

Appendix E  
Surface Water  
Management Plan  
Report Outline

## Surface Water Management Plan Report Outline (Example)

### **SUMMARY** (very brief)

#### Table of Contents

#### **1. INTRODUCTION**

Purpose, Goals and Objectives  
Description of the Planning Approach and Methods  
Description of the Planning Area  
Contents and Products

#### **2. PUBLIC PARTICIPATION IN THE PLANNING**

Approach to Public Involvement and Education  
Public Values and Expectations  
Surface Water Management Implications

#### **3. STUDY AREA AND WATERSHED CHARACTERISTICS**

(The level of information in the following sections varies according to the local issues, the needs of the planning methods, the types of measures to be implemented, and the available information base. In general a one-half to two page summary per section with a map, if possible, is sufficient.)

Overview  
History  
Development and Land Use  
Facilities and Utilities  
Related Planning/Plans  
NPDES Requirements  
Permit and Regulatory Constraints  
Geology and Soils  
Vegetation  
Wetlands (brief description)  
Hydrology (summary of the surface water and groundwater conditions)

Water Quality (summary of the monitoring program, data, conditions and implications)

Fish

Wildlife

**4. FIELD CONDITIONS**

The Piped System

Open Channels

Flood Reduction Detention Basins

Ponds and Lakes

Wetlands

Opportunity Sites

    Detention Facilities

    Water Quality Facilities

    Source Controls

**5. WATER QUALITY CONDITIONS**

Summary

Monitoring Program

Data and Analysis

NPDES Requirements

Pollutant Loading Analysis and/or Water Quality Modeling

Evaluation and Conclusions

**6. POLLUTION SOURCE INVENTORY**

Stored, Applied or Transported Materials (Industrial, Commercial, Agricultural,  
    Silvicultural, Mining, CERCLA/RCRA sites)

Existing or Potential Erosion Areas (surface, mass and channel erosion)

Problem Soil Areas

Extensive Impervious Surfaces

On-site Wastewater Systems

**7. HYDROLOGY (assuming a quality-quantity plan)**

Hydrologic Characteristics

Overview of the System

Drainage and Flooding History  
Model Analysis (possibly as a separable sidebar or "brief")  
    Selection  
    Adaptation  
    Calibration  
    Existing System Evaluation  
Conclusions

**8. TECHNIQUES AND OPTIONS CONSIDERED**

Water Quality Facilities  
Drainage and Flood Control Facilities (assuming this is included)  
Erosion and Sedimentation Reduction  
Management Practices  
Land Use Requirements and Related Institutional Changes  
Design Standards/Criteria  
Operation and Maintenance  
Financing (summary)  
Implementation (schedule, permitting and responsibilities)

**9. FINANCING**

Source of Funds  
Cost of Service  
Revenue Requirements  
Rate Analysis  
Rate Recommendation and Modeling Results

**10. ALTERNATIVES EVALUATION**

Analysis of Water Quality Management Practice and Pollutant Loading  
    Reduction Options  
Hydrologic - Hydraulic Modeling of Options  
Financing  
Implementation

## 11. RECOMMENDED PLAN

### Pollutant Reduction Facilities

- Ponds and Marshes

- Street and Storm Sewer Systems

- Infiltration Facilities

### Flow Management Facilities

- On-site/Source Controls

- Conveyance

- Detention

- Appurtenant Features

### Pollutant Source Controls

- Landscape Design

- Chemical Applications

- Industrial and Commercial Sites

- Agricultural Areas

- Silvicultural Areas

### Erosion and Sedimentation Controls

- Stream, Riparian and Lake Management

- Other Water Quality Management Practices

- Capital Improvements Plan

- Public Education Program

- Land Use Requirements and Institutional Changes

- Design Standards

- Operation and Maintenance

- Financing

- Implementation

## REFERENCES

**Appendix A** - Results of Public Involvement Program

**Appendix B** - Existing Facilities and/or Practices

**Appendix C** - Wetlands

**Appendix D** - Water Quality Information

**Appendix E** - Hydrologic Information