



City of Pomona
Public Works Department
Standard Urban Stormwater Mitigation Plan (SUSMP) Checklist

The purpose of this checklist is to provide a format for uniform, comprehensive, and well-documented reviews of the Standard Urban Stormwater Mitigation Plan (SUSMP) submitted by project applicants. The completed checklist should be transmitted to the project applicant with the project SUSMP. A copy of the completed checklist should be retained with the project planning/permitting file.

City Project/ Application No.:

Project Name:

Project Address:

First Review

SUSMP Received on:

Review Completed on:

Second Review

SUSMP Received on: _____

Review Completed on: _____

Third Review

SUSMP Received on: _____

Review Completed on: _____

Signature of Reviewer: _____

Date: _____



SUSMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
Title Page			
Name of Project			
Application and/or Tract Number			
Lot number(s) if site is a portion of a Tract			
Site address (or addresses) and planning area number			
Owner/Developer name			
Owner/Developer address & telephone number			
Consulting/Engineering firm that prepared SUSMP			
Consulting/Engineering firm address & telephone number			
Date SUSMP was prepared/revised			
Preparer's Certification			
A signed certification statement, in which the project owner acknowledges and accepts the provisions of the SUSMP, follows the title page.			
Table of Contents			
A Table of Contents, including a list of all figures and attachments is included.			
Section 1.0, Permit Numbers and Conditions of Approval			
Lists the Discretionary Permit(s).			
The lot & tract/parcel map number describing the subject property.			
Lists, verbatim, the Water Quality Conditions, including condition requiring preparation of SUSMP, if applicable.			
Section 2.0, Project Description			
For All Projects:			
Identifies planning area or community name.			
Does the project description completely and accurately describe where facilities will be located, what activities will be conducted and where on the site, what kinds of materials and products will be used, how and where materials will be received and stored, and what kinds of wastes will be generated?			
Describes all paved areas, including the type of parking areas.			
Describes all landscaped areas.			



SUSMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
Describes ownership of all portions of project and site. <ul style="list-style-type: none"> - Will any infrastructure transfer to public agencies (City, County, Caltrans, etc.)? - Will a homeowners or property owners association be formed? - Will the association be involved in long term maintenance? 			
Identifies the potential stormwater or urban runoff pollutants reasonably expected to be associated with the project.			
For Commercial and Industrial Projects:			
<ul style="list-style-type: none"> - Provides Standard Industrial Classification (SIC) Code which best describes the facilities operations? 			
<ul style="list-style-type: none"> - Describes the type of use (or uses) for each building or tenant space 			
<ul style="list-style-type: none"> - Does project include food preparation, cooking, and eating areas (specify location and type of area) 			
<ul style="list-style-type: none"> - Describes delivery areas and loading docks (specify location and design and if below grade and types of materials expected to be stored 			
<ul style="list-style-type: none"> - Describes outdoor materials storage areas (describe and depict location(s), specify type(s) of materials expected to be stored) 			
<ul style="list-style-type: none"> - Describes activities that will be routinely conducted outdoors 			
<ul style="list-style-type: none"> - Describes any activities associated with equipment or vehicle maintenance and repair, including washing or cleaning. Indicates number of service bays or number of fueling islands/fuel pumps, if applicable. 			
Residential Projects			
<ul style="list-style-type: none"> - Range of lot and home sizes; 			
<ul style="list-style-type: none"> - Describes all community facilities such as, laundry, car wash, swimming pools, jacuzzi, parks, open spaces, tot lots, etc. 			
Section 3.0, Site Description			
Describes project area and surrounding planning areas in sufficient detail to allow project location to be plotted on a base map.			
Provides site address and site size to nearest tenth acre.			
Identifies the zoning or land use designation.			



SUSMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
Identifies soil types and the quantity and percentage of pervious and impervious surface for pre-project and project conditions.			
Describes pre-project site drainage and how it ties into drainage of surrounding or adjacent areas and describes how planned project drainage and how it will tie into drainage of surrounding or adjacent areas.			
Identifies the watershed in which the project is located and the : <ul style="list-style-type: none"> - downstream receiving waters - known water quality impairments as included in the 303(d) List - applicable Total Maximum Daily Loads (TMDLs) - hydrologic conditions of concern, if any. 			
Identifies known Environmentally Sensitive Areas (ESAs) and Areas of Special Biological Significance (ASBSs) within the vicinity and their proximity to the project.			
Section 4.0, Best Management Practices			
Includes narrative describing how site design concepts were considered and incorporated into project plans.			
Lists and describes all Routine Source Control BMPs (Non-structural and Structural).			
Describes the implementation frequency and identifies the entity or party responsible for implementation of each Non-Structural BMP.			
If applicable Routine Source Control BMPs were not included, was a reasonable explanation provided?			
For Routine Non-Structural BMPs N1 (Education for Property Owners, Tenants, and Occupants) and N12 (Employee Training), describes the concepts that will be addressed by the education and training. List of standard educational materials that will be used provided.			
Lists and describes appropriate Treatment Control BMPs and identifies the design basis (SQDF or SQDV) for the Treatment Control BMPs.			
Section 5.0, Inspection and Maintenance Responsibility for BMPs			
Identifies the entity (or entities) responsible for the long-term inspection and maintenance of all structural source control BMPs and all Treatment Control BMPs, including name, title, company, address, and phone number.			



SUSMP REQUIREMENT	Requirement Satisfied?		
	Yes	No	N/A
Describes the minimum frequency for inspection and maintenance to ensure the effectiveness of each structural source control BMP and each Treatment Control BMP.			
If ownership of the Treatment Control BMPs will be transferred to a public agency, does the WQMP include an Attachment indicating the public agency's intent to accept the Treatment Control BMPs as designed?			
Is an appropriate mechanism for the long-term operation and maintenance, including funding, in place?			
Section 6.0, Location Map and Plot Plan			
Has an 11" by 17" plot plan been included?			
Do all figures, maps, plot plans, etc. have a legend, including a North arrow and scale?			
Are all facilities labeled for the intended function?			
Are all areas of outdoor activity labeled?			
Are all structural BMPs indicated?			
Is drainage flow information, including general surface flow lines, concrete or other surface ditches or channels, as well as storm drain facilities such as catch basins and underground storm drain pipes depicted?			
Depicts where and how on-site drainage ties into the off-site drainage system.			