



Operations and Maintenance Plan Checklist

Plan required to include:

1. Cover Page with:

- Title: "Long-term Stormwater System Operation and Maintenance Plan".
- Development name.
- Location of development:
 - Address
 - Inset map showing where the development is located in reference to the county, the township, or the nearest city/village.
- Post-construction Operator of Stormwater System (Typically this is the developer, unless responsibilities are transferred to a Homeowners Association or the system is put into the LC Petition Drainage Program):
 - Name
 - Address
 - Email
 - Phone Number

2. Table of Contents.

***Before recording, all pertinent documents hereafter need replaced with As-Builts from the engineer and resubmitted to Soil and Water for final approval. ***

3. Stormwater System Overview, including a list and individual descriptions of each post-construction BMP on site, describing the purpose and general use, i.e. inverts, pool and top of bank elevations, outlet info, etc.

4. Maintenance and Inspection Procedures, Inspection Schedule, and Maintenance/Inspection Log for BMPs.

5. Blank Stormwater BMP Maintenance Inspection Checklist/Report Form.

6. Detailed drawings of all BMP structures, including outlet structures, basins, water quality ponds, etc.

7. Post Construction Map with topography showing post-construction layout of site and identifying the stormwater system and its components. A scaled down version from the construction plan set is acceptable.

8. Copies of SWPPP pages from the construction plan set.

9. Copies of Stormwater Management pages from construction plan set, if they are not one in the same as the SWPPP pages.

10. Map showing any related easements to the stormwater system.

11. Include a note to dredge or have a hydrologic survey done at a minimum of once every 5 years after completion of the project.

Please compile the above documents into an 8.5" x 11" packet and submit to Licking County Soil & Water Conservation District:

Mail or deliver to:

Licking County Soil & Water Conservation
District ATTN: Urban Conservation
Technician
771 East Main Street, Suite 100
Newark, OH 43055



Operations and Maintenance Agreement Recording Process

To record Agreement and Plan:

1. Licking County Soil & Water Conservative District (Soil & Water) requires a draft submission of the Operations and Maintenance Plan (the "Plan") during Technical Review Committee for *Construction Plan* approval. Refer to first page for details. The Plan is reviewed and sent back to the developers engineer for revisions as part of the TRC process or it is conditionally approved by Soil and Water staff. Once the construction is complete, the As-Built plan sheets will be added to the approved plan for recording with the Operations and Maintenance Agreement (the "Agreement").
Please note: The Plan can include both a written report on 8.5" x 11" and a drawn engineer plan. If the engineering plan is included, it must be scaled to an 8.5" x 11" size for recording purposes.
For your information, for filing the Plan with the Agreement: The Recorders office requires all documents to use computer font size of at least 10 point; black or blue ink ONLY, no highlighting, margins of 1 inch on each side of page and bottom, 1.5 inches on the top margin. If the document does not conform to these guidelines, an additional \$20 recording fee is collected.
2. The Agreement template will be provided to the owner to complete the necessary information, sign and have notarized. The approved Plan should be marked as Exhibit A and included with the Agreement as one document.
3. **Original hard copies** are to be delivered to Soil & Water office, 771 East Main Street, Suite 100, Newark, OH 43055. Agreement must be from the template provided with appropriate margins, have original signature page and be notarized (Soil & Water has a notary available Mon-Fri. 9 am – 2 pm).
4. Soil & Water submits the Agreement and Plan to Licking County Prosecutor's Office for review. The Prosecutor's Office will return the document with revisions or approve as to form with their signature. The Licking County Prosecutor's Office will route the document back to Soil & Water. If revisions are needed, Soil & Water will work with the Developer to correct the Agreement. If it is approved as to form, Soil & Water will route the document to the Licking County Commissioners.
5. Soil & Water submits the Agreement and Plan to the Licking County Commissioners for final review and approval during a regularly scheduled meeting. After approval, the Licking County Commissioners will sign and return the Agreement, Plan, and Commissioners Resolution to Soil & Water.
6. Soil & Water contacts the Developer to arrange a time and date for the Developer to pick up the documents, during Soil & Water's normal business hours from 8 am – 4:30 pm Monday - Friday at 771 East Main Street, Suite 100, Newark, Ohio 43055.
7. The Developer records the documents at the Licking County Recorder's Office, 20 South Second Street, Newark, Ohio 43055. The Developer is responsible for ensuring that the documents are properly recorded. The Developer is responsible for any applicable fees associated with recording the documents. The fee schedule for recording these documents can be found here: <https://lickingcounty.gov/depts/recorder/default.htm>.
8. Notify Soil & Water by email to the individuals below that recording has been completed.
 - a. Kristy Hawthorne at KristyHawthorne@LickingSWCD.com; and
 - b. Joe Jarvis at JoeJarvis@LickingSWCD.com.

If you have any questions, do not hesitate to contact Soil & Water at (740) 670-5330.

Do not record any documents without going through this process