



CITY OF PORTLAND  
Stormwater  
Management  
Manual

# OPERATIONS & MAINTENANCE FORM

## STANDARD FORM FOR PRIVATE 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# (6 Digits) \_\_\_\_\_

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

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

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

**OWNER INFORMATION (ALL 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:**

**Responsible Party for Maintenance** (check one)

- Homeowners Association
- Property Management Company
- Other (describe) \_\_\_\_\_  
(not Contractor or Consultant)
- Property Owner
- Tenant

**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.

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

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

# OPERATIONS & MAINTENANCE FORM

## STANDARD FORM FOR PRIVATE STORMWATER FACILITIES

### 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 signed by the owner and 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 stormwater facilities 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 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 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:**

# OPERATIONS & MAINTENANCE FORM

## STANDARD FORM FOR PRIVATE STORMWATER FACILITIES

### 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.

#### STEP 1 – COMPLETE THE FOLLOWING TABLE

Stormwater Facility Type (Chapter 3)	Stormwater Facility Size (sf)	Drainage is from Roof or Lot?	Impervious Area Treated (sf)	Discharge Point
Totals				

Maintaining the stormwater management facility or facilities listed above and shown on the following (or attached) site plan is a required condition of the City's approval for the identified property. Property owners are required to operate and 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 be modified by written consent of the current owners and the written approval of the Bureau of Environmental Services.

#### STEP 2 – REQUIRED SITE PLAN

*(insert or draw here, or attach separate sheet)*

I Have Attached a Site Plan