



Public Works Department  
Stormwater Management Program

Stormwater Control Plan's  
Stormwater Facilities Operation &  
Maintenance Plan  
Guidance Document

December 21, 2022

## **BACKGROUND**

This document is intended to provide guidance to Regulated Project applicants in the development of a written Stormwater Facilities Operation and Maintenance Plan (O&M Plan) that is required for all PCR Tier 2 – 4 Projects and projects approved based on special circumstances that are due to certain site and/or receiving water conditions.

An O&M Plan is intended to be a living document used by the property owner of record to plan, direct and record maintenance of structural stormwater control measures (SCMs) in perpetuity. In the case of a residential subdivision, this may be a homeowner's association, if that arrangement has been approved by the City of Goleta (City) and the transfer of responsibility for the structural SCMs executed in accordance with Section E(2) of the California Regional Water Quality Control Board, Central Coast Region, Resolution R3-2013-0032, Post-Construction Stormwater Management Requirements for Developmental Projects in the Central Coast Region (PCRs Resolution).

The O&M Plan should also be developed in accordance with the "Stormwater Technical Guide for Low Impact Development" as set forth by the county of Santa Barbara for guidance in complying with the PCRs Resolution. The City's [Stormwater Construction](#) webpage provides O&M Plan examples for both commercial and residential subdivisions that will be helpful in the development of the plan.

Once approved by the City, the O&M Plan will be appended to the projects Drainage and Stormwater Facility Agreement (also known as the Maintenance Agreement) as an exhibit that will be recorded with the county.

## **PREPARING THE O&M PLAN**

The O&M Plan should include the following sections:

### **Cover Page**

The cover page shall include the project name, address and APN#; property owner's name, address, and contact information (phone # and email address); plan preparer's name and contact information (phone # and email address); and the date including revision dates as applicable.

### **Introduction**

The introduction must include a site description that provides the project location, topography, total area size in square feet including pervious and impervious surfaces, soil type, number, and type of structural SCMs installed and description of the on-site drainage patterns including the number and location of the on-site storm drain inlets, catch basins or area drains and the nearest offsite drain location.

## **Designate Responsible Individuals**

The O&M Plan must provide the name, title or position, address, and contact information (phone # and email address) for each of the designate responsible individuals and describe the initial training of the responsible individuals:

- ❖ Designated Contact for Operation and Maintenance

This is the employee or contractors who will report to the Designated Contact and are responsible for carrying out the maintenance of the SCMs.

- ❖ Off-Hours or Emergency Contact

This is the contact for response to problems, such as clogged drains or broken irrigation mains, that would be require immediate response should they occur during off-hours.

- ❖ Corporate Officer authorized to execute agreements with the City, Town, or County

This is the person that will have direct responsibility for the maintenance of structural SCMs, maintain self-inspection records, and sign any correspondence with the municipality regarding the inspections.

- ❖ Initial Training of Responsible Individuals

This section should describe the methods and schedule of initial training for staff or contractors regarding the purpose, mode of operation, and maintenance requirements for the facilities on the site.

## **Facilities To Be Maintained**

The O&M Plan must describe each SCM including any self-retaining area and self-treating areas to be maintained annual or as needed following project completion. The tabulation of the drainage management areas from the calculations in the Stormwater Control Plan should also be included within this section.

In addition, this section should also include figures from the Stormwater Control Plan delineating the drainage management areas on the site and showing the location of the bioretention facilities (if any) and cross section (schematic) of any bioretention or permeable pavers should also be included within this section. The O&M Plan should also include a copy of the Stormwater Control Plan Exhibit within the Appendix Section of the plan.

## **Maintenance Activities**

The O&M Plan should include general maintenance rules outlined within Stormwater Technical Guide for Low Impact Development (as applicable) along with a maintenance schedule that describes routine

activities, and activities following significant rain events, prior to the start of the rainy season and annually during the winter.

The Project Owner/Applicant must include within the O&M Plan a cost estimate for the short- and long-term O&M with sufficient detail to address each SCM. In addition, if underground infiltration chambers (UICs) will be installed, the UICs are required to be registered with the EPA as a Class V Injection Well. Please include the registration number in the plan..

The O&M Plan must also include a copy of the manufacturer's specifications that specifies inspection and maintenance activities for each type of SCM as well as the following statement associated with the submission of an annual maintenance certificate:

❖ Inspections and Maintenance

The O&M Plan should include the manufacturer's specifications for the installation, and maintenance of any manufactured SCMs (such as UICs made by ADS, Stormtech or Contech), stormwater drain filters, approved trash treatment control devices etc. within an Appendix section of the plan.

The inspection and maintenance for all SCMs should be recorded on the City's approved Stormwater Control Measure (SCM) Inspection and Maintenance Log that can be found on the City's [Stormwater Construction](#) webpage. The log should include the facility name, address, responsible individual, date, SCM ID #, SCM description, inspected by, cause for inspection (routine, pre-rain, during rain, post-rain, annual or in response to a noted problem or complaint), exemptions noted (condition that requires correction or maintenance), and comments/maintenance actions taken during the inspection and need for follow-up inspection if required. The Stormwater Control Measure (SCM) Inspection and Maintenance Log should be included within the Appendix Section of the plan.

For projects with UICs, the O&M Plan should include detail inspection schedule for the chambers via the inspection ports to accurately assess the system's function to ensure it's working properly.

The O&M Plan should also contain procedures should a UIC contain sediment, construction wastewater (concrete, stucco, paint, etc.) or construction debris or other materials that may result or have the potential result in clogging and/or if standing water is observed after 72 hours that could result in vector-control issues.

❖ Maintenance Certificate

The O&M Plan should include the following statement:

*By September 30th of every year, property owners of parcels or premises containing stormwater management facilities shall submit a compliance certificate to the Public Works Department. The compliance certificate shall be submitted on the form provided by the Public Works Department. The maintenance certificate shall certify that the stormwater site*

*design measures, treatment measures and source control measures (as applicable) have been properly operated and maintained during the preceding calendar year and have been recently inspected and repaired as necessary to ensure continued operation as intended. The compliance certificate shall also include certification and signature from the property owner, and qualified SWPPP practitioner (QSP).*

The City approved Maintenance Certificate should be included within the Appendix Section of the plan and can be found on the City's [Stormwater Construction](#) webpage.

### **Record Drawings/As-Builts**

The O&M Plan should include construction drawings that provide the plans, elevations, and details for the SCMs (i.e., bioretention facilities, UICs); construction details and specification including depths of sand or soil, compaction, pipe materials, and bedding; native soils encountered (e.g., sand or clay lenses beneath or near facilities and the location and layouts of inflow piping and piping to off-site discharge.

The Record Drawings/As-Builts should be included within the Appendix Section of the plan. Any changes made in the filed during construction should be noted within the final O&M Plan to be resubmitted following construction that contain the Final Record Drawings/As-Builts.

The Record Drawings/As-Builts should be included within the Appendix Section of the plan.

### **Amendment Log**

The O&M Plan should be reviewed annually and updated as needed. If amendments are required, the date and the reason for the amendment must be recorded on an Amendment Log and a copy of the updated O&M Plan must be sent to the City following each amendment.

Any changes to the SCMs must be approved by the City and cannot result in a diminishment any site design and runoff reduction, water quality treatment, runoff retention and peak flow management performance requirements.

The Amendment Log should be included within the Appendix Section of the plan.

### **Appendix**

- ❖ Stormwater Control Plan Exhibit
- ❖ Manufacturer's Specifications
- ❖ Stormwater Control Measure Inspection & Maintenance Log
- ❖ Maintenance Certificate
- ❖ Record Drawings/As-Builts

❖ Amendment Log

## **Reporting Requirements**

The City approved Maintenance Certificate must be submitted to the City Public Works Director no later than September 30<sup>th</sup> of each year along with annual inspection and maintenance reports for each SCMs identified within the O&M Plan.