Attachment C

City of Glendora
ENGINEERING DIVISION

HYDROLOGY & HYDRAULICS REPORT SUBMITTAL CHECKLIST

HYDROLOGY & HYDRAULICS REPORT PREPARATION GUIDELINES

For plan checks that do not require Fire Department review:

Three complete reports are required, *including but not limited to the following:*

HYDROLOGY REPORT:

I. COVER SHEET:

A. Project description.
B. Name and address of person report was prepared for.
C. Name and address of firm preparing report.
D. Date of report.
E. Engineer's seal and signature in blue ink.

II. TABLE OF CONTENTS:

III. INTRODUCTION:

A. Purpose – Briefly explains why this report has been conducted.
B. Background – Describe the project vicinity and in general terms what the project the project/development consists of.
C. Site – Describe the project's specific location, size and what borders it. Describe the existing terrain and existing site condition/use. (Include a vicinity map)

IV. SCOPE – Criteria Discuss methodology used:

Glendora follows the Los Angeles County Department of Public Works Hydrology and Hydraulics manuals for work in the public right of way. A 25 year design storm is used for on site hydrology reports.

V. REPORT:

A. Existing Conditions Study Area.

A1. Describe each sub area/size and the runoff in CFS that each sub area currently generates.
A2. Explain where runoff starts in each area and where it leaves either the sub area or site.

B. Proposed Conditions Study Area.

B1. Explain how site was broken up the post developed site into drainage areas by sub area.
B2. Then, sub area by sub area discuss starting and leaving point for flow, amount of flow.
B3. State the difference in amount of flow (+ or -).
B4. Cite any references or design assumptions
B5. A hydrograph may be required if the intent is to impound water and discharge it to a natural swale.

VI. CONCLUSIONS:

A. Summarize what the report concludes.
B. State the difference in amount of flow (+ or -) and if any mitigation is proposed/required, state/describe why or why not it is needed and that as the professional Civil Engineer of record you recommend the project for approval.

APPENDIX A:

EXISTING CONDITIONS HYDROLOGY MAP:

1. Provide as many sheets as necessary of hydrologic maps with sufficient data for the watershed and any sub area boundaries can be verified. Maps must be of sufficient scale to verify drainage areas were appropriately drawn, such as 20 or 40 scale on 24" x 36" sheets.
2. Include Q and points of concentration for each sub area.

APPENDIX B:

DEVELOPED CONDITIONS HYDROLOGY MAP:

1. Provide as many sheets as necessary to accurately show the drainage of the project site after project is constructed. Maps must be of sufficient scale to verify drainage areas were appropriately drawn, such as 20 or 40 scale.
2. Include post developed Q's, points of concentration for any sub areas and location of any mitigations.