

OPERATION & MAINTENANCE MANUAL

Subsequent to successful installation of post-construction BMPs, they need to be inspected and maintained regularly in accordance with the Operation and Maintenance (O&M) Manual required to be prepared for each BMP. An operations and maintenance manual for all private infrastructure, including but not limited to pipes, ponds, ditches, and BMPs (when required), shall be submitted for the final plan approval and permit process. The manual will become a maintenance guide for the drainage infrastructure once development is complete. The final O&M manual will be provided to the **Community** in both hard copy and digital formats. The O&M manual maintenance agreement along with a site map showing the BMP locations shall be recorded with the final plat. The O&M manual will include the following:

1. Owner name, address, business phone number, home phone number, email address, cellular phone number, pager number;
2. Site drawings (8½” by 11” or 11” by 17”), showing both plan and cross-section views, showing the infrastructure and applicable features, including dimensions, easements, outlet works, forebays, signage, etc., as well as an overall site map of the development showing all structures;
3. Guidance on owner-required periodic inspections;
4. Requirement of owner to perform maintenance specified by County inspection, if any;
5. Guidance on routine maintenance, including mowing, litter removal, woody growth removal, signage, etc.;
6. Guidance on remedial maintenance; such as inlet replacement, outlet works maintenance, etc.;
7. Guidance on sediment and trash removal, both narrative and graphical, describing when sediment removal should occur in order to insure that BMPs and other infrastructure remain effective as water quality and/or quantity control devices;
8. A statement that the County’s representatives have the right to enter the property to inspect the infrastructure;
9. A tabular schedule showing inspection and maintenance requirements; and
10. Identification of the property owner as the party responsible for all maintenance, including cost.