



## Long-Term Stormwater System Operation and Maintenance Plan Checklist

### 1. Cover Page that includes:

- 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 township, the county, 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 Licking County Petition Drainage Program):
  - Name
  - Address
  - Email
  - Phone Number

### 2. Table of Contents.

3. Stormwater System Overview, including a list and individual descriptions of each post-construction BMP on site, describing the purpose, general use, and technical information, 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 (11" x 17") 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 (11" x 17").

9. Copies of Stormwater Management pages from construction plan set (11" x 17"), if they are not one in the same as the SWPPP pages.

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

11. **IF LOCATED IN MS4 URBANIZED AREA** - Long-term Operations and Maintenance Agreement – legal document stating the operators responsibility to maintain the stormwater system.

**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