



CITY OF PORTLAND
Stormwater
Management
Manual

OPERATIONS & MAINTENANCE FORM

PRIVATE STREET/PRIVATE SHARED STORMWATER FACILITIES

This O&M Form supercedes document number _____

(for official county use only)

PROJECT NAME _____

PERMIT INFORMATION

Permit # _____

Permit Submittal Date _____

SITE INFORMATION (include all parcels)

R#s (6 Digits) _____

R#s (6 Digits) _____

Site Address _____

City/State/Zip _____

Preparation Date: _____

OWNER INFORMATION (ALL LEGAL OWNERS)

Attach additional pages for additional 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: (Include all subdivided taxlot information and subdivision name)

Responsible Party for Maintenance (check one)

Homeowners Association Property Owner

Property Management Company Tenant

Other (describe) _____
(not Contractor or Consultant)

Contact Information for Responsible Party/Parties

Contact Name _____

Contact Organization _____

Phone (area code required) _____

Email: _____

Maintenance Practices and Schedule

These operation and maintenance practices for shared facilities are required in accordance with Portland City Code Chapter 17.38.

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

For the **Simplified Approach and Presumptive Approach**, please attach the Standard O&M Plan for each facility type from the *Stormwater Management Manual*, Chapter 3, Section 3.3.

For the **Performance Approach**, please attach an approved, site specific O&M Plan per the *Stormwater Management Manual*, Chapter 3, Section 3.3.

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SITE PLAN

Provide a site plan sketch in the area provided below, or attach a scaled site plan to this submittal that includes all of the information required as described in SWMM Section 3.3, O&M Requirements and Submittals. Site plan must be inclusive of all subdivided taxlots serviced by the shared stormwater management facilities.

STEP 1 – COMPLETE THE FOLLOWING TABLE

Stormwater Facility Type (Chapter 3)	Stormwater Facility Size (sf)	Drainage Source: Private Street, Parking Area, or Roof?	Impervious Area Treated (sf)	Facility Location Tract or Easement?	Discharge Point
Totals					

Maintaining the stormwater management facility or facilities listed above and shown on the following (or attached) site plan and recorded plat is a required condition of the City's approval for the identified property. Property owners are required to operate and maintain shared 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 properties. Failure to comply with the O&M Plan can trigger an enforcement action, including penalties. The O&M Plan may be modified by written consent of the current owners and the written approval of the Bureau of Environmental Services.

STEP 2 – REQUIRED SITE PLAN AND RECORDED PLAT

(insert or draw here, or attach separate sheet)

I Have Attached a Site Plan

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SIGNATURE AND ACKNOWLEDGEMENT

By signing below, the owners accept and agree to the terms and conditions contained in this O&M Form and in any document signed by the owners and recorded with this O&M Form. The owners further acknowledge 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 owners to restore the stormwater facilities to a functional state as approved under original requirements.

The owners also accept that the City requires property owners to submit to BES and record, with the appropriate 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. Substantial changes to the O&M require City approval prior to recording with the County. Examples include changes to the facility type, discharge point, or total drainage area. 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.

Property Owner or Authorized Representative (1) Signature

Property Owner or Authorized Representative (2) Signature

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:

OR CORPORATE or HOA 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:

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OWNERS' SIGNATURE PAGE

PROJECT NAME _____

SITE ADDRESS _____

PERMIT # _____

CITY/STATE/ZIP _____

SITE R#s (6 Digits) _____

Signature – Owner 1

Signature – Owner 2

Printed Name

Printed Name

Mailing Address

Mailing Address

Date

Date

Signature – Owner 3

Signature – Owner 4

Printed Name

Printed Name

Mailing Address

Mailing Address

Date

Date

Signature – Owner 5

Signature – Owner 6

Printed Name

Printed Name

Mailing Address

Mailing Address

Date

Date