



CITY OF PORTLAND  
Stormwater  
Management  
Manual  
**2025**

# OPERATIONS & MAINTENANCE FORM

## DRAINAGE RESERVES

This O&M Form supersedes document number \_\_\_\_\_ Date: \_\_\_\_\_

*(for official county use only)*

### PERMIT AND SITE INFORMATION

Project Name: \_\_\_\_\_

Permit Information: \_\_\_\_\_

Permit #: \_\_\_\_\_

### SITE INFORMATION *(include all parcels)*

6-digit R#: \_\_\_\_\_

Site Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### OWNER INFORMATION *(Legal owners)*

Name (1): \_\_\_\_\_

Name (2): \_\_\_\_\_

Address *(Mailing)*: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

#### Site Legal Description:

### RESPONSIBLE PARTY FOR MAINTENANCE

Who is the responsible party for maintenance? *(Choose one)*

Homeowners Association                      Property Owner

Property Management Company              Tenant

Other (describe) \_\_\_\_\_  
*(not contractor or consultant)*

#### Contact Information for Responsible Party

Contact Name \_\_\_\_\_

Contact Organization \_\_\_\_\_

Phone *(area code required)* \_\_\_\_\_

Email: \_\_\_\_\_

#### Maintenance Practices and Schedule

These operation and maintenance practices are required in accordance with Portland City Code, Chapter 17.38, and associated administrative rules.

The requirements are based on the current version of the *City of Portland Stormwater Management Manual* on the date of permit submittal.

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### SITE PLAN

I have attached a site plan (required).

Attach a scaled site plan to this submittal that includes all of the information required as shown in the *Stormwater Management Manual*.

Maintaining the drainageway and drainage reserve(s) shown on the attached site plan is a required condition of building permit approval for the identified property.

### SIGNATURE AND ACKNOWLEDGEMENT

Operations and maintenance (O&M) of drainage reserves are required by Portland City Code Chapter 17.38 and the version of the *Stormwater Management Manual* (SWMM) in effect on the date of permit submittal. Any failure to comply with the terms of the required O&M plan may result in enforcement as provided by the SWMM.

Maintaining drainage reserves is required for the City's approval of the property's development. This requirement runs with the land and is binding on all current and future owners.

By signing below, all owners agree to the terms of this O&M Form and of any document signed by the owners and on file with the City.

The O&M plan may be modified by written consent of the then-current owners and the Bureau of Environmental Services. A revised O&M plan must state that it supersedes a previous O&M plan (with cited county document number – see top of form).

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative (1)

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative (2)

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_