**POST-CONSTRUCTION STORMWATER OPERATION AND MAINTENANCE PLAN**

Project Name: Click here to enter Project Name

Project Address: Click here to enter Address

 Click here to enter Address

Owner Contact: Click here to enter Owner

 Click here to enter Address

 Click here to enter Address

 Click here to enter Phone

Plan Prepared By: Click here to enter Name

 Click here to enter Address

 Click here to enter Address

 Click here to enter Phone

Date: Click here to enter a Date.

NPDES Permit: Click here to enter Permit Number

Parcel Number(s): Click here to Parcel Number

**This document is a template providing a general outline of the information to be contained in a Post-Construction Stormwater Operation and Maintenance Plan. The information contained herein shall be modified by the plan designer and/or Stormwater Pollution Prevention Plan (SWP3) engineer to appropriately represent the project design and scope. The resulting stand-alone document shall be included as an appendix of the SWP3 and meet the general outline requirements contained in this template and the requirements set forth in the Ohio EPA Permit Number OHC000005, Part III.G.2.e, Post-Construction Storm Water Management Requirements.**

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1.0 *–* STORMWATER MANAGEMENT OVERVIEW

*The plan developer shall identify and discuss the stormwater management system that will be utilized to manage the stormwater for the project site as outlined in the approved Stormwater Management Plan (SMP) or Storm Water Pollution Prevention Plan (SWP3). A written narrative explaining the purpose and function of the measures utilized for the site and how they function as a whole shall be provided. The narrative shall be written for the layperson - unfamiliar with the function, purpose, operation and maintenance of a stormwater management system. This section shall also include:*

*1.1 – Glossary of common terms applicable to the measures utilized for the project and stormwater management.*

*1.2 – Site Location Map legibly depicting an identifier, location and type of each measure, clearly identify the stormwater outfall(s) from the site, any necessary easements pertaining to the stormwater management system or access to the measures for the purpose of upkeep, maintenance or inspection.*

*1.3 – General Diagrams depicting the components of each measure utilized on the project to facilitate field identification and location.*

*1.4 – (Optional) Pollutants to be addressed by the measures. Total Maximum Daily Loads (TMDL), Waste Load Allocation (WLA), testing parameters and frequency to confirm compliance shall be addressed. Note: currently the City of Wooster MS4 does not have any impaired water areas mandated to insure compliance to TMDL or WLA requirements of the NPDES General Permit. This is subject to change based upon Ohio EPA and ODNR directives.*

2.0 *–* INSPECTION PROCEDURES AND FORMS

*The plan developer shall discuss the frequency that the stormwater management system will be inspected, areas to be inspected and reporting procedures. Inspections shall be performed, at a minimum, on an annual basis unless a more frequent schedule is recommended, such as for proprietary systems. The plan shall identify the personnel responsible for conducting the site inspection for each measure. The owner or their agent may undertake the inspection responsibility; however, each measure must be inspected by a professional engineer familiar with stormwater management design once every five (5) years.*

*2.1 – Overview Plan for each measure indicating the locations and identifying inlets, outlets, outlet structures, overflows, spillways, rip-rap, slope protection/armor, required vegetation, mulching, etc.*

*2.2 – Structural Details for pertinent substructures indicting critical dimensions, water levels, depths, slopes, configuration, pipe sizes, orifice sizes and locations and other information necessary to complete a visual inspection.*

*2.3 – Inspection Forms for each measure containing an outline of all necessary inspections and space to readily document all necessary information for a compressive visual inspection. The forms shall contain needed information as required by the NPDES permit, ODNR - Rainwater and Land Development Manual, the City of Wooster -Site Development and Improvement Manual and as outlined in the completed Operation and Maintenance agreement.*

*2.4 – Inspection Reporting shall be completed and submitted to the City of Wooster, Engineering Division before January 31st of each calendar year with the annual inspection documentation.* *The Owner shall retain all inspection reports indefinitely and the reports shall be available to City personnel for review during arranged City site inspections.*

3.0 – MAINTENANCE SCHEDULE AND ACTIVITIES

*Maintenance guidance shall be developed for each measure that provides the maintenance activity, instructions and suggested frequency. Maintenance logs or similar documentation shall be provided by the plan developer to document all maintenance activities and record the date performed, by whom and any issues noted.*

*3.1 – Maintenance Guide and Checklist indicating the maintenance activity, general instruction and suggested minimum frequency.*

*3.2 – Maintenance Logs for documenting each maintenance activity, when performed, by whom and any comments or notations.*

*3.3 – Maintenance Reporting shall be provided to the City of Wooster Engineering Division by submitting copies of maintenance logs for the past 12 months with the annual inspection reports before January 31st of each calendar year*. *The Owner shall retain all maintenance logs indefinitely and the logs shall be available to City personnel for review during arranged City site inspections.*

4.0 – GOOD HOUSEKEEPING PRACTICES

*The plan developer shall include recommended global good housekeeping practices applicable to the measures utilized for the project. Examples of such practices could include:*

* *pet waste clean-up and disposal*
* *community lawn care practices*
* *pesticide, herbicide and fertilizer limits or restrictions*
* *yard/lawn waste, grass clippings and leaves disposal practices*
* *community education programs*
* *car washing restrictions on paved surfaces*
* *proper disposal of motor oil, antifreeze or other automotive by-products*
* *proper disposal of household chemicals, petroleum products or soaps*
* *local spill prevention and management*

5.0 – PRIVATE EASEMENTS AND AGREEMENTS (As Needed)

*The Owner shall complete and execute private easements and agreements when a regional stormwater control is utilized, a stormwater control serves more than one parcel, the stormwater control is located on separate parcel, etc. These shall be recorded with the Wayne County Recorder’s office and a copy provided to the City as part of this Maintenance Plan.*

ADDITIONAL REFERENCES

ODNR Rainwater and Land Development Manual –

<http://epa.ohio.gov/dsw/storm/technical_guidance.aspx>

NEOSWTC Maintaining Stormwater Control Measures Manual –

<http://epa.ohio.gov/Portals/35/documents/SCM_OM_Manual_Final_7-30-15.pdf>

National Menu of Stormwater Best Management Practices –

 <http://water.epa.gov/polwaste/npdes/swbmp/>

International Stormwater BMP Database –

<http://www.bmpdatabase.org/>