**Operation and Maintenance Plan**

**for Stormwater Management Facilities**

**Located at: [Site name]**

**Address: [Site address]**

**PURPOSE**

This operation and maintenance plan explains the basic function of each of the stormwater practices on the site and prescribes the minimum maintenance requirements to remain compliant with the long-term stormwater management maintenance agreement for the site. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site. Any failure of a stormwater management practice that is caused by a lack of maintenance will subject the owner(s) to enforcement actions.

**RESPONSIBLE PARTY**

The responsible party shall be responsible for implementing the provisions of the operation and maintenance plan. The responsible party for the site is:

Name: [Responsible party name]

Address: [Responsible party address]

Phone Number: [Responsible party phone number]

Email: [Responsible party email]

**PROTECTIVE AREAS**

[Protective areas have been established for the site. Protective areas are an area of land that commences at the top of the channel of lakes, streams and rivers, or at the delineated boundary of wetlands. Impervious surfaces shall be kept out of the protective area entirely or to the maximum extent practicable.]

**SYSTEM DESCRIPTION**

[Provide a description of the type and general design features of all stormwater management practices used to meet the site performance standards. Include the design purpose (peak flow control, sediment reduction, infiltration, etc.) and how the practice achieves the design purpose.]

[No aerators or fountains may be installed or operated in wet detention ponds without prior approval of the City of Fond du Lac.]

**SITE MAP**

A scaled map showing the stormwater management practices, maintenance access locations, protective areas, and surrounding identifiable features is shown in *Appendix A*.

**ROUTINE INSPECTION AND MAINTENANCE REQUIREMENTS**

To ensure the proper long-term function of the stormwater management practices, the following activities must be completed:

[List all routine inspection and maintenance requirements to be completed for the site. All applicable requirements in the WDNR technical standards shall be addressed. A list of the minimum requirements can be found in the Stormwater Reference Guide. An example item is as follows:

1. All outlet structures, trash racks, and pipes must be checked to ensure that there is no blockage from debris or ice. Any blockage must be removed immediately.]

**NON-ROUTINE INSPECTION AND MAINTENANCE REQUIREMENTS**

[List any non-routine inspection and maintenance items to be completed for the site such as items to be completed during an initial period following the installation of the facility.]

**MAINTENANCE SCHEDULE**

[Provide a table or list of typical maintenance activities and the proposed frequency.]

**INSPECTIONS**

The stormwater facilities shall be visually observed periodically to review the condition of the facility and to recommend maintenance activities. Inspections shall be performed on the inspection checklist shown in *Appendix B*.

Inspection frequency shall comply with the following schedules unless approved otherwise:

[All components of the stormwater system shall be inspected at least semiannually in early spring and early autumn, and after major storm events. A rainstorm of one (1) inches or greater within a 24-hour period is considered a major storm.

Inspections done to determine the depth of accumulated sediments in wet and dry detention ponds may be done once every 10 years.

Infiltration basins shall be inspected at least quarterly.

Infiltration trenches shall be inspected monthly from April through October during the first year of operation.

Permeable pavement shall be inspected at least annually.

Rain gardens shall be inspected three times per growing season.]

Inspections shall be performed by a qualified inspector once every three years. A qualified inspector means a landscape architect, professional hydrologist, professional engineer, or other person experienced in stormwater management design, installation and maintenance. The City Engineer shall have the right to reject any inspection report, maintenance report, compliance verification, and other materials involved in demonstrating compliance if the materials do not meet the necessary standards for accuracy and professionalism.

At the written request of the owner of any stormwater management practice, the City Engineer may grant a temporary waiver for an inspection under this section if the City Engineer determines an inspection is not necessary to determine the condition or maintenance needs of the stormwater management practice. As a condition of granting a temporary inspection waiver, the City Engineer may require the owner to provide access to the site for an inspection by the City Engineer, or may require some basic information to be submitted by the owner, such as digital photographs of the stormwater management practice. Any temporary inspection waiver shall be provided by the City Engineer in writing and shall state the end date of the waiver, which shall not exceed two years.

**INSPECTION AND MAINTENANCE REPORTS**

The responsible party shall report the results of all inspections and maintenance performed to the City Engineer in a pdf format or other electronic format approved by the City Engineer. Inspection and maintenance reports shall be provided annually and shall be sent to stormwaterreports@fdl.wi.gov.

**DUTY TO PERFORM MAINTENANCE**

The responsible party shall complete all maintenance work recommended in the inspection reports or ordered by the City Engineer within a reasonable time frame as set by the City Engineer. All maintenance work shall comply with the applicable technical standards. [The removal of accumulated sediment shall comply with Chapter NR 528 of the Wisconsin Department of Natural Resources Administrative Code.]

The responsible party shall prepare plans and obtain applicable permits if additional plan or permits are required to complete any maintenance activities.

**OPERATION AND MAINTENANCE PLAN REVISIONS**

The operation and maintenance plan shall be revised whenever the responsible party changes. The operation and maintenance plan shall be reviewed for any revisions during any inspections by a qualified inspector. All revisions shall be submitted to the City Engineer for review and approval.

**Appendix A: Site Map**

**Appendix B: Inspection and Maintenance Checklist**