COVER PAGE

- Engineer’s Seal and Signature
- Project Title
- Owner Information
- Engineering Firm Information
- Harris County Project Number
- Date

EXECUTIVE SUMMARY (optional)

Often times it is valuable to include an Executive Summary in the beginning of the manual which is directed to the property owner and explains in general terms the content of the SWQMP manual and offers an explanation of the permitting requirements for Harris County. An Executive Summary may also include an explanation of the importance of the owner keeping a copy of the SWQMP manual on file for reference. It may also explain the permit transfer process should property ownership change hands.

1. SITE DESCRIPTION

A. Site Location – Provide description.
B. Property Owner Information – Provide property owner name, contact individual, address, phone number and email address.
C. Type of New Development or Redevelopment – Provide description.
D. Nature of activities – Provide description.
E. TCEQ Documentation – Provide description of what documentation is required for the project based on the following:
   
   If project disturbs more than 5 acres - Please provide the TCEQ Notice of Intent (even if not completed), the Notice of Termination, and the Large Construction Site Notice in the manual.

   If the project disturbs between 1 and 5 acres - Please provide the TCEQ Small Construction Site Notice in the manual.


F. Total site area and area affected by the development – Provide description.
G. Site Maps and Associated Information - Provide descriptions for each of the following items and refer to plans/illustrations/maps included in the Appendices where needed.

1. Vicinity Map – Indicate where the Vicinity Map can be found in the appendices.

2. Areas of Development/Non Development – Describe these areas and refer to a plan/exhibit in the appendices that illustrates the areas to be developed and to remain undeveloped. *(Often times the SWQ Site Plan or an Overall Development Site Plan from the plan set can be included to cover these items)*.

3. Drainage Areas – Describe the drainage for the development and refer to a plan/exhibit in the appendices that illustrates the drainage. *(Often times the Drainage Area Map from the plan set can be included in the manual to address this)*.

4. Wetland and Surface Waters – Describe any wetlands or surface waters on or adjacent to the development and refer to a plan/exhibit in the appendices that illustrates these items. *(Often times the Drainage Area Map, Storm Sewer Plan or an SWQ Site Plan from the plan set can be included to cover these items)*.

5. Potential Pollutant Activities – Describe the potential pollutants that can be expected from the ultimate use/development of the site and refer to a plan/exhibit in the appendices that illustrates the location and type of these pollutant activities.

6. Non-Structural and Structural Controls – Describe the stormwater quality structural controls for the development as well as any specific non-structural controls and where and how those would be implemented. Refer to a plan/exhibit in the appendices that illustrates the structural controls and if applicable, the non-structural controls.

7. Stormwater Discharge Locations – Describe all locations where stormwater is proposed to leave the development (outfalls) indicating what type of system the drainage flows into and the ultimate receiving stream (channel name and unit number). *(Often times the Drainage Area Map, Storm Sewer Plan or an SWQ Site Plan from the plan set can be included to cover these items)*.

2. CONTROLS

A. Non-structural Controls - Describe the non-structural best management practices (BMPs) and how they will be used at the site. Non-structural controls are management –based activities that are designed to prevent or reduce the potential of storm water runoff contact with pollution-causing activities.
1. **Waste Materials** – Address any non-structural controls for waste materials that are being implemented as a BMP for the project. These may include but are not limited to litter control and proper solid waste disposal practices.

2. **Hazardous Waste** - Address any non-structural controls for hazardous waste that are being implemented as a BMP for the project. These controls may include but are not limited to household hazardous materials storage/disposal, fueling station practices, and materials loading, unloading and storage practices.

3. **Sanitary Waste** - Address any non-structural controls for sanitary waste that are being implemented as a BMP for the project. These controls may include but are not limited to connection to sanitary system or onsite sanitary sewerage facility (OSSF).

4. **Landscaping Practices, Fertilizer and Pesticide use** - Address any non-structural controls for landscaping practices. These controls may include, but are not limited to the use of native or low-maintenance vegetation, mowing practices and proper application of fertilizers and pesticides.

5. **Other** - Address any other non-structural controls that are being implemented as a BMP for the project that are not categorized above.

6. **Educational Material** - Include examples of mailers, door hangers, circulars, flyers, et cetera that could be handed out by the MUD, HOA, or Owner to users of the site for the non-structural controls indicated above. Place these materials in an Appendix and refer to that appendix here and reference how the users of the site will receive the information (frequency and method).

   *Examples of this material can be found at [http://www.cleanwaterways.org/downloads/](http://www.cleanwaterways.org/downloads/) under the “General” link.*

B. **Structural Controls** - Provide a description of all structural controls associated with this project. Structural controls are constructed facilities or vegetative practices that are generally designed to reduce pollutant levels in storm water runoff. Supporting data (specifications, calculations, etc.) should be provided. (Structural BMPs should be shown on the included construction drawings.) Possible structural controls may include, but are not limited to the following:

   *Dry or Wet Basins with slow release of the water quality volume*
   *Dry or Wet Basins with a Floatables Collection Screen*
   *Constructed Wetlands*
   *Grassy Swales*
Vegetated Filter Strips  
Oil/Grit/Trash Separators or Hydrodynamic Separators  
Storm Drain Inlet Inserts  
Low Impact Development*

*Please note that if your development proposes low impact development, a pre-submittal meeting with appropriate staff is **required.**

3. **MAINTENANCE**

A. Describe procedures and qualified personnel to assure the timely maintenance of the control measures (structural and non-structural) described in Section 2. Maintenance requirements must be discussed/described for each control individually. Reference a matrix/schedule in the appendices that illustrates the required maintenance.

1. In Residential Subdivisions, street sweeping is optional and not a Harris County requirement for the SWQMP.
2. Use Inlet Markings with Storm Water Quality emblems on the covers or grates **rather** than the painted messages (Inlet Stenciling).

4. **INSPECTIONS**

A. Describe procedures, frequency and qualified personnel to assure the timely inspection of the control measures (structural and non-structural) described in Section 2. Inspection requirements must be discussed/described for each control individually. Reference inspection forms in the appendices that can be used to conduct inspections and indicate where these completed forms will be kept. The following verbiage should be included in the description of the inspections:

   *Structural controls should be inspected monthly and after rainfall events of 1 inch or more in a 24-hour period.*

B. Annual Inspection – Describe who is intended to perform the required annual inspection and where the results of the annual inspection will be filed. The annual inspection report will be written to assess the effectiveness of all current control measures (structural and non-structural) and identify any changes that need to be made to the SWQMP to better control pollutants.
5. TABLES AND APPENDICES

A. Vicinity Map *(include Key Map page and section)*

B. SWQMP Site Plan *(This can be pulled directly from your plan set)* that illustrates the following:

1. Areas to be developed.
2. Areas not to be developed.
3. Location and listing of structural controls and non-structural controls that are identified in the plan as applicable.
4. Drainage areas and their areas, patterns and approximate slopes anticipated after development.
5. Locations and listing of activities which may generate pollutants and potential discharge, including hazardous material treatment, storage and disposal facilities, parking areas, loading areas, etc.
6. Locations where storm water is discharged to the MS4 and the name of the MS4 operator including the Identification #, if applicable.
7. Wetlands and surface waters.
8. Add the following note to the SWQMP Site Plan sheet in the drawing set under the heading “SWQMP Permit Requirements”.

   “Upon completion of construction the permanent storm water quality feature will be cleaned of all sediment and debris that may have accumulated. Additionally all disturbed areas related to this project will be completely stabilized. This will be done prior to submitting an “As-Built Certificate” and calling for final inspection. Harris County Engineering will not pass the Final Inspection or issue the Certificate of Compliance until the required final cleanout and stabilization have been completed. The development is not approved for operation until a Certificate of Compliance has been issued.”

C. SWQMP Details and Calculations Plan Sheet *(This can be pulled directly from your plan set)*

   The sheet should include a detailed illustration of the permanent storm water quality feature, and the calculations used to determine its sizing and design.

D. Inspection and Maintenance Forms
Provide a maintenance matrix/schedule which indicates the individual maintenance activities that should occur throughout the course of a year. Provide blank inspection forms that can be copied from the manual and used to complete monthly inspections.

Sample inspection and maintenance forms can be found in the Stormwater Quality Management Guidance Manual (In Appendix B).

The manual is available here: http://www.cleanwaterways.org/downloads/ under the “Professional” link.

E. TCEQ Forms – Include the appropriate TCEQ forms based on Section 1.E of this checklist.


E. Permittee and Engineer’s Certification of SWQMP Forms – Note: The Permittee Certification of SWQMP Form should be completed by the property owner.

http://www.eng.hctx.net/permits/Stormwater-Code/Stormwater/Regulation-Standards-Details

F. Harris County Storm Water Quality As-Built Certificate Form

http://www.eng.hctx.net/permits/Stormwater-Code/Stormwater/Stormwater-Quality-Permit

G. Harris County Storm Water Quality Permit Renewal Packet - Include the blank forms and instruction sheet so they can be copied from the manual and used for the yearly permit renewal.

http://www.eng.hctx.net/permits/Stormwater-Code/Stormwater/Stormwater-Quality-Permit

NOTE 1: An example SWQMP can be seen / downloaded from the web site:

NOTE 2: Documents specific to obtaining a Harris County Storm Water Quality Permit may be downloaded from the website: http://www.eng.hctx.net/permits.

NOTE 3: For simplicity, your SWQMP manual may be organized based on the outline provided in this checklist, however, this is not a requirement as long as the necessary information is included.