

APPENDIX 6

O&M Plan Checklist and Certification



O&M Plan Checklist and Certification for Regulated Projects

<p>For Office Use Only Application No. _____ Received By: _____</p>
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A. Designate the *Responsible Individual (RI)*.

The *RI* is the person that will have direct responsibility for the maintenance of storm water controls, maintain self-inspection records, and sign any correspondence with the PBS departments with project location jurisdiction.

Name of RI: _____

Phone: _____

Project Name: _____

Physical Site Address and/or APN: _____

- Include the site plan delineating the DMAs and the locations of the bioretention or equivalent facilities.
- Include the final construction drawings of the storm water facilities:
 - Plans, elevations, and details of bioretention facilities.
 - Construction details and specifications, including: depths of sand and soil, compaction, pipe materials, and bedding.
 - Location and layouts of inflow piping and piping to off-site discharge
 - Native soils (lenses beneath the facilities)

B. Scheduled Maintenance Activities

The following activities will need to occur on an annual basis, frequency may need to be adjusted depending on facility.

- **Refuse removal**, remove trash the collects near the inlets or that is trapped by vegetation. Clean out soil and debris blocking inlets or overflows.
- **Control weeds**, manual methods and soil amendments; non-natural (synthetic) pesticides should not be used.
- **Add mulch**, add mulch to maintain a mulch layer thickness of ~ 3 inches.
- **Pruning and replanting vegetation**, it may be necessary to replace or remove vegetation to ensure the proper functioning of the facility.
- **Check irrigation**, if irrigation exists, check to make sure the system is working as intended.

An annual self-certification letter will be mailed to the RI. This letter will serve as verification that all the storm water facilities on the property are being maintained and remain operational. The letter should be signed and returned within 30 days.



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C. Updates to the O & M Plan

Contact information for the Responsible Individual should be current. If the RI changes, the PBS departments with project location jurisdiction should be notified with the appropriate revisions.

D. O & M plans for other Facility Types

If your project included a non-standard storm water treatment facility that was approved by the Planning and Building Services Department, such as a tree-box type system, than the O & M should reflect the manufacturer’s recommended maintenance scheduling.

E. Signature and Certification:

“I, the RI/applicant accept responsibility for operation and maintenance of storm water treatment and flow-control facilities until such time as this responsibility is transferred to a subsequent owner.” Furthermore, a condition on the property deed will be recorded with the County Recorder’s office indicating that a storm water facility is present on the property and that the maintenance responsibility will transfer with property ownership in perpetuity.

Signature of the RI

Date

Print Name

I am the:

Property Owner

Applicant

Contractor



O and M: Inspection and Maintenance Checklist: Bioretention Facility

Example of Inspection Maintenance Document

Responsible Individual: _____

Facility Name: _____

Date of Inspection: _____

Item	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed; and if any needed maintenance was not conducted, note what is needed and when it will be done)	Results Expected When Maintenance Is Performed
General				
Trash and Debris	Trash and debris accumulated in basin Visual evidence of dumping			Trash and debris cleared from site.
Contaminants and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants			No contaminants or pollutants present.
Vegetation	When the planted vegetation becomes excessively tall. When nuisance weeds and other vegetation start to take over.			Vegetation mowed per specifications or maintenance plan, or nuisance vegetation removed so that flow is not impeded. Vegetation should never be mowed lower than the design flow depth. Remove clippings from the area and dispose appropriately.

This or a similar document should remain with the facility. Inspection and maintenance records should be available upon request from the PBS departments with project location jurisdiction.



O and M: Inspection and Maintenance Checklist: Bioretention Facility

Item	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed; and if any needed maintenance was not conducted, note what is needed and when it will be done)	Results Expected When Maintenance Is Performed
Tree/Brush Growth and Hazard Trees	Growth does not allow maintenance access or interferes with maintenance activity Dead, diseased, or dying trees			
Erosion	Eroded over 2 in. deep where cause of damage is still present or where there is potential for continued erosion.			Cause of erosion is managed appropriately. Areas mulched to fill in void areas.
Sediment	Accumulated sediment affects inletting or outletting condition of the facility.			Sediment removed and area reseeded if necessary to control erosion.
Damaged Pipes	Any part of the piping that is crushed or deformed more than 20% or any other failure to the piping.			Pipe repaired or replaced.
Rodent Holes	If facility acts as a dam or berm, any evidence of rodent holes, or any evidence of water piping through dam or berm via rodent holes.			The design specifications are not compromised by holes. Any rodent control activities are in accordance with applicable laws and do not affect any protected species

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