

# Instructions for Completing the Stormwater O&M Manual

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Stormwater management facilities for treatment and detention of stormwater runoff must be maintained in perpetuity. The Operation and Maintenance Manual describes how to maintain the facilities and the Declaration of Covenants contained within the Manual describes legal responsibilities of the property owner. The Stormwater Facilities Operations and Maintenance Manual is to be submitted as separate document from the Stormwater Calculation Report.

### Detailed Instructions:

1. Fill in the required information throughout the Operation and Maintenance Manual.
2. Insert the appropriate Inspection and Maintenance Worksheets from the Section F template. Only include the worksheets that apply to this project.
3. Have the property owner sign the Declaration of Covenants in the presence of a notary.
4. Bring the Declaration of Covenants to the approving authority (either Medford or RVSS) to have them sign the document.
  - a. If receiving approval through RVSS, signed documents may be scanned and emailed to the Stormwater Program Manager, Jennie Morgan at [jmorgan@rvss.us](mailto:jmorgan@rvss.us).
5. The property owner, or their agent, must take the fully signed and notarized Declaration of Covenants to the Jackson County recorder office and have the document recorded on the deed of the property. Only the two page Declaration of Covenants must be recorded. The address, parking information and hours of operation of the Recorders office is available here: <https://jacksoncountyor.org/clerk/Contact/Recording>.
6. Provide the completed SW O&M Manual to the approving authority.

**Business Name:** \_\_\_\_\_

**Map + TL:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

# **Stormwater Facilities Operation & Maintenance Manual**

Date O&M Document Prepared:

\_\_\_\_\_

Prepared by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## TABLE OF CONTENTS

Contact Information, Responsible Party Designation .....	Section A
Declaration of Covenants .....	Section B
Subdivision Operations and Maintenance Agreement (Medford only, If Required).....	Section C
Stormwater Facility Access Diagram/ Route .....	Section D
Civil Plans for Stormwater Facility Construction.....	Section E
SW Maintenance Checklists and Forms .....	Section F
Proprietary Stormwater Components Operation and Maintenance Information (If Used).....	Section G
DEQ Hazardous Spill Response Fact Sheet.....	Section H

**Stormwater Facilities Operation and Maintenance Manual**  
**Section Descriptions**

1. Contact Information, which is to be updated, and an updated copy of the form provided to the approving authority, whenever information changes, Section A.
2. A copy of the recorded “Declaration of Covenants for the Operation and Maintenance of Stormwater Facilities”, Section B.
3. If the project is located in the City of Medford, a Subdivision O & M Agreement, is required for any portion of the subdivision that drains into a privately maintained stormwater facility. The Agreement must include copies of all recorded easements associated with the stormwater facility including a map of the tax lot(s) showing the location of the easement(s), Section C.
4. A description and diagram of the stormwater components on site and the proposed route for inspection and maintenance, Section D.
5. Approved stormwater facility construction plans, including the plan view and details, in Section E.
6. The Inspection and Maintenance Worksheets for the specific type of facility(ies) shall be attached as part of the O&M Plan, Section F.
7. For proprietary stormwater systems, include the manufacturer’s maintenance documents, Section G.
8. The DEQ Fact Sheet for responding to a spill of hazardous materials, Section H.

## **Section A**

### **Contact Information**

# Contact Information

Print or type the following information:

Project Name \_\_\_\_\_ Building Permit # \_\_\_\_\_

Site Information: Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Map and Tax Lot(s) \_\_\_\_\_

## Legal Owner Information

Name(s) \_\_\_\_\_

Address (mailing) \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Responsible Party for Maintenance

Property Owner  Property Management Company  Homeowner's Association  Tenant

Other  \_\_\_\_\_

## Contact Information for Responsible Party

Contact Name/Position \_\_\_\_\_

Contact Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## EMERGENCY CONTACT

Contact Name/Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Stormwater Facility Type

List each stormwater treatment and detention facility associated with this project, if a proprietary facility provide the manufacturer and model.

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# Responsible Party Designation Form

This form to be used if designating a third party as responsible for operation and maintenance.

The undersigned, Property Owner(s) \_\_\_\_\_,  
owners of property with a site address of: \_\_\_\_\_,  
Jackson County, Oregon, do hereby declare that as of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_ will be the responsible party for  
operating and maintaining the stormwater management facility described in the Declaration of  
Covenants for the Operation and Maintenance of Stormwater Facilities in accordance with all measures  
prescribed in the Covenants. They will remain the responsible party until the property owner signs a new  
Responsible Party Designation Form with a new entity. Nothing herein in any way alleviates or  
diminishes Property Owner's primary and ultimate responsibility and liability to comply with RVSS  
ordinances and regulations and to perform as required per the Declaration of Covenants executed the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Responsible Party Printed Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Responsible Party Signature

## **Section B**

### **Declaration of Covenants**



## **Section C**

### **Subdivision O&M Agreement**

**(If Required)**

## **Section D**

### **Stormwater Facility Access Diagram / Route**

## **Section E**

### **Civil Plans for Stormwater Facility Construction**

## **Section F**

### **STORMWATER MAINTENANCE CHECKLISTS AND FORMS**

Inspection and Maintenance Action Checklists

Stormwater Facility Inspection/Maintenance Field Form

## STORMWATER INSPECTION AND MAINTENANCE ACTION CHECKLISTS

The following inspection and maintenance action checklists are provided primarily for maintenance field staff. The checklists indicate recommended inspection frequency and timing, conditions to look for, corrective actions, and estimated time to perform the work. They can assist management staff with maintenance planning, scheduling, staffing, and budgeting. The work time estimates given on the checklists should be compared to actual effort required to perform each task in the future and revised as necessary. Continual review, feedback, and revision of the checklists will make them more effective tools in the effort to manage stormwater.

**Inspection Timing:** Specific elements of the stormwater facilities are assigned to be inspected annually or seasonally. W = winter, Sp = Spring, Su = Summer and F = Fall. **At least one inspection per year should occur during a storm event.**

**Manufactured treatment structures** will have maintenance requirements from the manufacturer that are included in the back of this packet.

**Maintenance Records:** Maintenance records must be kept on all stormwater facilities, an example maintenance record is provided in this packet. Record the date and description of repairs and maintenance activities. Invoices and work orders for supplies and hiring contractors to complete work should be kept on file. The property owner/owners shall keep records of facility system inspections and maintenance for five years from the date of each inspection. Records shall be made available to jurisdictional authority upon request, at no cost.

**Herbicides and Pesticides:** Utilize integrated pest management and avoid the use of herbicides and pesticides as much as possible due to the potential to contaminate downstream waters. If pesticides or herbicides must be used, a licensed applicator should be hired.

**Fertilizers:** Avoid the use of fertilizers in stormwater treatment and detention facilities. Instead, mulch plants with shredded wood chips or coarse compost. Mulch shall be either shredded wood chips or coarse compost. Mulch must be dye, pesticide and weed free.

**Pollution Prevention:** Best Management Practices must be implemented on all sites to prevent stormwater contamination. Spills should be cleaned up following best management practices and should never be washed into a stormwater treatment facility. Report spills into the stormwater facility by calling the local jurisdiction.

## **Section G**

### **Proprietary Stormwater Components Operation and Maintenance Information (If Used)**

## **Section H**

### **Hazardous Spill Response Plan**