APPENDIX D.6 OPERATIONS & MAINTENANCE SUBMITTAL GUIDE

City of Portland code requires the submittal of an operations and maintenance plan for all required stormwater management facilities. BES must review and approve the plan. Failure to properly operate or maintain a stormwater management facility according to the O&M plan may result in a civil penalty, as specified in 17.38.045: Enforcement.

For facilities designed under the Simplified Approach, the O&M Specifications described in **Section 3.2.1** and provided in **Section 3.3.1** can serve as the required O&M plan. See those sections for more information.

For facilities designed under the Presumptive Approach or Performance Approach, a site-specific O&M Plan must be provided, as described in **Section 3.2.2** and outlined in **Section 3.3.2.** See those sections for more information.

In addition to the O&M Specifications or site-specific O&M Plan, an O&M Form is required for all projects. The O&M Form is provided on the following pages. The applicant must sign the form, and the signature must be notarized. The O&M Form and a site plan must be recorded and filed with the county Department of Assessment and Taxation in the county where the property site is located. When completed accurately, this form meets the recording requirements in Multnomah, Clackamas, and Washington counties.

A copy of the O&M Form must be filed with BES. Submit completed O&M Forms to:

Bureau of Environmental Services
Document Services
1900 SW Fourth Ave., Suite 5000
Portland, OR 97201

County Recorder's Office Information

Multnomah County Recorder
Room 158
501 SE Hawthorne St.
Portland, OR 97214
http://www.co.multnomah.or.us/at/services.html
Phone: 503-988-3034

Washington County Recording Office
155 N. First Ave.
Suite 130, MS 9
Hillsboro, OR 97124
http://www.co.washington.or.us/deptmts/at/recordng/record.htm
Phone: 503-846-8751

Clackamas County Recording Division
104 11th St.
Oregon City, OR 97045
http://www.co.clackamas.or.us/recording/legible.htm
Phone: 503-655-8661

O&M Plan Outline

Please refer to **Section 3.3** for guidance in creating the O&M Plan.

O&M Plan Outline

I. Description

- Summary of overall Stormwater Management Plan.
- Table identifying each stormwater facility, its size, the stormwater source to each facility, square footage treated, and discharge point.
- Specific location of stormwater facilities.
- Identification of who will assume responsibility for ongoing operations.

II. Schedule

- When and how often facilities will be inspected.
- Specific intervals between particular O&M duties.
- Definition of what size storms require additional inspections.
- Irrigation Schedule

III. Procedures

- Specific procedures for each facility type.
- Likely deficiencies and corrective actions.
- Course of action for unexpected deficiencies.

IV. Inspection and Maintenance Logs

- Example and instructions for maintaining required logs.

FORM 2

OPERATIONS & MAINTENANCE

Required in accordance with City Code Chapter 17.38

for official county use only

Date: _____

Expected Construction Completion Date: _____

Permit # _____

R # _____
(6 digit property ID)

Permit Application No ._____

Owner Name:_____

Phone: *(area code required)* _____

Mailing Address: *(return address for records)* _____

City/State/Zip:_____

Site Address: _____

City/State/Zip:_____

Site Legal Description: _____

_____

_____

1 Responsible Party for Maintenance *(check one)*

☐ Homeowner association ☐ Property Owner ☐ Other *(describe)* _____

2 Contact Information for Responsible Party(ies) if Other than Owner

Daytime Phone: *(area code required)* _____- _____-_____ Emergency/After Hours Phone: _____- _____-_____

Contact Name and Address: _____

Instructions

Simplified Sizing Approach: Attach O&M Specifications from the Stormwater Management Manual (SWMM) Section 3.3.1.

Presumptive and Performance Sizing Approach: Attach the site-specific O&M Plan (See SWMM Section 3.3.2).

Form 2 - OPERATIONS & MAINTENANCE

O&M PLAN REQUIRED INFORMATION

3 Site Plan
Show all facility locations in relation to labeled streets, buildings, or other permanent features on the site. Also show the sources of runoff entering the facility, and the final onsite/offsite discharge point.
Please complete the table below

Maintaining the stormwater management facility on this site plan is a required condition of building permit approval for the identified property. The property owner is required to operate and maintain this facility in accordance with the O&M specifications or plan on file with the City of Portland. That requirement is binding on all current and future owners of the property. Failure to comply with the O&M specifications or plan may result in enforcement action, including penalties. The O&M specifications or plan may be modified by written consent of new owners and written approval by re-filing with the Bureau of Environmental Services.

Complete and recorded O&M Forms shall be submitted to:
Bureau of Environmental Services, 1900 SW 4th Avenue, Room 5000, Portland, OR, 97201
Office hours are 8 - 5, Monday through Friday. Call 503-823-7761 for assistance.

Required Site Plan (insert here or attach separate sheet)

☑ I Have Attached a Site Plan

Please complete this table

Facility Type	Size (sf)	Drainage is from:	Impervious Area Treated (sf)	Discharge Point	

4 Maintenance practices and schedule for the stormwater facility are included in the facility-specific O&M specifications or plan filed with City of Portland, Bureau of Environmental Services, and are attached to this document. The operation and maintenance practices are based on the current version of the City of Portland Stormwater Management Manual on the date of permit approval.

Preparation date: _____/_____/_____.

Prepared by: _____ Contact #: _____

Form 2 - OPERATIONS & MAINTENANCE

BY SIGNING BELOW *filer accepts and agrees to the terms and conditions contained in this O&M Form and in any document executed by filer and recorded with it. To be signed in the presence of a notary.*

_____

Filer signature

_____

Filer signature

INDIVIDUAL Acknowledgement

STATE of OREGON county of: _____

This instrument was acknowledged before me on: _____

By: _____

Notary Signature: _____

My Commission Expires: _____ *for notary seal*

CORPORATE Acknowledgement

STATE of OREGON county of: _____

This instrument was acknowledged before me on: _____

By: _____

As (title): _____

Of (corporation): _____

Notary Signature: _____

My Commission Expires: _____ *for notary seal*