



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 must 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. These self-inspections will be tracked as part of the long-term Stormwater Permit (SWP) case.



Private Stormwater System Operation & Maintenance Plan Process Overview

CC&R RECORDING PROCEDURE

I. CC&Rs shall include provisions for stormwater system maintenance and operation.

The owner or agent shall compile a draft version of the CC&Rs (or amendment to existing CC&Rs) for City review. The CC&Rs (or amendment) shall include the following:

- a. Sufficient documentation of all stormwater system components (use *Exhibit B Instructions and Table* to create a summary table of all system components and specifications);
- b. An identified funding source for maintenance and repair of the system;
- c. An identified responsible party for conducting maintenance, repair, and inspection of the system;
- d. Complete contact information for the party that will submit annual inspection reports;
AND
- e. A provision that allows the responsible party access to all components of the system for the purpose of maintenance, repair, and inspection.

II. Compile relevant plans and manuals 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. The *Private Stormwater System Plans and Manuals Form* provides templates and instructions for compiling the plans and manuals for submittal.

III. Submit the appropriate documentation to the Community Development Department.

The applicant shall submit the following documents for review:

- a. Proposed CC&Rs language or amendment;
- b. System Documentation-Exhibit B (system documentation may be summarized, but must include all information required by *Exhibit B Table Form*);
- c. Owner and Agent Information; AND
- d. One copy of the Plans and Manuals.

The documents shall be submitted to the following address (or submitted via email to the City contact person):

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

IV. Receive SWP Case Number, revise CC&Rs (if applicable).

The applicant shall make any necessary modifications to the CC&Rs based on the City's review.



Private Stormwater System Operation & Maintenance Plan Process Overview

V. Record CC&Rs.

The approved CC&Rs (or amendment) 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 Property Owner once digitizing is complete. For additional information on recording documents and associated fees, please visit the San Luis Obispo County Clerk-Recorder's website: <http://www.slocounty.ca.gov/clerk.htm>.

VI. Provide Recorded Document Number to Community Development Department.

The applicant shall provide the Recorded Document Number to Community Development Department as proof that the CC&Rs have been recorded. The Engineering Division will sign off the relevant Condition(s) attached to the construction permits.

VII. 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.

VII. Complete annual inspections

Annually, the identified responsible party shall complete a self-inspection of the Stormwater Management System. Completion of the annual inspection forms will be tracked by the SWP Permit case number. Self-inspection forms may be obtained from the City website: 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