



## 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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## AGREEMENT RECORDING PROCEDURE

Small stormwater systems owned and operated by a single owner may guarantee long-term operation and maintenance through a recorded **Agreement**. (The text template for Agreements is provided as Form SWP-3001). The owner or agent shall provide information to sufficiently document the system for the Agreement. The applicant shall submit the System Description forms for review by Planning & Building.

The County will review the Agreement for completeness and will return to the system owner to review, sign, and notarize. The County 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 (Form SWP-3001) with all pertinent information. **Do not notarize the Agreement until it has been reviewed by the County.**

### II. Include a copy of the Legal Parcel Description, Exhibit A.

Include the legal parcel description for the parcel(s) where stormwater SCMs will be installed.

### III. Complete system documentation, Exhibit B form

The applicant shall fill out Exhibit B (Form SWP-1007) forms to sufficiently document the components of the system. Complete form SWP-1007 for each component of the system. An 8.5"x11" site map that indicates the approximate location of each SCM must be submitted as part of Exhibit B.

### IV. Complete the Owner and Agent information form

The applicant shall fill out Owner and Agent Information form (Form SWP-1003) to fully document the ownership of the system and provide current contact information for involved parties.

### V. 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 County, referenced by the assigned CCM case. Form SWP-1008 provides templates and instructions for compiling the minimum required plans and manuals.

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

### **DO NOT NOTARIZE THE AGREEMENT PRIOR TO COUNTY REVIEW**

The applicant shall submit the following documents for review:

1. Exhibit B System Documentation (Form SWP-1007);
2. Owner and Agent Information (Form SWP-1003);
3. One copy of the maintenance plans and manuals (Form SWP-1008);
4. One copy of the parcel description; AND
5. Agreement for Private Stormwater Management System (Form SWP-3001).

The forms shall be submitted to the following address:

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

Attn: Stormwater Program Manager  
976 Osos Street, Room 300  
San Luis Obispo, CA 93408

## **VII. 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 County's review. The revised forms shall then be resubmitted to the County.

## **VIII. Review, sign, and notarize Agreement**

The County notify the applicant or agent when the Agreement is approved for System Owner notarization. The completed Agreement will include: Agreement recitals, Exhibit A legal parcel description, Exhibit B system description, and minimum required Plans and Manuals.

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

## **IX. Return notarized Agreement for countersignature**

The System Owner shall return the signed, notarized Agreement to the County for the Chief Building Official's countersignature and notarization.

## **X. Record Agreement**

The County will complete recordation of the Agreement once it has been countersigned. The original Agreement will be returned to the System Owner via US Mail.

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### XI. Complete Annual Inspections

Annually, the current property owner (or representative) shall complete a self-inspection and certification 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 [stormwater.scm@co.slo.ca.us](mailto:stormwater.scm@co.slo.ca.us) or call (805)781-5602