



# Private Stormwater System Plans and Manuals

OFFICE USE ONLY  
SWP \_\_\_\_\_

## PLANS AND MANUALS SUBMITTAL REQUIREMENTS:

The applicant must compile and submit **one copy** of pertinent manuals and maintenance requirements for each unique type of structural Best Management Practice (BMP) comprising the system. The manuals and instructions will be retained on file with the Engineering Division at Arroyo Grande City Hall, referenced by the Stormwater Permit (SWP) case number. The Plans and Manuals are retained **separately from the recorded document** to minimize recording costs and to allow the Division to more easily reference or provide copies of the Plans and Manuals to future property owners.

Applicants shall use a combination of the forms provided by the Division to document the required information for the submittal.

The Plans and Manuals submittal must include the following items:

- Short-term maintenance requirements;
- Long-term maintenance requirements;
- Recommended frequency of maintenance;
- Estimated cost of maintenance;
- A copy of the Exhibit B Site map;
- Operational procedures (attach copies of vendor manuals/instructions, as applicable); AND
- Contact information for vendors who can provide replacement parts/materials (as applicable).
- Copies of the applicable annual inspection forms.

**The Engineering Division strongly recommends that a full copy of the Plans and Manuals submittal be provided to the property and/or building owner or operator. The relevant BMP inspection forms should be included in the Plans and Manuals provided to the owner/operator.**

The Division provides annual inspection report forms for Centralized and Decentralized BMPs. The BMP type and appropriate inspection form are detailed below.

Form Name	BMPs included on Form
Detention Feature BMP Inspection Form	Detention Basin, Settling Basin
Vegetated Feature BMP Inspection Form	Biofiltration, Bioretention, Bioswale, Wet Basin
Porous Pavement BMP Inspection Form	Porous Concrete or Pervious Pavers
Subsurface Feature BMP Inspection Form	Media Filter, Treatment Vault, Bed Filter, Infiltration Feature or Basin
Catch Basin Insert Inspection Form	Catch Basin Insert
Infiltration Feature Inspection Form	Dry Basin, Infiltration Feature or Basin