

## APPENDIX D.6 OPERATIONS & MAINTENANCE SUBMITTAL GUIDE

City of Portland code requires the submittal of an operations and maintenance (O&M) plan for all required stormwater management facilities. The Bureau of Environmental Services (BES) must review and approve the plan. Failure to properly operate or maintain a stormwater management facility according to the O&M Plan may result in a civil penalty, as specified in 17.38.045: Enforcement.

For facilities designed under the Simplified Approach, the O&M Specifications described in [Section 3.2.1](#) and provided in [Section 3.3.1](#) can serve as the required O&M Plan. See those sections for more information.

For facilities designed under the Presumptive Approach or Performance Approach, a site-specific O&M Plan must be provided, as described in [Section 3.2.2](#) and outlined in [Section 3.3.2](#). See those sections for more information.

In addition to the O&M Specifications or site-specific O&M Plan, an O&M Form is required for all projects.. The applicant must sign the form, and the signature must be notarized. The O&M Form and a site plan **must be recorded and filed with the county Department of Assessment and Taxation in the county where the property site is located**. When completed accurately, this form meets the recording requirements in Multnomah, Clackamas, and Washington counties.

### O&M Form Instruction

#### 1. Site Legal Description

- a. The Site Legal Description shall include all of the tax lots (parcels) managed by the onsite stormwater management system. The information must be accurate and correctly filled out on the Form prior to submittal to the County for recording.
- b. To find a property's legal description, visit <http://www.portlandmaps.com> and browse to the property using the exact address. To locate the Site Legal Description at PortlandMaps.com, select the "Assessor" link on the top menu and locate the boxes labeled "Tax Roll" and "Instrument Number" on the page. If the Tax Roll description has "TL" in it, include the Instrument Number where indicated on Form 2. This information is intended as guidance; it may not be adequate to be accepted for filing by Multnomah County.

#### 2. Site Plan

- a. A site plan showing all facility locations in relation to labeled streets, buildings, or other permanent features on the site is a required part of the O&M submittal. Please include schematic utilities (including existing-to-remain and proposed water, sanitary, and storm sewers), property lines, key site dimensions, and a north arrow. Illustrate the flow in the order which

- stormwater passes through each facility (also know as treatment train) for each unique drainage basin. Include notes and arrows illustrating sources of runoff, the direction of flow through all facilities, and the location and type of discharge point.
- b. Provide a site plan sketch on the O&M Form, Page 2, Step 2, or attach a site plan showing each of the items listed above.
  - c. Maintaining the stormwater management facility(s) shown on the site plan is a required condition of building permit approval for the identified property. The property owner is required to operate and maintain the facility(s) 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.

If the stormwater system design needs to be modified during the course of a project, and prior to Substantial Completion, please contact BES at 503-823-7740 for guidance on how best to modify and update the O&M forms to reflect the system as built. If the O&M Form requires revision, either because the O&M Form on file with the City is inaccurate or because the owner(s) request and receive City approval to revise it, the owner must record a new O&M Form with the County. Call the Maintenance Inspection Program at (503) 823-5320 for guidance.

### **Maintenance Inspection Log**

A maintenance inspection log is required to be maintained, and available, for inspection at the request of Maintenance Inspection Program personnel. See Section 3.3 for a Sample Stormwater Facility Monitoring Log.

Completed and Recorded O&M Plans must be filed with BES. Submit completed O&M Plans, including Form 2, to:

City of Portland, BES  
Document Services  
1900 SW Fourth Ave., Suite 5000  
Portland, OR 97201

Office Hours are 8:00AM - 5:00PM, Monday through Friday  
Call 503-823-7761 for assistance

## County Recorder's Office Information

Multnomah County Recorder  
Room 158  
501 SE Hawthorne St.  
Portland, OR 97214  
<http://www.co.multnomah.or.us/at/services.html>  
Phone: 503-988-3034

Washington County Recording Office  
155 N. First Ave.  
Suite 130, MS 9  
Hillsboro, OR 97124  
<http://www.co.washington.or.us/deptmts/at/recordng/record.htm>  
Phone: 503-846-8751

Clackamas County Recording Division  
104 11th St.  
Oregon City, OR 97045  
<http://www.co.clackamas.or.us/recording/legible.htm>  
Phone: 503-655-8661

## O&M Plan Outline

Please refer to **Section 3.3** for guidance in creating the O&M Plan.

<b>O&amp;M Plan Outline</b>	
<b>I.</b>	<b>Description</b> <ul style="list-style-type: none"><li>• Summary of overall Stormwater Management Plan.</li><li>• Table identifying each stormwater facility, its size, the stormwater source to each facility, square footage treated, and discharge point.</li><li>• Specific location of stormwater facilities as shown on a site plan, including elements as described in Section 3.3 and above.</li><li>• If a stormwater facility deviates from the general design of the facility type as shown in Chapter 2, provide cross-section detail and plan view for the facility.</li><li>• Identification of who will assume responsibility for ongoing operations.</li></ul>
<b>II.</b>	<b>Inspection and Visual Indicators of Diminished Performance</b> <ul style="list-style-type: none"><li>• When and how often facilities will be inspected.</li><li>• Definition of what size storms require additional inspections.</li><li>• Description of visual indicators that would trigger maintenance activities.</li></ul>
<b>III.</b>	<b>Maintenance Procedures</b> <ul style="list-style-type: none"><li>• Specific maintenance procedures for each facility type.</li><li>• Likely deficiencies and corrective actions.</li><li>• Course of action for unexpected deficiencies.</li><li>• Site best management practices (BMPs) for effective stormwater management.</li></ul>
<b>IV.</b>	<b>Inspection and Maintenance Logs</b> <ul style="list-style-type: none"><li>• Example and instructions for maintaining required logs.</li></ul>

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