

Forms and Checklists

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Appendix I Forms and Checklists

The following Forms/Checklists/Worksheets were developed for use by the project applicant to document the storm water management design and were not included in Appendix A:

- I.1 Form I-8: Categorization of Infiltration Feasibility Condition
- I.2 Form I-9: Factor of Safety and Design Infiltration Rate
- I.3 Structural BMP Acceptance Memorandum
- I.4 Structural BMP Label Template

I.1 Categorization of Infiltration Feasibility Condition

I.2 Factor of Safety and Design Infiltration Rate Worksheet

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Factor of Safety and Design Infiltration Rate Worksheet			Form I-9		
Factor Category		Factor Description	Assigned Weight (w)	Factor Value (v)	Product (p) $p = w \times v$
A	Suitability Assessment	Soil assessment methods	0.25		
		Predominant soil texture	0.25		
		Site soil variability	0.25		
		Depth to groundwater / impervious layer	0.25		
		Suitability Assessment Safety Factor, $S_A = \sum p$			
B	Design	Level of pretreatment/ expected sediment loads	0.5		
		Redundancy/resiliency	0.25		
		Compaction during construction	0.25		
		Design Safety Factor, $S_B = \sum p$			
Combined Safety Factor, $S_{total} = S_A \times S_B$					
Observed Infiltration Rate, inch/hr, $K_{observed}$ (corrected for test-specific bias)					
Design Infiltration Rate, in/hr, $K_{design} = K_{observed} / S_{total}$					
Supporting Data					
Briefly describe infiltration test and provide reference to test forms:					

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I.3 Structural BMP Maintenance Guarantees

I.3.1 Category 1: Maintenance Agreement Notification

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RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

(property owner)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAINTENANCE NOTIFICATION AGREEMENT FOR CATEGORY 1 STORMWATER STRUCTURAL BMP's

THIS AGREEMENT is made on the _____ day of _____, 20____. _____, the Owner(s) of the hereinafter described real property: Address _____ Post Office _____ Zip Code _____ Assessor Parcel No.(s) _____

List, identify, locate (plan/drawing number) and describe the Structural

Owner(s) of the above property acknowledge the existence of the storm water Structural Best Management Practice on the said property. Perpetual maintenance of the Structural BMP(s) is the requirement of the State NPDES Permit, Order No. R9-2015-0001, Section E.3.e.(1)(c) and the County of San Diego Watershed Protection Ordinance (WPO) Ordinance No. 10385 Section 67.812 through Section 67.814, and County BMP Design Manual (BMP DM) Chapters 7 & 8. In consideration of the requirement to construct and maintain Structural BMP(s), as conditioned by Discretionary Permit, Grading Permit, and/or Building Permit (as may be applicable), I/we hereby covenant and agree that:

- 1. I/We are the owner(s) of the existing (or to be constructed concurrently) premises located on the above described property.
2. I/We shall take the responsibility for the perpetual maintenance of the Structural BMP(s) as listed above in accordance with the maintenance plan and in compliance with County's self-inspection reporting and verification for as long as I/we have ownership of said property(ies).
3. I/We shall cooperate with and allow the County staff to come onto said property(ies) and perform inspection duties as prescribed by local and state regulators.
4. I/We shall inform future buyer(s) or successors of said property(ies) of the existence and perpetual maintenance requirement responsibilities for Structural BMP(s) as listed above and to ensure that such responsibility shall transfer to the future owner(s).
5. I/We will abide by all of the requirements and standards of Section 67.812 through Section 67.814 of the WPO (or renumbering thereof) as it exists on the date of this Agreement, and which hereby is incorporated herein by reference.

This Agreement shall run with the land. If the subject property is conveyed to any other person, firm, or corporation, the instrument that conveys title or any interest in or to said property, or any portion thereof, shall contain a provision transferring maintenance responsibility for Structural BMP(s) to the successive owner according to the terms of this Agreement. Any violation of this Agreement is grounds for the County to impose penalties upon the property owner as prescribed in County Code of Regulatory Ordinances, Title 1, Division 8, Chapter 1 Administrative Citations §§18.101-18.116.

Owner(s) Signature(s)

Print Owner(s) Name(s) and Title

STATE OF CALIFORNIA)
COUNTY OF _____)

On _____ before me, _____ Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Include Exhibits that illustrate:

- the Project Site Vicinity;
- the Project Site Map; and
- a map for each BMP and it's Drainage Management Area .

Samples of each of these map types are shown in Figure I.11-1 through Figure I.11-4.

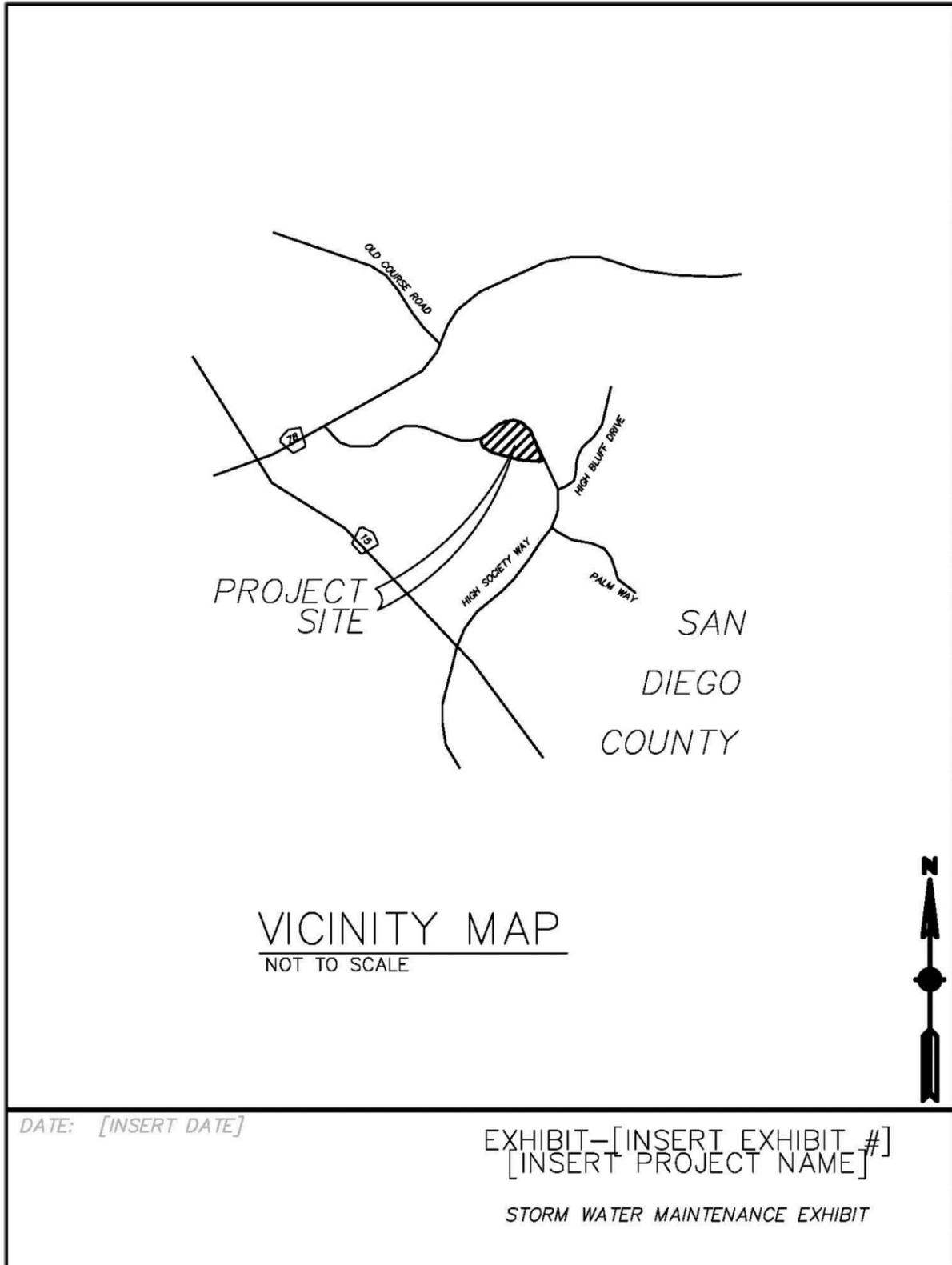


Figure I.11-1 Sample Vicinity Map

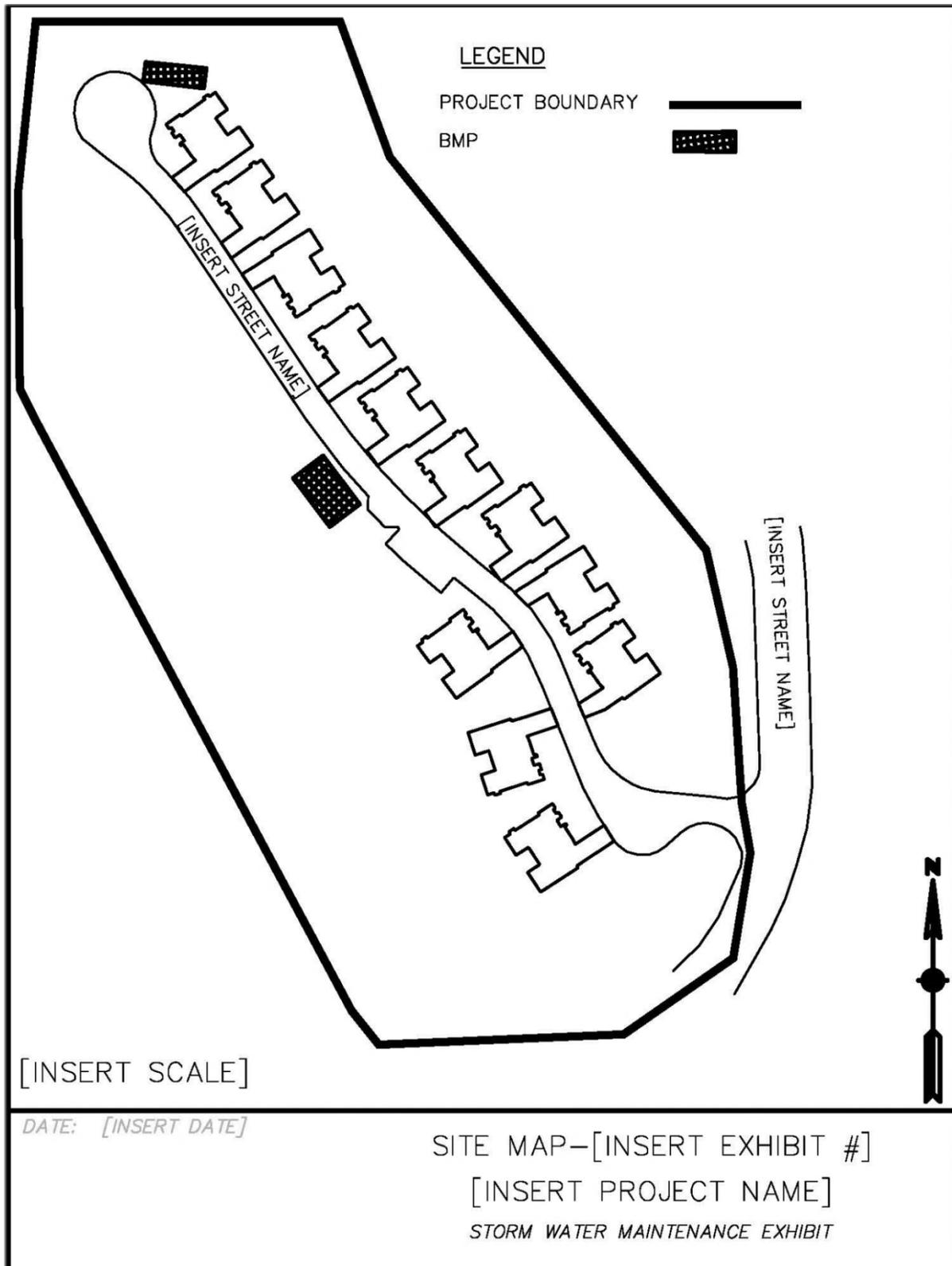


Figure I.11-2 Sample Site Map Showing Structural BMP Location

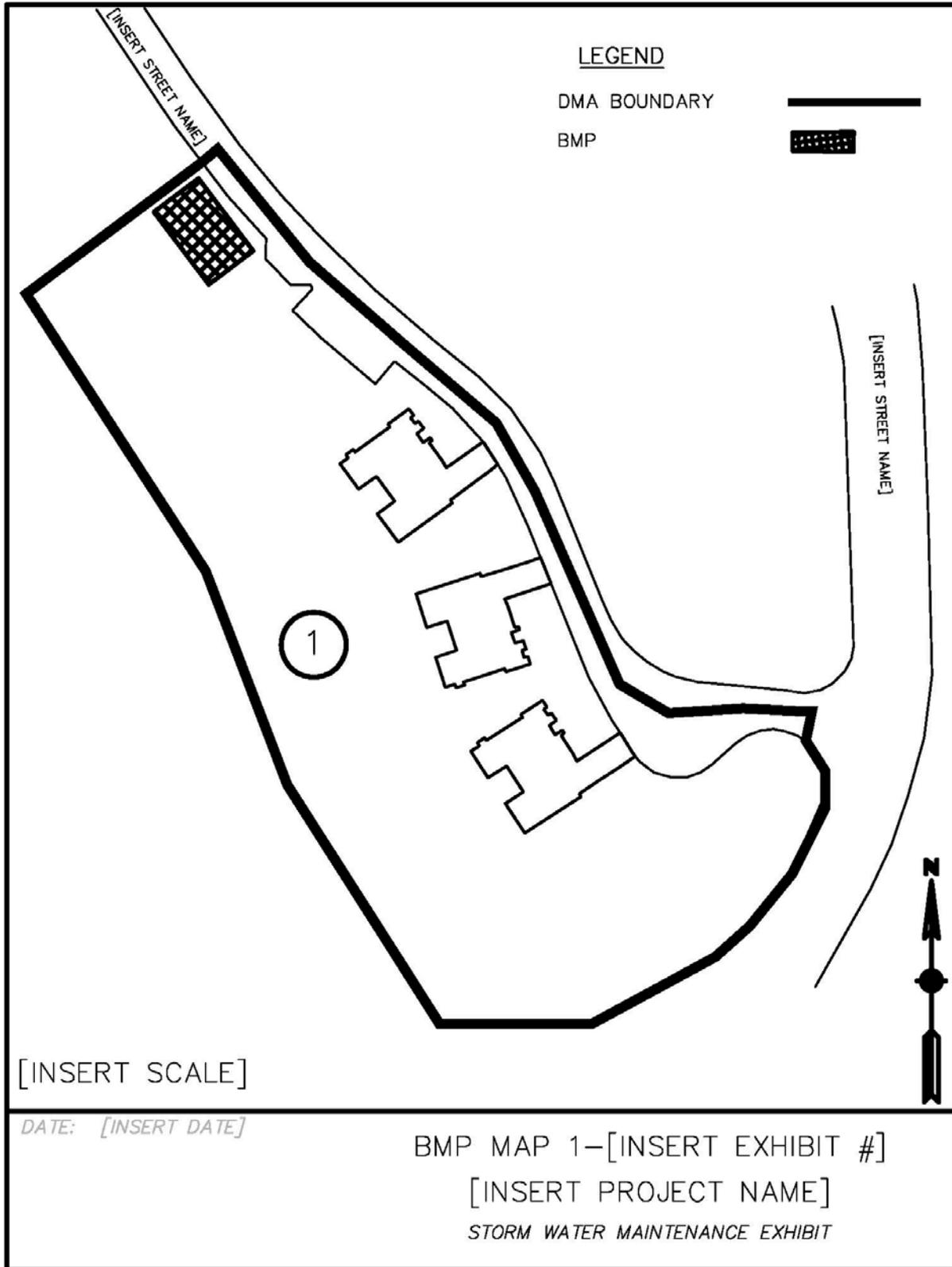


Figure I.11-3 Sample Structural BMP Map 1

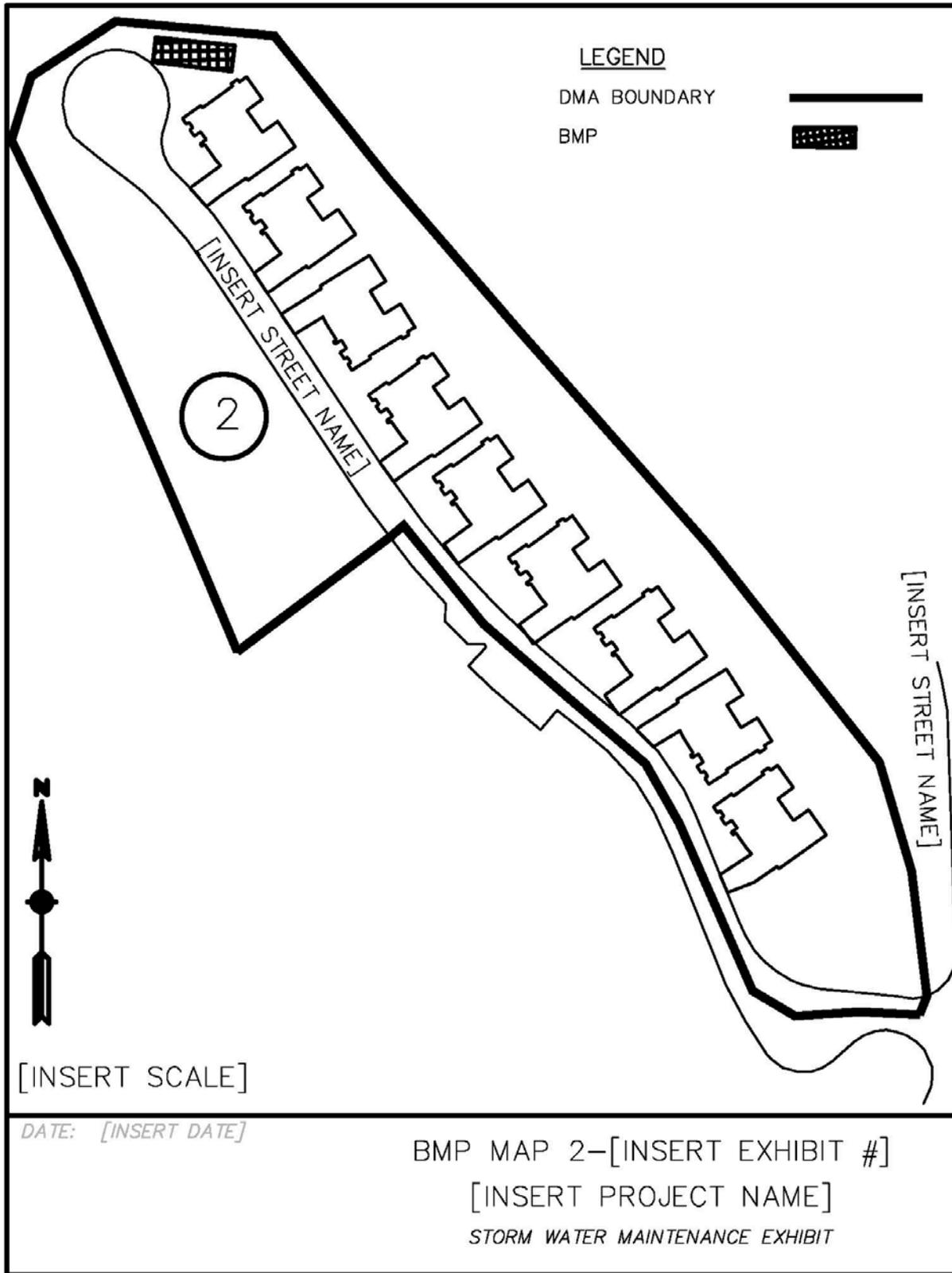


Figure I.11-3 Sample Structural BMP Map 2

I.3.2 Category 2: Storm Water Facilities Maintenance Agreement

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- [5] Create and attach an “Exhibit A”, which is an accurate Legal Description of the property involved in the entire project
- [6] Provide brief Description of Type of Project [E.g. "a 100-unit residential subdivision"]:

Project Description

- [7] Provide official name, number and date of plan or drawing which shows the BMPs in detail [“Improvement Plans”, "Site Plan", "Grading Plans" etc.]:

Type of Plan	Plan Number	Plan Date
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- [8] Create and attach an “Exhibit B”, using the format of Attachment 2 (“BMP MAINTENANCE PROGRAM”) as an example.
- [9] Create and attach an “Exhibit C”, which shows the locations of the installed BMPs.

[10] Advise us whether the on-site easement to be granted to the County to access and maintain the BMPs, covers:

- the entire project property; or
- a smaller area
 - If “a smaller area” is checked, then create and provide an Exhibit C, being a legal description of the access and maintenance area

[11] If a private off-site easement or right of way is used to access the PROPERTY, please provide the following information about the off-site easement:

Date of Easement

Grantor of Easement

Grantee of Easement

Date Easement Was Recorded

Recording File/Page No. or Document No.

ALSO, please attach a copy of the Easement and a copy of a "plan view" drawing showing the Easement, if available.

[12] Advise us whether the owner will provide as security:

a Letter of Credit; or a Cash Deposit

[13] Specify the amount of the security:

\$ _____

[14] Provide Name and Address of the person who the Owner designates as his/her/its Agent for administration of the Agreement and receipt of notices:

Name: _____

Address: _____

[15] Advise us whether or not the project is a **Common Interest Development**:

No Yes

[16] Provide the Name(s) and title(s) of **persons who will sign** agreement for the Owner:

Name

Title

If the Owner (see #3 above) is a natural person, County Counsel will assume that person will sign the agreement, and will so provide in the signature block. If the Owner is a business entity, please indicate the names and titles of all persons who will sign on behalf of the business entity.

A sample signature block for a corporation would look like:

"Clean Water, Inc., a California Corporation

By: _____
John Q. Adams, President _____
Date

By: _____
Adam Q. Johns, Secretary _____
Date"

Include Exhibits that illustrate:

- the Project Site Vicinity;
- the Project Site Map; and
- a map for each BMP and it's Drainage Management Area .

Samples of each of these map types are shown in Figure I.11-1 through Figure I.11-4.

I.3.3 Category 4: Maintenance Acceptance Memorandum

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COUNTY OF SAN DIEGO • DEPARTMENT OF PUBLIC WORKS
1.11.4 Category 4: STRUCTURAL BMP ACCEPTANCE MEMORANDUM

Project No:

APN:

The Structural BMPs on project: _____
Project Name

have been completed in accordance with the Stormwater Quality Management Plan (SWQMP) and approved Grading and/or Improvement Plans and is recommended for County acceptance for ongoing maintenance. A list of **Structural BMPs** and **map** showing their location must be attached.

Yes **No**
 Permanent Stormwater Structural Best Management Practices have been installed in accordance with the WPO and BMP Design Manual requirements.

Location description:

Transfer Date:

RECOMMENDED FOR ACCEPTANCE	COMMENTS
Resident Engineer Date	
Operations Manager Date	
Project Manager Date	
Construction Project Manager Date	
Construction Program Manager Date	
Other Date	

Distribution: Operations Manager ; Project Manager ; Materials Lab ; Traffic Engineering ; Resident Engineer ;
 Project File ; Watershed Protection Program ; Others ;

Appendix I: Forms and Checklists

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I.4 Structural BMP Label Template



Appendix I: Forms and Checklists

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