

Operations & Maintenance Manual

This Operation and Maintenance Manual outlines the responsibilities and duties to be performed by the responsible party listed within. The responsible party is required to operate and maintain this facility in accordance with City Code 8.52.

Storm Water Facility Information

Site Name: _____

Site Address: _____

Parcel Number: _____

Preparation Date: ____ / ____ / ____

Prepared By: _____

Contact phone #: _____

Required Attachments

In addition to providing the information below, the following documents shall be attached:

- 1) **Final site grading and drainage plans (reduce to 8x11 or 11x17 copies).**
- 2) **O&M plan for each storm water facility.**
- 3) **Inspection checklists for each storm water facility type.**

O&M plans and inspection checklists can be site specific or standard forms from the [Portneuf Valley Storm Water Design Manual](#). Standard O&M plans and inspection checklists are available at www.pocatello.us/825/Private-BMP-Maintenance.

Contact information for Owner

Owner's Name: _____

Mailing Address (for records return): _____

City/State/Zip: _____

Cell Phone : _____ Alternative Phone: _____

Responsible Party for maintenance (circle one)

Homeowner's Association Property Owner Other (Describe) _____

Contact information for Responsible Party if other than owner:

Contact Name: _____

Contact Address: _____

City/State/Zip: _____

Cell Phone : _____ Alternative Phone: _____

Storm Water Facility Specifications

Facility Type	Facility Location	Size (sf) / Volume (cy)	Drainage is from:	Impervious Area Treated (sf/acres)

Maintenance Practices and Schedule

The final site grading and drainage plans, O&M plans for each storm water facility, and sample inspection checklists are attached to this document. The operations and maintenance practices are based on the current version of the Portneuf Valley Storm Water Design Manual.

Additional resources: www.pocatello.us/825/Private-BMP-Maintenance