

## Inspection and Maintenance Plan Instructions.

Instruction revised 10/22/2013

1. Download the IM Plan associated with the BMP for your development, be advised that a Porous Landscaping Detention PLD) BMP is also know as a Rain Garden. If the BMP your site is using is not listed on the web page you will have to create the IM Plan for your site. Please consult with the City review engineer before proceeding to ensure the BMP you are proposing is acceptable per the City Drainage Criteria Manual.
2. We have changed the procedure for submitting the IM Plan, we are no longer accepting the Stormwater Maintenance Agreement Worksheet and have replace it with a Statement of Authority (SOA) document. The SOA will need to be signed and notarized by the owner of the property the development is associated with. Please submit the hard copy original SOA document with all new IM Plans. The information on the SOA will be used to prepare the Stormwater BMP maintenance agreement. The City will send the Stormwater BMP maintenance agreement to the owner for their signatures once the agreement has been prepared and approved. Please ensure the correct owner contact information is supplied on the title sheet.
3. We have changed the Stormwater BMP maintenance agreement to allow the City to finalize and record the agreement before the project is complete. PE Certification and As-built plans will be recorded against the maintenance agreement once the project is completed and those documents received.
4. Preparation of the IM Plan: The title sheet and Appendix A are the only 2 sheets you will need to enter any information to prepare the IM Plan.
5. Cover sheet: Replace all text in red with information for your site, customer contact information and design engineers contact information.
6. Appendix A: Instructions in red with example below. Replace with your site information.
7. Submit the IM Plan with the Grading and Erosion Control Plans for review. Once the IM Plan and the Grading and Erosion Control Plans have been approved, supply the owner of the site or developer a copy of the approved IM Plan so they are aware of the inspection, maintenance and annual inspection submittal requirements of our BMP Operation and Maintenance program.

Please discuss with the City review engineer any issues that could affect the maintenance agreement. The maintenance agreement has to be with the owner of the tract of land the BMP is built on.

PE Certification and As-Built Plans are required documents that must be received once the project is completed or near completion. PE Certification form can be found at the end of the IM Plan.

Be advised that the City cannot release any Grading and Erosion Control financial assurance until the maintenance agreement has been finalized and record with all associated documents (PE Certification and As-built plans).

Please contact the City O&M inspector if you have any questions.

Thank you!