



## Private Stormwater System Operation & Maintenance Plan Process Overview

### INSTRUCTIONS FOR RECORDING STORMWATER SYSTEM OPERATION & MAINTENANCE PLANS

Developments that install structural post construction Stormwater Control Measures (SCMs) in order to comply with Title 22.10.155 and Resolution R3-2013-0032 (Central Coast Post Construction Requirements) shall record an approved operation and maintenance plan. Applicants may formalize the operation and maintenance plan by one of three options depending on the ownership structure and design of the system:

- Small systems owned and operated by a single owner shall guarantee long-term operation and maintenance through a recorded **Agreement** with the Department of Planning and Building.
- Systems that treat stormwater drainage from multiple private parcels may guarantee long-term operation and maintenance through language in the recorded **Covenants, Codes, and Restrictions (CC&Rs)**. Existing CC&Rs may be amended to include appropriate provisions for operation, maintenance, and inspection of stormwater infrastructure.
- Construction projects that implement structural control measures to prevent triggering Performance Requirement #2 shall record a **General Notice**. The Notice documents the location and type of control measures that were installed in order to mitigate Performance Requirement #2.

An appropriate Operations and Maintenance document must be recorded once drainage plans have completed review, prior to issuance of building and grading permits.

A Condition Compliance Monitoring (CCM) permit case will be opened for the long-term tracking of the stormwater system. The CCM permit 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 CCM case is Fee L14 in the County fee schedule.

After completion of construction, the Owner shall complete annual self-inspections and submit to the Department of Planning & Building by June 15 of each year. These self-inspections will be tracked as part of the long-term Condition Compliance Monitoring (CCM) Case. Annual inspections are not required for projects that qualify to record a **General Notice**.

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## 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 County review. The CC&Rs (or amendment) shall include the following:

1. Sufficient documentation of all stormwater system components (Utilize Form SWP-1007 to create a summary table of all system components and specifications);
2. An identified funding source for long-term maintenance and repair of the system;
3. An identified responsible party for conducting maintenance, repair, and inspection of the system;
4. Complete contact information for the party that will submit annual inspection reports; AND
5. 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 County, referenced by the assigned CCM case. Form SWP-1008 provides templates and instructions for compiling the minimum required information for the plans and manuals for submittal.

### III. **Submit the appropriate documentation to the Department of Planning and Building.**

The applicant shall submit the following documents for review:

1. Proposed CC&Rs language or amendment;
2. System Documentation-Exhibit B (system documentation may be summarized, but must include all information required by Form SWP-1007);
3. Owner and Agent Information (Form SWP-1003); AND
4. One copy of the Plans and Manuals (Form SWP-1008).

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

**County of San Luis Obispo-Department of Planning and Building**

Attn: Stormwater Program Manager

976 Osos Street, Room 300

San Luis Obispo, CA 93408

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

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

### 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 submitter once digitizing is complete. For additional information on recording documents and associated fees, visit the County Clerk-Recorder's website: <http://www.slocounty.ca.gov/clerk.htm>.

### VI. Provide Recorded Document Number to Department of Planning and Building

The applicant shall provide the Recorded Document Number to Planning and Building as proof that the CC&Rs have been recorded. Planning and Building will sign off the relevant Condition(s) attached to the construction permits.

### 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 CCM Permit case number. Self-inspection forms may be obtained from Planning and Building's website: <http://www.sloplanning.org>. The self-inspection forms shall be completed and submitted by June 15<sup>th</sup> of each year to:

**County of San Luis Obispo-Department of Planning and Building**

Attn: Stormwater Program Manager

976 Osos Street, Room 300

San Luis Obispo, CA 93408

Inspection forms may also be submitted electronically via email to: [Stormwater.scm@co.slo.ca.us](mailto:Stormwater.scm@co.slo.ca.us)

*Please direct questions and requests for additional information to [Stormwater.scm@co.slo.ca.us](mailto:Stormwater.scm@co.slo.ca.us) or call (805)781-5602.*