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COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

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TO: Applicants, Developers and Engineers

FROM: Benjie Cho, Plan Check Senior Engineer

DATE: December 26th, 2023

SUBJECT: Electronic Submittals of WQMP and Hydrology Reports

The County of Riverside is no longer accepting hard copies of the approved Final or Preliminary WQMPs for permanent record keeping. To facilitate plan checking, the County request the use of bookmarks for each section (Edit PDF > More > Add Bookmark in Acrobat, or ALT+B in Bluebeam).

ACCEPTABLE FORMATS FOR "REVIEW" SUBMITTALS - ELECTRONIC

1. FTP Submittal. Please note, the review will not begin until the County is notified that a submittal was uploaded. Instructions for FTP submittals can be found online at: <https://rctlma.org/trans/General-Information/Forms-Agreements> see link titled [Online FTP Submittal Instructions to RCTD](#)
 - Contact 951-955-6527 if you have any questions about submitting to the FTP site.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR AN APPROVED FINAL WQMP

1. A fully executed certification page(s), with owner and preparer's signature with a PE stamp. Single file PDF on M-Disc standard is required for Final Approved WQMPs.
2. One hard copy of a wet-signed and notarized copy of the BMP Maintenance agreement. A blank copy can be found at <https://trans.rctlma.org/forms-applications#2392643287-1490630988> , under the *On-Line Resources* tab, and *Forms & Agreements* under *Development Review & Plan Check* Section.
 - a. The BMP Agreement shall include Exhibit A and B, typically in the form of a Legal and Plat, or other reasonable form showing the applicable areas of the project.
 - b. In lieu of a Legal & Plat, a Map Book & Page Number can be referenced allowing access to the entire parcel, if references to Exhibit A and B are struck out.
 - c. Ensure that the name matches throughout the agreement and acknowledgement, using the latest California Acknowledgement page, no Jurats are accepted, the date of the agreement is the date of the notary, and all text does not exceed the margins. Then the County will sign, attest & record.

Please forward your WQMP/Hydrology questions and/or comments to Cassandra Simas (Csimas@rivco.org), or Benjie Cho (bcho@rivco.org). We thank you in advance for your time and cooperation.