

FORM
DS-564
October 2024

Stormwater Quality Management Plan Submittal Checklist

The checklist identifies key project information and page number locations within the Stormwater Quality Management Plan (SWQMP) document. The checklist provides information on the level of completeness of the SWQMP document at the time of submittal/review and is required for a Priority Development Project (PDP).

Project Information		
Project Number:	APN:	
Applicant/Contact Name:	Applicant/Contact Phone Number	
Applicant Email Address:		
1 st Submittal Date	2 nd Submittal Date	3 rd Submittal Date

Instructions: In the table below, indicate if the description item has been addressed or check the “N/A” box if it is not applicable under Column 1. Additional notes can be added to the Notes Table on pages 5, 6 and 7.

Item No.	Description	Applicant Use		City Use	
		PDF Page #	N/A	Incomplete	Accepted
1.0	Title Page		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Utilize City of San Diego’s current SWQMP Template (2018).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Reference Project Name, ID, .DWG*, Permit Number* (*Note: If applicable).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Signed and stamped by Civil Engineer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Prepared For information (Applicant’s name, address, and phone number.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Prepared By information (Engineer’s company name, address, and phone number.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Table of Contents that Matches Content of Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Certification Page- Signed and Stamped by the Engineer of Responsible Charge.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Submittal Record		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		PDF Page #	N/A	Incomplete	Accepted
5.0	Project Vicinity Map		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1	Project Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Permit Number (PRJ number)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.0	Storm Water Requirements Applicability Checklist (Form DS 560)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	Form must be signed and dated.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.0	Applicability of Permanent, Post-Construction Stormwater BMP Requirements (Form I-1)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1	Designated a Standard Project, PDP, or PDP Exempt.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Hydromodification control requirements apply.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Protection of critical coarse sediment yield areas applies.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	HMP Exempt: HMP Exemption Exhibit included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Site Information Checklist for PDPs (Form I-3B)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1	Project Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Project Address		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	APN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Permit Application Number (PRJ Number)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Project Watershed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Hydrologic Sub-Area Name with Numeric ID		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Project Area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8	Area to be disturbed by the Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.9	Project Proposed Pervious Area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.10	Proposed increase/decrease in impervious area as compared to the pre-project condition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11	Description of Existing Site Condition and Drainage Patterns		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.1	Current Status of the Site		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.2	Existing Land Cover		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.3	Underlying Soil, Hydrologic Soil Group Type (Refer to NRCS Web Soil Survey.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.4	Groundwater Depth.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.5	Existing Natural Hydrologic Features.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.6	Description of Existing Site Topography and Drainage.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.7	Description of Proposed Site Development and Drainage Patterns		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.7.1	Description of the proposed impervious features.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.7.2	Description of proposed pervious features.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8	Identification and Narrative of Receiving Water		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8.1	Listed all 303(d) water bodies, Pollutant Stressors, and TMDLs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8.2	Selected Project anticipated site pollutants.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8.3	Hydromodification management requirements.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8.4	Critical Coarse Sediment Yield Area requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.11.8.5	Description of POCs for flow control for hydromodification management. (POC ID correlating to the Project's HMP Exhibit).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.0	Source Control BMP Checklist for PDPs (Form I-4B)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.0	Site Design BMP Checklist for PDPs (Form I-5B)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1	BMP Site Map.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		PDF Page #	N/A	Incomplete	Accepted
11.0	Summary of PDP Structural BMPs (Form I-6)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1	Structural BMP Summary Information included for each BMP.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1	Structural BMP ID Number provided and consistent with all exhibits/plans.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2	Provided the Construction Plan Sheet No. for each BMP.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.3	Selection of Type of Structural BMP.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.4	Selection of the BMP Purpose.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.5	Provided name and contact information for the party responsible for signing the BMP verification form DS-563.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.6	Listed the final owner of the BMP(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.7	Listed the party to maintain the BMP(s) into perpetuity.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.8	Identified the funding mechanism for maintenance.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Attachment 1. Backup for PDP Pollutant Control BMPs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1	Completed Attachment 1 Checklist. Including Project Name.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Attachment 1a DMA Exhibit included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2.1	Attachment 1a DMA Exhibit Checklist.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Attachment 1b (Tabular Summary of DMAs showing DMA ID matching DMA Exhibit, DMA Area, and DMA Type (Required). Either shown on DMA Exhibit, Attachment 1a, or included as separate Worksheet B-1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4	Attachment 1c. Form I-7, Harvest and Use Feasibility Screening Checklist submitted. (Required unless the entire project will use infiltration BMPs.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5	Attachment 1d. Infiltration Feasibility Information is included. (Contents of Attachment 1d dependent on the infiltration condition.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.1	No Infiltration Condition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.1.1	No Infiltration Feasibility Condition Letter (Refer to Section C.1.1 of the SWS Design Manual for requirements.). Letter stamped and signed by a licensed geotechnical engineer.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.1.2	Form I-8A and/or Form I-8B submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.2	Partial Infiltration Condition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.2.1	No Infiltration Feasibility Condition Letter (Refer to Section C.1.1 of the SWS Design Manual for requirements.). Letter stamped and signed by a licensed geotechnical engineer.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.2.2	Form I-8A and/or Form I-8B submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.3	Full Infiltration Condition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.3.1	Form I-8A and/or Form I-8B submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.3.2	Worksheet C.4-3 submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.3.3	Form I-9 submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4	Attachment 1e. Pollutant Control BMP Design/Worksheets included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.1	Standard Biofiltration Sizing for Partial Infiltration Condition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.2	Standard Biofiltration Sizing in No Infiltration Condition.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3	Non-Standard and Non-Propriety and/or Compact Biofiltration BMP Sizing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.1	Included Worksheet B.5-1: Sizing Method for Pollutant Removal Criteria		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.2	Included Worksheet B.5-2: Sizing Method for Volume Retention Criteria		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.3	Included Worksheet B.5-3: Volume Retention from Biofiltration with Partial Retention BMPs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		PDF Page #	N/A	Incomplete	Accepted
12.5.4.3.4	Included Worksheet B.5-4 : Alternative Minimum Footprint Sizing Factor for Non-Standard Biofiltration.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.5	Included Worksheet B.5-5 : Optimized Biofiltration BMP Footprint when Downstream of a Storage Unit.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.6	Included Worksheet B.5-6 : Volume Retention for No Infiltration Condition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.7	Included Worksheet B.5-7 : Volume Retention from Amended Soils.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.8	Included Worksheet B.6-1 : Flow-thru Sizing Calculation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.9	Included Worksheet B.2-1 : DCV Calculations.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.10	Included Form I-10 : Compact Biofiltration Checklist.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5.4.3.11	Included TAPE certification for Compact Biofiltration BMPs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.0	Attachment 2. Backup for PDP Hydromodification Control Measures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1	Completed Attachment 2 Checklist. Including Project Name.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Attachment 2a HMP Exhibit included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3.1	Attachment 2a HMP Exhibit Checklist.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.4	Attachment 2b. Critical Coarse Sediment Yield Areas documentation included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.5	Attachment 2c. Geomorphic Assessment of Receiving Channels (Optional) included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.6	Attachment 2d. Flow Control Facility Design (HMP analysis) and Structural BMP Drawdown Calculations included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.0	Attachment 3. Structural BMP Maintenance Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.1	Maintenance Agreement (Form DS-3247) included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	DS-Form DS-3247 Checklist completed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.0	Attachment 4. Copy of Plan Sheets Showing Permanent Stormwater BMPs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1	Grading/Building Improvement Plan Sheets included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Attachment 3 Checklist completed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.0	Attachment 5. Drainage Report included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.0	Attachment 6. Geotechnical and Groundwater Investigation Report included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References

- [Appendix B.5 Worksheets](#)
- [Appendix I Forms](#)
- [Caltrans Water Quality Planning Tool](#)
- [FEMA's National Flood Hazard Layer \(NFHL\) Viewer](#)
- [Green Street Exemption Forms](#)
- [Natural Resources Conservation Service \(NRCS\) Web Soil Survey](#)
- [Priority Development Project \(PDP\) Stormwater Quality Management Plan \(SWQMP\) Template](#)
- [San Diego Basin Plan Map](#)
- [Sizing and Feasibility Worksheets](#)
- [Standard Project Forms](#)
- [Stormwater Standards Manual 2018 \(Updated 2024\)](#)
- [Weathered Triggered Action Plan Template](#)

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