



Private Stormwater System Plans and Manuals

PLANS AND MANUALS SUBMITTAL REQUIREMENTS:

The applicant must compile and submit **one copy** of pertinent manuals and maintenance requirements for each unique type of Structural Control Measure comprising the system. The manuals and instructions will be retained on file at the Department of Planning & Building, referenced by the assigned Condition Compliance Monitoring (CCM) case. The Plans and Manuals are retained separately from the recorded document to minimize recording costs and to allow the Department to more easily reference or provide copies of the Plans and Manuals to future property owners.

Applicants may use a combination of SWP-1008 forms provided by the Department to document the required information for the submittal. Applicants may submit the Plans and Manuals information in another format, as long as all required information is included.

Per the requirements of Resolution No R3-2013-0032, the Plans and Manuals submittal must include the following items:

- Short-term maintenance requirements;
- Long-term maintenance requirements;
- Recommended frequency of maintenance;
- Estimated cost of maintenance;
- A copy of the Exhibit B Site map;
- Operational procedures (attach copies of vendor manuals/instructions, as applicable); AND
- Contact information for vendors who can provide replacement parts/materials (as applicable).

The Department of Planning & Building strongly recommends that a full copy of the Plans and Manuals submittal be provided to the building owner or operator. The relevant SCM inspection forms and inspection coversheet should be included in the Plans and Manuals provided to the owner/operator.

The Department provides annual inspection report forms for Centralized and Decentralized SCMs. The SCM type and appropriate inspection form are detailed below. All inspection forms are available online.

Form Name	Form Number	SCMs included on Form
Detention Feature SCM Inspection Form	SWP-1008	Detention Basin, Settling Basin
Vegetated Feature SCM Inspection Form	SWP-1012	Biofiltration, Bioretention, Bioswale, Wet Basin
Porous Pavement SCM Inspection Form	SWP-1013	Porous Concrete or Pervious Pavers
Subsurface Feature SCM Inspection Form	SWP-1014	Media Filter, Treatment Vault, Bed Filter, Infiltration Feature or Basin
Catch Basin Insert Inspection Form	SWP-1015	Catch Basin Insert
Infiltration Feature Inspection Form	SWP-1016	Dry Basin, Infiltration Feature or Basin

Private Stormwater System Plans and Manuals

Vegetated Structural Control Measures Maintenance Information	
<i>Structural Control Measure (SCM) Maintenance Details</i>	Assigned SCM#:
	SCM Feature Type: <input type="checkbox"/> Biofiltration Feature <input type="checkbox"/> Bioretention Feature <input type="checkbox"/> Bioswale <input type="checkbox"/> Wet Basin
Does the feature utilize vegetation or specialized soil media? <input type="checkbox"/> YES <input type="checkbox"/> NO	Contact for vendor who can provide replacement plants or soil media:
Estimated annual cost for maintenance:	
List vegetation species and soil media type originally installed:	
Describe short-term maintenance requirements (irrigation schedule, weed control, vegetation height, etc.):	
Describe long-term maintenance requirements (litter removal, inlet/outlet maintenance, etc.):	
Contact information for local professional qualified to maintain or repair this SCM:	
Additional notes:	

Private Stormwater System Plans and Manuals

Subsurface Structural Control Measure Maintenance Information	
<i>Structural Control Measure (SCM) Maintenance Details</i>	Assigned SCM#:
	SCM Feature Type: <input type="checkbox"/> Media Filter <input type="checkbox"/> Treatment Vault <input type="checkbox"/> Bed Filter <input type="checkbox"/> Infiltration Feature/Basin <input type="checkbox"/> Detention Basin
Does the SCM include a proprietary device/structure? <input type="checkbox"/> YES <input type="checkbox"/> NO	Contact for vendor who can provide replacement parts or maintenance instructions:
Describe short-term maintenance requirements (frequency of replacement or inspection):	
Estimated annual cost for maintenance:	
Describe long-term maintenance requirements:	
Contact information for local professional qualified to maintain or repair this SCM:	
Additional notes:	

Private Stormwater System Plans and Manuals

Non-Vegetated Detention or Infiltration Feature Maintenance Information	
<i>Structural Control Measure (SCM) Maintenance Details</i>	Assigned SCM#:
	SCM Feature Type: <input type="checkbox"/> Settling Basin <input type="checkbox"/> Detention Basin <input type="checkbox"/> Dry Basin <input type="checkbox"/> Infiltration Feature/Basin
Is this SCM secured with perimeter fencing? <input type="checkbox"/> YES <input type="checkbox"/> NO	Does the SCM utilize vegetation? <input type="checkbox"/> YES <input type="checkbox"/> NO
Describe short-term maintenance requirements (frequency of replacement or inspection): 	
Estimated annual cost for maintenance: 	
Describe long-term maintenance requirements: 	
Contact information for local professional qualified to maintain or repair this SCM: 	
Additional notes: 	

Private Stormwater System Plans and Manuals

Porous Pavement and Catch Basin Insert Maintenance Information	
<i>Structural Control Measure (SCM) Maintenance Details</i>	Assigned SCM#:
	SCM Feature Type: <input type="checkbox"/> Porous Concrete <input type="checkbox"/> Pervious Pavers <input type="checkbox"/> Catch Basin Filter
Does the SCM include a proprietary device/structure? <input type="checkbox"/> YES <input type="checkbox"/> NO	Contact for vendor who can provide replacement parts or maintenance instructions:
Describe short-term maintenance requirements (frequency of filter replacement or inspection):	
Estimated annual cost for maintenance:	
Describe long-term maintenance requirements:	
Contact information for local professional qualified to maintain or repair this SCM:	
Additional notes:	