



715 Park Drive PO Box 160 Belpre OH 45714 740.423.7592 www.cityofbelpre.com

Exhibit C - Post-Construction Stormwater Operation & Maintenance Plan

- Must provide with the application process.
- Must use this Exhibit C as a template.
- Information must be provided for each Post-Construction BMP.
- Must remain a stand-alone document.

Project Information

- **Project Name:** _____
- **Project Address:** _____

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- **Owner Contact:** _____
 - **Owner Address:** _____
 - **Owner Phone:** _____ **Email:** _____

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- **Plan Prepared by:** _____
 - **Address:** _____
 - **Preparing Phone:** _____ **Email:** _____
 - **Date:** _____
 - **NPDES Permit:** _____ **Parcel Number(s):** _____

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1.0 – Stormwater Management Overview

The plan developer shall identify and discuss the Stormwater Post-Construction BMP(s) that will be utilized to manage the stormwater for the project site as outlined in the proposed/approved 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 shall be provided. The narrative shall be written for the layperson—unfamiliar with the function, purpose, operation, and maintenance Post-Construction Storm Water Management BMP.

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 identified location and type of each measure, clearly identifying the stormwater outfall(s).
- 1.3 **General Diagrams** depicting the components of each Post-Construction BMP on the project to facilitate field identification and location.
- 1.4 (Optional) **Pollutants** to be addressed by the measures. Total Maximum Daily Load (TMDL), Waste Load Allocation (WLA), testing parameters, and frequency to confirm compliance shall be addressed.

Note: Currently, the City of Belpre MS4 does not have any impaired water areas mandated to ensure compliance with TMDL or WLA requirements of the NPDES General Permit. This is subject to change based on Ohio EPA and ODNR directives.

2.0 – Inspection Procedures and Forms

The plan developer shall discuss the frequency that the Stormwater Post-Construction BMP(s) will be inspected, areas to be inspected, and reporting procedures. Inspections shall be performed at least annually 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.

Required Sections:

2.1 **Overview Plan** for each measure, indicating locations, and identifying inlets, outlets, outlet structure, overflows, spillways, riprap, slope protection/armor, required vegetation, mulching, etc.

- Contact City of Belpre for questions: ssd@cityofbelpre.com, **Phone:** 740-423-7592.

2.2 **Structural Details** for pertinent substructures indicating critical dimensions, water level, depths, slopes, configuration, pipe sizes, orifice sizes, 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 comprehensive visual inspection. The forms shall include information as required by the NPDES permit, OEPA Rainwater & Land Development Manual, and as outlined in the completed Operation and Maintenance Agreement.

2.4 **Inspection Reporting** shall be completed and submitted to the City of Belpre before **May 31st** of each calendar year, along 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.

- Submit reports via email to ssd@cityofbelpre.com, or by fax to **740-423-4967**.

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.

Required Sections:

3.1 **Maintenance Guide and Checklist** indicating the maintenance activity, general instructions, 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 Belpre by submitting copies of maintenance logs for the past 12 months with the annual inspection reports before **May 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.

- Submit maintenance reports via email to ssd@cityofbelpre.com, or by fax to **740-423-4967**.

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 include:

- Pet waste clean-up and disposal
- Community lawn care practices
- Pesticide, herbicide, and fertilizer limits or restrictions
- Yard/lawn waste, grass clippings, and leaf disposal practices
- Community educational programs
- Car washing restrictions on paved surfaces

- Proper disposal of motor oil, antifreeze, or other automobile by-products
 - Proper disposal of household chemicals, petroleum products, or soaps
 - Local spill prevention and management
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5.0 – Construction As-Built Certification

The plan developer shall issue a letter of certification to the City of Belpre Safety Service Director. The certification shall be based upon actual post-construction inspection and field observations of the Post-Construction Storm Water BMP under load. The certification shall be issued in letter form after all construction activities have been completed and the site has reached a stabilized state but prior to filing the Ohio EPA Notice of Termination (NOT) for the NPDES permit.

The certification shall state:

- The entire stormwater management system, including catch basins, connections, ditches, pipes, and Post-Construction BMPs, has been constructed per the SWP3 specifications and designs.
- The letter will reference the City of Belpre **Post-Construction Engineering Certification Exhibit D**.
- **Exhibit D** certifies:
 - The Post-Construction BMP(s) have been constructed per the SWP3 specifications and designs.
 - The owner has been informed of their long-term maintenance and inspection responsibilities.

The plan developer and owner shall sign the certification letter, acknowledging the receipt of the Post-Construction Stormwater Operation and Maintenance Plan and awareness of long-term obligations.

6.0 – Maintenance Agreement

The owner shall complete and execute a **City of Belpre Stormwater Inspection and Maintenance Agreement (Exhibit E)**. This document shall be recorded with the Washington County Recorder once reviewed and approved by the City of Belpre or their appointed representative.

References

- **OEPA Rainwater and Land Development Manual**
For additional information, contact: ssd@cityofbelpre.com, Phone: 740-423-7592.