



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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NOTICE RECORDING PROCEDURE

Construction projects that utilize structural control measures to mitigate Performance Requirement #2 must record a **General Notice**. The Notice documents the location and type of Low Impact Development stormwater control measures that were installed. The intent of the Notice is to inform future property owners of stormwater control features installed on the property, and prevent replacement or destruction of the installed features.

I. Complete notice for Private Stormwater Management System

The applicant shall complete the stormwater system General Notice form (Form SWP-3002) with pertinent building permit and property information. The applicant shall fill out EXHIBIT B forms (Form SWP-1007) to sufficiently document the components of the system. An 8.5"x11" site map that indicates the approximate location of each Structural Control Measure (SCM) must be submitted as part of Exhibit B. The General Notice should not be signed or notarized prior to County review.

II. Submit the notice for County review

The applicant shall submit the following documents for review:

1. Exhibit B System Documentation (Form SWP-1007),
2. Notice for Private Stormwater Management System (Form SWP-3002)
3. Legal Parcel Description (for the parcel where the system is located)

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

III. Revise and resubmit (if applicable)

The applicant shall make any necessary modifications to the Notice and Exhibit B System Documentation based on the County's review. The revised forms shall then be resubmitted to the County for review and signature.

IV. Sign and notarize approved notice

The County will return the approved Notice to the applicant following review. The applicant shall retain a notary public to notarize the Notice. The applicant shall sign the Notice, and the notary shall complete and sign the Notice.

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V. Record Notice

Once signed by the County and signed and notarized by the applicant, the Notice will be recorded at the County Clerk-Recorder's office. The Clerk-Recorder will retain the document for processing and will mail the original to the applicant once digitizing is complete.

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