



# ENGINEER'S CHECKLIST FOR STORMWATER FACILITY MAINTENANCE AGREEMENT



Transportation and Public Works Dept.  
Stormwater Management

Please attach additional sheets as necessary for comments and descriptions.  
Fit all sheets to 8½" x 11".

ORGANIZATION INFORMATION	
<b>1. Company (Applicant)</b>	<b>Address:</b>
<b>2. Contact's Information:</b> Contact Name Mailing Address Telephone Number(s) Email	<b>3. Execution Information:</b> Signatory's Name Mailing Address Telephone Number(s) Email
<b>4. Property Location:</b> (Note: If the property has not been addressed, please enter the legal description)	
<b>5. Associated Plat Numbers:</b> (Note: if request is related to multiple plat applications, please list each individually)	
<b>6. Associated Building Permit Numbers:</b> (Note: if request is related to multiple permits, please list each individually)	
AGREEMENT & ATTACHMENT INSTRUCTIONS	
<p>If the property owner is a <b>corporation</b>, the agreement must be signed by the President or a Vice-President of the company. If a <b>partnership</b>, the agreement must be signed by the managing partner. If the applicant is a <b>sole proprietor</b>, he/she signs the agreement on behalf of him or herself. Additionally, for corporations and partnerships, a copy of the <i>Articles of Incorporation</i>, showing signature authority for whoever signs the agreement must also be submitted (Note: Applicants may also submit a board resolution or power of attorney authorizing an agent or assign to sign on behalf of the property owner. The agreement must be completely filled out and three copies submitted to the Planning and Development Department. Signatures on all three agreement drafts must be original and notarized. Lastly, please submit a copy of the deed for the noted property.</p> <p style="text-align: center;"><b>NOTE: Agreement and all attachments should be submitted on 8 ½" x 11".</b></p>	

**1. Legal Agreement** – Standard agreement form provided by Department of Law.

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**2. Exhibit “A” - Legal Description (Attached)**

A. Metes and Bounds.

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B. Surveyor’s Drawing, with seal affixed and marked as “Drainage Easement”.

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C. Preliminary Plat.

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**3. Exhibit “B” - Design Plan and Specifications (Attached)**

A. Design Calculations – in accordance with iSWM.

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B. Schematic Plan (See Example Detention Plan Schematic)- prepared in accordance with approved construction plans:

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- Plan View showing critical structural elements .
- Critical structural elements are clearly labeled in layman terms.
- Profile including a longitudinal section showing all critical structural elements with elevations.
- Cross-sections as needed to show size and general grading.

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C. Landscaping shown per approved Landscape Plans.

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**4. Exhibit “C” - Operations and Maintenance Plan (Attached)**

A. Routine Maintenance Specifications:

1. Mowing as needed to control weeds and woody plants.
2. Trash removal from critical structural elements.
3. Additional maintenance.

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B. Non-routine Maintenance Activities:

1. Bank repair and stabilization.
2. Re-vegetation - required when 30% or more of area is unprotected.

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	Yes	No	N/A	Comments/Descriptions
3. Sediment removal from the detention/retention facility when:	___	___	___	_____
• Detention basin – when water depth is reduced 25% or more, or basin does not drain within 72 hours.	___	___	___	_____
• Retention pond – when water depth is 4’ or less.	___	___	___	_____
• Sediment traps/forebay – when depth is reduced by 50% or more.	___	___	___	_____
4. Structural repair/replacement for all damaged or deteriorated structures, trickle channel, trash rack, etc.	___	___	___	_____
5. Mechanical equipment repairs.	___	___	___	_____
6. Other maintenance Activities.	___	___	___	_____
<b>5. Exhibit “D” - Maintenance Checklist *</b>				
A. Covers ordinary needs, in layman terms.	___	___	___	_____
B. Structural components labeled consistent with Schematic Plan.	___	___	___	_____

\*See attached Inspection Checklist for Detention Basin

(seal)	<p>I certify that this Stormwater Facility Maintenance Agreement, checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the City does not waive any City standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____</p> <p>Print Name: _____</p>
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