S) (IF APPLICABLE) AS WELL AS DETAILS REGARDING HOW THE WASH WATER WILL BE PREVENTED FROM ENTERING THE STORM DRAIN SYSTEM.



Photo Credit: Geoff Brosseau

CAR-WASHING LOCATION(S) – PLEASE ATTACH MAP & DESCRIBE HOW WASH WATER WILL BE PREVENTED FROM ENTERING THE STORM DRAIN SYSTEM.

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

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

- WEEKLY MONTHLY QUARTERLY ANNUALLY

OTHER: _____

Education



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

Educational Outreach Methods:

PLEASE CHECK THE EDUCATIONAL OUTREACH MEDIUM(S) AVAILABLE TO YOUR HOA/PROP. MGT.

Newsletter Brochure(s) Website Utility Bill Insert

OTHER: _____

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

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

WEEKLY MONTHLY QUARTERLY ANNUALLY

OTHER: _____

PLEASE DETAIL THE METHODS THAT WILL BE USED TO EDUCATE MAINTENANCE STAFF, & CONTRACT STAFF

FREQUENCY OF EDUCATIONAL OUTREACH (PLEASE CHECK)

WEEKLY MONTHLY QUARTERLY ANNUALLY

OTHER: _____



City of Aliso Viejo

WQMP Submittal Checklist and Document Certification Sign-off

Please check and verify that the following items are enclosed when submitting the 2009 WQMP to the City of Aliso Viejo:

- **Application 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

Email Address

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

Name

Phone

Mobile

ATTACHMENT "A"

Please use this section for questions or comments:

Please use this section for ordering brochures:

<u>Title</u>	<u>Quantity</u>
Urban Runoff	
Proper Lawn and Garden Water Management	
Storm Water Best Management Practices	
Household Tips	
Proper Disposal of Household Hazardous Waste	
Best Management Practices for Projects using	
Fresh Concrete or Mortar	
Fertilizing Your Lawn and Garden	
Tips for Pet Care	
Tips for Home Improvement Projects	
Tips for Projects Using Paint	
Tips for Pool Maintenance	
Tips for Using Concrete and Mortar	

You will be notified when brochures are available for pick-up. Please write your contact information below:

HOA: _____

Property Manager

Phone Number