

**NAPA COUNTY CONSTRUCTION SITE RUNOFF CONTROL REQUIREMENTS**  
**APPENDIX C – SQMP/SWPPP CHECKLIST FOR COMPLETE APPLICATION**

**FOR OFFICIAL USE ONLY**

PLAN REVIEWER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

At a minimum, the Stormwater Pollution Prevention Plan (SWPPP) or Stormwater Quality Management Plan (SQMP), whichever is required, must cover the areas listed below. **Note:** In addition to the requirements in this document, projects preparing SWPPPs must also apply for coverage under the State's NPDES Stormwater Associated with Construction Activity General Permit which contains additional requirements for construction site management.

√ = Complete, X = Incomplete, NA = Not Applicable

**A. Planning and Organization**

1. \_\_\_\_ Completed SQMP/SWPPP General Information Form.
2. \_\_\_\_ Vicinity map showing the site in relation to the surrounding area.
3. \_\_\_\_ Copy of the Notice of Intent (NOI) and the Waste Discharge Identification (WDID) number (SWPPPs only).
4. \_\_\_\_ Copy of training certificate for the Qualified Contact Person (SWPPPs only).
5. \_\_\_\_ If applicable, incorporate or reference other regulatory permits and their requirements.  
**Note:** At a minimum, proof of submittal for permits issued by the Department of Fish and Game (1600), Regional Water Quality Control Board (401), and Army Corps of Engineers (404) is required before issuance of building and/or grading permits. Work within Waters of the State shall begin only after all applicable permits are approved and shall be in accordance with the conditions of the permit(s).

**B. Site Conditions**

1. \_\_\_\_ Describe the nature and purpose of the land clearing, grading or earthmoving activity, the amount of cut & fill, the total number of acres of land disturbance including but not limited to roads, reservoirs, wells, water tanks, septic systems, etc.
2. \_\_\_\_ Describe critical areas of erosion and slope instability such as gullies, landslides, etc. within or potentially effecting the project area or potentially effected by the work to be undertaken within the development site. In the case of landslides a report indicating the probable effects of the planned work on slope stability and erosion levels shall be prepared and submitted by a registered geologist.
3. \_\_\_\_ List and describe all receiving waters potentially impacted by the proposed activity. For blue line and County-definitional streams (see Conservation Regulations) indicate top, toe, and slope of bank, channel depth, and existing and proposed setback conditions. The entire length of blue line streams & 41 County-named streams on the parcel(s) shall be included in photo documentation (a recent aerial may be included). Provide the name and distance of the nearest blue line and/or County-definitional stream(s) to the project site.
4. \_\_\_\_ Provide wide angle or panoramic photographs documenting existing site conditions. A photo location map indicating the date of the site visit and by whom it was made shall accompany such documentation.

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**C. Potential Pollutant and Best Management Practices**

1. \_\_\_\_ Provide a description of the project's construction and/or grading activities and list the pollutants potentially generated from these activities.
2. \_\_\_\_ List materials stored and handled at the site. Describe the location and typical quantities.
3. \_\_\_\_ Provide details and specifications for all erosion control, sediment control, and materials best management practices used to prevent illicit discharges from each of the activities listed above.

**D. Implementation Schedule**

Provide an implementation schedule that describes the following:

1. \_\_\_\_ The proposed vegetation clearing, earth moving/grading, and construction/planting schedule.
2. \_\_\_\_ The proposed schedule for installation of all Best Management Practices (BMPs).
3. \_\_\_\_ The proposed schedule for installation of any post-construction BMPs .
4. \_\_\_\_ The proposed "weather-triggered" action plan which includes a list of BMPs that will be implemented prior to predicted storm events. The action plan may include one or more BMP implementation scenarios depending on the amount of precipitation forecasted and/or the time of year.

**E. Forms and Record Keeping**

1. \_\_\_\_ Provide copies of forms that will be used to document inspections and training of workers.

**F. Site Plan**

The site plan shall be neat and legible. The entire parcel shall be identified on the plan. If only a portion of the site will be developed, the entire parcel may be shown as a detail, with the locations of all receiving waters and the area to be developed, cleared, and/or graded drawn to an appropriate scale. Additional sheets may be used to illustrate the phasing of BMP implementation as construction progresses over time. When two or more sheets are used to illustrate the plan view, an index sheet is required.

The site plan shall include all of the following:

1. \_\_\_\_ Provide a legend and north arrow on the plan.
2. \_\_\_\_ Provide the scale of the drawing.
3. \_\_\_\_ An outline of the entire property.
4. \_\_\_\_ Provide a "limit of disturbance" line which shows the limit of soil disturbance and areas where existing vegetation is preserved.
5. \_\_\_\_ All streams and drainage ways must be delineated.
6. \_\_\_\_ All storm drain inlets and outlets must be located on the plan.
7. \_\_\_\_ State and Federal wetlands must be accurately delineated.
8. \_\_\_\_ Provide the volume of any spoil or borrow material and the locations of cuts and fills.
9. \_\_\_\_ Drainage areas on the property and direction of flow. Map must extend as far outside the site perimeter as necessary to illustrate relevant drainage areas. Where relevant drainage areas are too large to depict on the map, map notes or inserts are sufficient.
10. \_\_\_\_ Anticipated stormwater discharge locations.

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11. \_\_\_\_ Locations and types of erosion and sediment control measures (e.g., tracking control, straw waddles, erosion control mats, etc.).
12. \_\_\_\_ Location of existing and future post-construction stormwater controls (e.g., oil/water separators, sumps, grassy swales, buffers, etc.).
13. \_\_\_\_ Location of existing and future “impervious” areas - paved areas, buildings, covered areas.
14. \_\_\_\_ Location of material storage areas (e.g., trash, soil, fuel, construction materials, etc).
15. \_\_\_\_ Location of vehicle/equipment wash and maintenance areas.
16. \_\_\_\_ Location of entrance/exits to the project area.
17. \_\_\_\_ Locations where materials are directly exposed to stormwater.
18. \_\_\_\_ Locations where toxic or hazardous materials have spilled in the past.
19. \_\_\_\_ Location of building and activity areas (e.g., fueling islands, garages, waste container area, wash racks, hazardous material storage areas, etc.).

**G. Notes**

1. \_\_\_\_ Include a note that specifies that the DPW must be notified by contacting the DPW (707-253-4351) 48 hours prior to commencement of construction. Failure to do so constitutes a violation of the approved SQMP/SWPPP.
2. \_\_\_\_ Include the following statement “Review and or approval of the SQMP/SWPPP shall not relieve the contractor from his or her responsibilities for compliance with the requirements of the Construction Site Runoff Control Manual, nor shall it relieve the contractor from errors or omissions in the approved plan.”
3. \_\_\_\_ Include a signed Owner’s Certification that states “I, the undersigned, certify that all land clearing, construction and development shall be done pursuant to the approved plan.” This must be signed in ink on each plan submitted or on an original reproducible.
4. \_\_\_\_ Include the following note. “If the approved plan needs to be modified additional sediment and stormwater control measures may be required as deemed necessary by the DPW”.