



CITY OF PORTLAND  
Stormwater  
Management  
Manual

# OPERATIONS & MAINTENANCE FORM

## DRAINAGE RESERVES

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

*(for official county use only)*

**PROJECT NAME** \_\_\_\_\_

**PERMIT INFORMATION**

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

Permit Submittal Date \_\_\_\_\_

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

R# (6 Digits) \_\_\_\_\_

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

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

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

**OWNER INFORMATION (LEGAL OWNERS)**

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

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

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

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

**O&M PREPARER INFORMATION**

Name \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

**Site Legal Description:**

**Party Responsible for Maintenance** *(check 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.

# OPERATIONS & MAINTENANCE FORM

## DRAINAGE RESERVES

### SIGNATURE AND ACKNOWLEDGEMENT

By signing below, the owner accepts and agrees to the terms and conditions contained in this O&M Form and in any document recorded with this O&M Form. The owner further acknowledges that this form and associated documents have been prepared on their behalf and that they are responsible for the quality and completeness of the O&M Plan. Any failure to comply with the terms of these plans may result in enforcement actions by BES requiring the property owner to restore the drainageway to a functional state as approved under original requirements.

The owner also accepts that the City requires property owners to submit to BES and record with the applicable County complete and accurate O&Ms enforceable under City Code 17.38. Property owners must consult with the City prior to making changes to the O & M plan to determine if a new permit or O & M submittal is required.

A revised O&M must state that it supersedes a previous O&M (with cited county document number; See Page 1).

THIS PAGE MUST BE SIGNED IN THE PRESENCE OF A NOTARY.

### NOTARY SIGNATURE AND STAMP

INDIVIDUAL Acknowledgement

*This acknowledgement is intended for property owned by individuals or trusts.*

STATE of OREGON county of: \_\_\_\_\_

This instrument was acknowledged  
before me on: (date) \_\_\_\_\_

By: (owner 1) \_\_\_\_\_

By: (owner 2) \_\_\_\_\_

Notary Signature \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Notary Seal:**

### 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 Chapter 5.9 of 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. Property owners are required to maintain facilities in accordance with the O&M plan on file with the City of Portland. This requirement is binding on all current and future owners of the property. Failure to comply with the O&M plan can trigger an enforcement action, including penalties. The O&M plan may only be modified with both written consent of current owners and written approval of the Bureau of Environmental Services.

**OR**  CORPORATE Acknowledgement

*This acknowledgement is intended for corporation, government agencies, school districts, or other formal entities*

STATE of OREGON county of: \_\_\_\_\_

This instrument was acknowledged  
before me on: (date) \_\_\_\_\_

By: (representative) \_\_\_\_\_

As: (title) \_\_\_\_\_

Of: (corporation) \_\_\_\_\_

Notary Signature \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Notary Seal:**