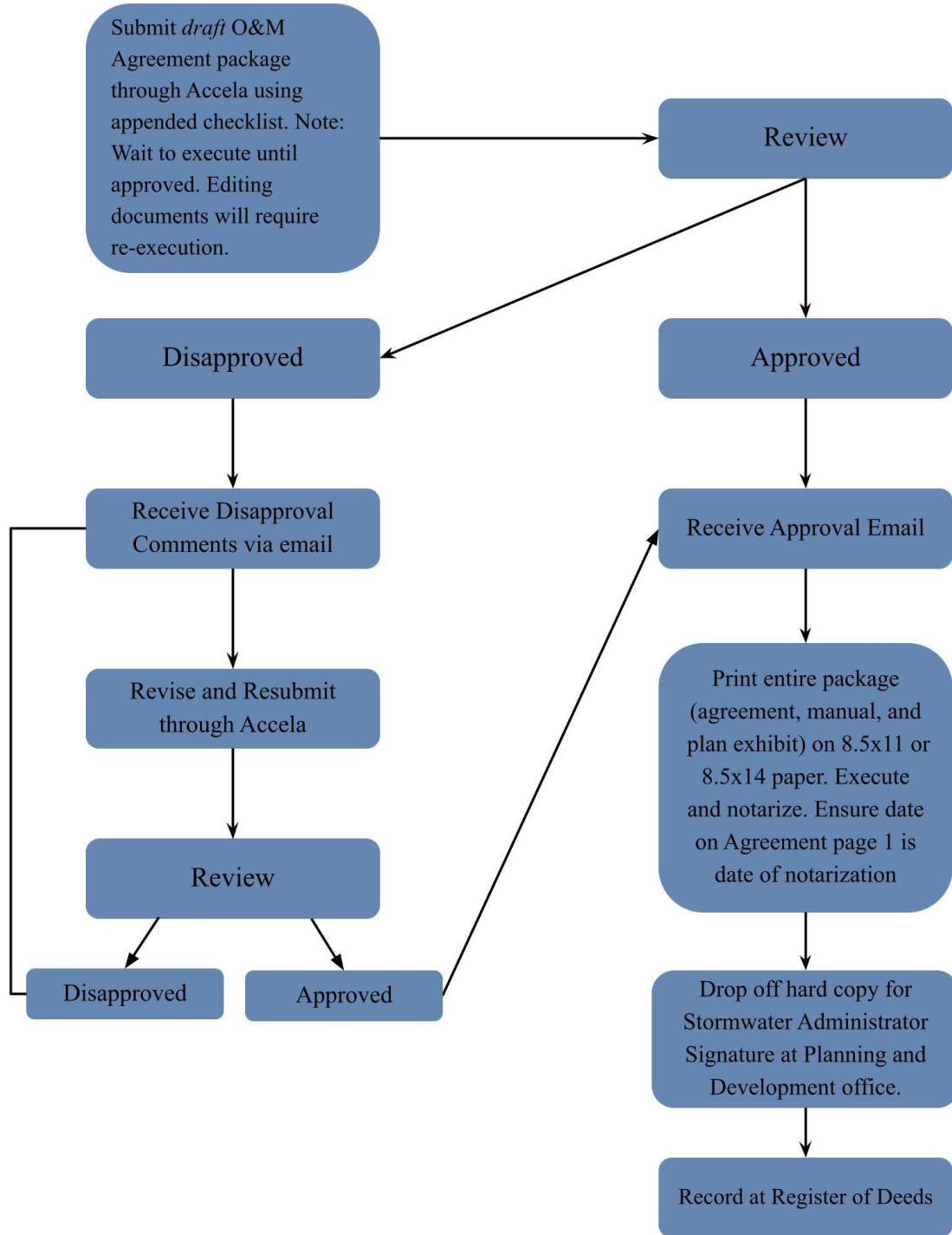




Operations and Maintenance Agreement Review and Approval Process





A. Project Information

Project Name: _____
Municipal Jurisdiction: _____ PIN: _____

B. Design Professional Information

Engineer/PLA/Surveyor: _____ NC License #: _____
Firm: _____
Address: _____
Email: _____ Phone: _____

C. Operations and Maintenance Agreement Requirements

The following items shall be incorporated in stormwater operations and maintenance agreements		Applicant		Staff Use	
		✓	N/A	✓	N/A
1. OPERATIONS AND MAINTENANCE (O&M) AGREEMENT		✓	N/A	✓	N/A
a	Standard template is used, and deed book and page reference covers entire area covered by the permit (<i>Note: If original developer is no longer owner of entire area covered by the permit, either multiple O&M Agreements can be provided for each different owner, or a template that includes the HOA can be requested from stormwater@buncombecounty.org</i>)				
b	Draft O&M Agreement package has been reviewed and approved				
c	Approved agreement package is executed and notarized (<i>Note: Submittal of draft O&M Agreements is required prior to submitting for signature. Notarizing prior to draft review and approval may result in re-execution of document</i>)				
d	Includes complete O&M Manual Exhibit. Manual meets section 2 requirements outlined below				
e	Includes Approved Plan Exhibit. Approved Plan Exhibit meets section 3 requirements outlined below. (<i>Note: If stormwater plans are currently under review a draft agreement will be submitting noting the plans are pending approval. Once approved you will then submit the final agreement</i>)				
2. OPERATIONS AND MAINTENANCE MANUAL		✓	N/A	✓	N/A
a	Brief narrative describing the overall project and each component of the stormwater system, including collection system				
b	Inspection requirements				
c	O&M important maintenance procedures and maintenance table from NCDEQ Stormwater Design Manual (<i>Note: The NCDEQ O&M EZ Form can be used to generate SCM-specific O&M requirements. Please be sure to use the latest version of this form. Checking for and repairing erosion in swales/outlet protection should be included.</i>)				
d	Conveyance system inspection requirements				
e	Outline steps needed to restore measures in the event of a failure				
f	Anticipated maintenance budget (line item level) for 20 years. The cost of triennial inspection conducted by a licensed designed professional is included.				
g	Maintenance of outlet control structure, including orifice, if applicable				
h	Proprietary system maintenance guidelines from manufacturer. (<i>Note: StormTech Isolator Rows are a proprietary system, and the ADS maintenance manual must be included.</i>)				
3. OPERATIONS AND MAINTENANCE APPROVED PLAN EXHIBIT		✓	N/A	✓	N/A
a	If actual copy of approved plans, the date on seal matches approved plans (<i>Note: you may choose to submit an overall exhibit vs the approved plans. Exhibit must show all components of the approved design.</i>)				

b	All SCM's are shown and called out				
c	All ditches and pipes are shown and called out with a typical callout				
d	Project name, permit number, and other applicable information match the approved plans				