



**CITY OF NEWPORT BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**

100 Civic Center Drive, Newport Beach, CA 92660  
[www.newportbeachca.gov](http://www.newportbeachca.gov) | (949) 644-3200

**STORM WATER POLLUTION PREVENTION PLAN (SWPPP)  
 PLAN REVIEW CHECKLIST**

Project Address:			
Plan Check No.:		Date of Report:	
Report Prepared by:			
Plan Check Engineer	<b>Sergio Gutierrez (<a href="mailto:sgutierrez@newportbeachca.gov">sgutierrez@newportbeachca.gov</a>)</b>		<b>949 644-3213</b>

1<sup>st</sup> Review:

2<sup>nd</sup> Review:

3<sup>rd</sup> Review:

- Make the following corrections to the report.
- Return this correction sheet and check prints with corrected SWPPP Report.
- Submit a response sheet indicating how each correction was resolved.
- For BMPs see Stormwater Best Management Practice Handbook Portal: Construction, July 2012 and California BMP handbooks.
- OC Construction Runoff Guidance Manual for Contractors, Project Owners, and Developers December. 2012
- Report to follow CASQA Stormwater Pollution Prevention Template, July 2012.

**Prior to approval of the SWPPP, attend to the following:**

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**TITLE PAGE**

- Name of Project
  - Site Address (or Addresses) OR Tentative Tract Map No.
  - Risk Level and WDID #
  - Owner/Developer Name
  - Owner/Developer Address & Telephone Number
  - Consulting/Engineering Firm that Prepared SWPPP
  - Consulting/Engineering Firm Address & Phone Number
  - Date SWPPP was Prepared/Revised
  - Registered SWPPP Developer's Signature and Stamp with QSD Certification No.
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**LEGALLY RESPONSIBLE PERSON**

- A signed certification statement, in which a legally responsible person acknowledges and accepts the provisions of the SWPPP.
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**TABLE OF CONTENTS**

- A Table of Contents, including a list of all figures and attachments.
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**SECTION 1 - SWPPP REQUIREMENTS**

- Permit/Application No.
  - SWPPP Amendments
  - SWPPP Availability
  - Retention of Records
  - Annual Report
  - Change to Permit Coverage
  - Notice of Termination
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**SECTION 2 - PROJECT INFORMATION**

- Existing Conditions
- Existing Drainage
- Geology and Groundwater
- Project Description
- Developed Condition - Drainage
- Permit and Governing Documents
- Stormwater Run-on from Off-site
- Risk Determination
- Construction Schedule
- Potential Pollutants from Construction Activity
- Non-stormwater Discharges
- Site Map: 11"x17" Showing:
  - Construction Boundaries
  - Drainage Areas
  - Discharge Areas

- Areas of Soil Disturbance
  - Material Storage Areas
  - BMP Locations
  - Location of Sensitive Habitat
  - Post-construction BMP Locations
  - Waste Storage Areas
  - Fueling Locations
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### **SECTION 3 - SITE BMP**

- Implementation Schedule
  - Erosion and Sedimentation Control Worksheet
  - Temporary Erosion Control BMP's
  - Temporary Sedimentation Control BMP's
  - Non-stormwater Control Waste Management BMP Worksheet
  - Temporary Non-stormwater BMP's
  - Temporary Materials Management BMP's
  - Post-construction Measures
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### **SECTION 4 - INSPECTION/MAINTENANCE RESPONSIBILITY FOR BMP**

- List for Each BMP, Inspection/Maintenance Requirement, Minimum Frequency, and Responsible Party
  - Rain Event Action Plan
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### **SECTION 5 – TRAINING**

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### **SECTION 6 – RESPONSIBLE PARTY AND OPERATORS**

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### **SECTION 7 – CONSTRUCTION SITE MONITORING PROGRAM**

- Sampling and Analysis for Risk Levels 2 and 3
- NAL and NEL for Risk Levels 2 and 3
- Sampling and Analysis for Non-stormwater for Risk Levels 2 and 3
- Sampling and Analysis for Other Pollutants Required by Regional Water Board