



## Private Stormwater System Operation & Maintenance Plan Process Overview

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### 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.



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### 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 must 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 utilize the System Description to 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. Include a copy of the legal parcel description.

**II. Complete system documentation, Exhibit B form**

The applicant shall fill out Exhibit B forms to sufficiently document the components 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.

**III. 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.

**IV. Compile relevant manuals and 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.

**V. Submit the appropriate documentation to the Engineering Division.**

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 manuals; AND
4. Agreement for Private Stormwater Management System.

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



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**City of Arroyo Grande  
Community Development Department**

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

**VI. 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.

**VII. Review, sign, and notarize Agreement**

The City will provide the approved Agreement to the System Owner for notarization. The Agreement will include the legal parcel description, system description, and Agreement recitals. The Owner shall retain a notary public to notarize the Agreement. The owner shall sign the Agreement, and the notary shall complete and sign the Agreement

**VIII. Return notarized Agreement for countersignature**

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

**IX. 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>.

**X. Provide Recorded Document Number to Department of Planning and Building**

The applicant shall provide the Recorded Document Number to the Engineering Division as proof that the Agreement has been recorded. Engineering will sign off the relevant condition(s) attached to the construction permits.



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### 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 1<sup>st</sup> of each year to:

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