



Private Stormwater System Operation & Maintenance Plan Process Overview

INSTRUCTIONS FOR RECORDING STORMWATER SYSTEM OPERATION & MAINTENANCE PLANS

Developments that install structural post construction Stormwater Best Management Practices (BMPs) in order to comply with Title 13.24.110 of the City's Municipal Code and Resolution R3-2013-0032 of the Central Coast Regional Water Quality Control Board shall record an operation and maintenance plan. Applicants may formalize the operation and maintenance plan by recording an Agreement with the City of Arroyo Grande, which shall guarantee long-term operation and maintenance.

An appropriate Operations and Maintenance document must be recorded once drainage plans have completed review, prior to issuance of building and grading permits.

A Stormwater Permit (SWP) case will be opened for the long-term tracking of the stormwater system. The SWP case will be used to track the annual inspections and long-term compliance of the project with the stormwater requirements associated with the building permits. The one-time fee for each unique SWP case is \$710.00.

At the completion of construction (prior to final of building permits) the System Design Engineer shall submit the Engineer's Certification Form. An inspector from the Engineering Division will verify the location and construction of all components of the system.

The Owner shall then complete annual self-inspections and submit to the Community Development Department by June 1 of each year. These self-inspections will be tracked as part of the long-term Stormwater Permit (SWP) case.



Private Stormwater System Operation & Maintenance Plan Process Overview

AGREEMENT RECORDING PROCEDURE

Small stormwater systems owned and operated by a single owner may guarantee long-term operation and maintenance through a recorded **Agreement** (a text template for Agreements is provided). The owner or agent shall provide information to sufficiently document the system for the Agreement. The applicant shall submit the System Description forms for review by Engineering.

The City will review the Agreement for completeness and will return to the system owner to review, sign, and notarize. The City will countersign and notarize the Agreement following notarization by the System Owner. The System Owner will then record the Agreement with the County Clerk-Recorder.

The Agreement shall be recorded prior to issuance of building permits.

I. Complete the fillable Stormwater System Agreement

The applicant shall fill out the Agreement with all pertinent information. **Do not notarize the Agreement until it has been reviewed by the City.**

II. Include a copy of the Legal Parcel Description, Exhibit A.

Include the legal parcel description for the parcel(s) where the stormwater BMPs will be installed.

III. Complete system documentation, Exhibit B form

The applicant shall fill out Exhibit B forms to sufficiently document the components of the system. Complete an Exhibit B description form for each component of the system. An 8.5"x11" site map that indicates the approximate location of each BMP must be submitted as part of Exhibit B.

IV. Complete the Owner and Agent information form

The applicant shall fill out Owner and Agent Information form to fully document the ownership of the system and provide current contact information for involved parties.

V. Compile relevant maintenance information for all system components.

The applicant must compile and submit one copy of pertinent manuals and maintenance requirements for each component of the system. The manuals and instructions will be retained on file at the City, referenced by the assigned SWP case. Templates and instructions for compiling the plans and manuals for submittal are provided.



Private Stormwater System Operation & Maintenance Plan Process Overview

VI. Submit the appropriate draft documentation to the Engineering Division

DO NOT NOTARIZE THE AGREEMENT PRIOR TO CITY REVIEW.

The applicant shall submit the following documents for review:

1. Exhibit B System Documentation;
2. Owner and Agent Information;
3. One copy of the maintenance plans and manuals;
4. One copy of the parcel description; AND
5. Agreement for Private Stormwater Management System.

Submit forms to:

**City of Arroyo Grande
Community Development Department**

Attn: City Engineer
300 East Branch Street
Arroyo Grande, CA 93420

VII. Revise and resubmit (if applicable)

The applicant shall make any necessary modifications to the Exhibit B System Documentation or Plans and Manuals based on the City's review. The revised forms shall then be resubmitted to the City.

VIII. Review, sign, and notarize Agreement

The City will notify the applicant or agent when the Agreement is approved for System Owner notarization. The completed Agreement will include: Agreement recitals, Exhibit A legal parcel description, Exhibit B system description (table(s) and site map). The Owner shall retain a notary public to notarize the Agreement.

IX. Return notarized Agreement for countersignature

The System Owner shall return the signed, notarized Agreement to the City for countersignature and notarization.

X. Record Agreement

The System Owner will be notified when the City has countersigned, and the Agreement is ready to record. The Agreement (and Exhibits) shall be recorded with the County Clerk-Recorder's office:

County of San Luis Obispo Clerk-Recorder's Office

1055 Monterey Street, Room D120
San Luis Obispo, CA 93408-3237

The Clerk-Recorder will retain the original document for processing and will mail the original to the System Owner once digitizing is complete. For additional information on recording documents and associated fees, please visit the SLO County Clerk-Recorder's website at <http://www.slocounty.ca.gov/clerk.htm>.



Private Stormwater System Operation & Maintenance Plan Process Overview

XI. Provide Engineer Certification

Once the system is fully constructed, the system designer must sign and submit the Engineer Certification Form prior to final inspection of the site.

XII. Complete Annual Inspections

Annually, the current property owner (or representative) shall complete a self-inspection of the Stormwater Management System. Completion of the annual inspection forms will be tracked by the SWP case number. Self-inspection forms may be obtained from the City's website: <http://www.arroyogrande.org>. The self-inspection forms shall be completed and submitted by June 1st of each year to:

City of Arroyo Grande
Community Development Department
Attn: City Engineer
300 East Branch Street
Arroyo Grande, CA 93420

Inspection forms may also be submitted electronically via email to: stormwater@arroyogrande.org