

## **CITY OF OAKLEY**

### **C.3 BMP OPERATION AND MAINTENANCE VERIFICATION PLAN**

#### **Requirement for Maintenance and Inspection:**

The City Stormwater Discharge and Management Control Ordinance requires that all development that falls under the requirements of the Contra Costa NPDES permit, PERMIT NO CA0029912, ORDER NO 99-558, as amended (Permit), are required to have an operation and maintenance program for any storm water quality treatment facility (BMP) that is installed as part of the development project. The City further requires by ordinance that such facility be designed in accordance with the Contra Costa Clean Water Program, Stormwater C.3 Guidebook (Guidebook), current revision. Finally, each BMP that was provided as required by the Ordinance, shall have a funding mechanism in place to provide for inspection and maintenance in perpetuity. Sample form of agreement is included in the Guidebook, Appendix F

#### **Listing of Storm Water Quality Facilities**

The City will maintain a list of facilities that are installed pursuant to the ordinance and Permit. Once information from a complete Final Development Plan is approved, information about the facility will be entered into the City data base for tracking and reporting of annual inspections.

#### **Submittal of Final Storm Water Control Plan (SCP) and Operation and Maintenance Plan**

The applicant shall submit a final SCP with the site grading plans. The submittal shall include;

- As-built BMP construction plans and details, and specifications,
- A stormwater control plan write-up that complies with Guidebook Chapter 3,
- Calculations for the sizing of the treatment facilities, and
- The draft operation and maintenance plan.

The design submitted shall be in accordance with the Guidebook Chapter 5 and related appendices. The O&M plan shall comply with the requirements of Guidebook Appendix F.

Prior to the issuance of a Certificate of Occupancy, the applicant shall submit a Final Operation and Maintenance Plan for the approval of the City Engineer and an Operation and Maintenance Agreement (see Guidebook page 91). Approval of the Plan is necessary for the issuance of the Certificate of Occupancy. The Plan will be kept by the City for the life of the storm water facility. The plan must clearly identify the owner and operator of the facility, with all appropriate contact information. The applicant, their successors and agents shall ensure that contact information is kept current with the City. The applicant must notify the City of any transfer of responsibility for the BMP O&M.

## **Inspection Plan for Storm Water Management Facilities**

During construction, City inspectors will verify the construction in accordance with the approved plans, and that the facility is maintained by the construction contractor during the construction period. After the construction of the project is completed, the applicant is required to obtain an Annual Certificate of Compliance from the City that verifies that the facility is operating properly and is being maintained. The City will implement the following procedure:

- The Engineering Division will issue notices to each site operator of the need for an annual inspection. The notices will be mailed in the Spring/summer to allow time for identified repairs to be made, and certification to occur before the next rainy season.
- The operator will submit the City inspection form by the required date, as well as a plan for any needed repairs and maintenance. The inspection shall be performed, and the form shall be completed by a professional person or company certified to perform such inspection in accordance with City Ordinance.
- The City will issue a Conditional Certificate noting the deficiencies to be corrected. If the deficiencies are not corrected in the time provided, the certification will be denied. After the City determines that all required maintenance activities have been performed, a Certificate of Compliance will be issued. The Certificates will be valid for one year from the date of issuance.

Failure to comply with the inspection and maintenance requirements is punishable by enforcement and fine as stipulated in the Ordinance. Such enforcement and fine includes all costs associated with inspection warrants, inspections and re-inspections fees, citations, fines, and/or abatement warrants allowing the City to perform the necessary corrections, billing for abatement actions, and placing of liens on properties in cases of non-payment.

### **Self Inspection and Annual O&M Verification Inspection Procedure**

Inspection checklists for each BMP are to be incorporated into the required Stormwater Control Operation and Maintenance Plan, and Inspector Reports as described in the Guidebook . Reports shall also contain information about standing water indicating the need for maintenance and the presence of vectors.

In compliance with the PERMIT, City staff will inspect a subset of prioritized treatment measures on an annual basis that have been constructed since February 19, 2003. The sites will be selected randomly. Staff may select sites where there have been complaints or problems.

References and Resources

Further general information is available from the Contra Costa Clean Water Program at [www.cccleanwater.org/construction](http://www.cccleanwater.org/construction).

Operation, inspection and maintenance fact sheets are available from the California Stormwater Quality Association Municipal BMP Handbook which can be obtained at [www.cabmphandbooks.com](http://www.cabmphandbooks.com).

C:\Users\kennedy\Documents\Projects\City of Oakley\Website Materials\O&M Verif Plan 10-17-08.doc