

Operation & Maintenance Document Templates

Templates are provided to help you prepare documents that municipalities typically require with your stormwater treatment measure maintenance agreement. Microsoft Word files of the templates may be downloaded from the online version of the C.3 Technical Guidance that allows for downloading individual chapters and appendices (go to www.flowstobay.org, click on Business Pollution Prevention, then C.3 Stormwater Technical Guidance). Please insert project-specific information where the templates include prompts such as: [[== insert name of property address ==]]. Remember to contact the local jurisdiction for information on municipality-specific requirements. This appendix includes the following templates:

- **Standard Treatment Measure O&M Report Form** – This form is typically included as an exhibit to the project’s maintenance agreement, which requires this form to be completed and submitted annually to the applicable municipality.
- **Maintenance Plan Templates** – for preparing maintenance plans for the stormwater treatment measures included in your project. Templates are provided for the following types of stormwater treatment measures:
 - Vegetated swales,
 - Vegetated buffer strips,
 - Tree well filters,
 - Non-proprietary media filters,
 - Flow-through planters,
 - Bioretention areas,
 - Infiltration trenches,
 - Extended detention basins, and
 - Manufactured stormwater treatment measures.

In some cases, a treatment measure may be sized to function as both a treatment and hydromodification management (HM) measure, as described in Chapter 7. If your project includes treatment and/or HM measures that are not listed above, but have been approved by the municipality, you may customize one of the maintenance plan templates with information specific to your treatment/HM measure(s). Be sure to attach to your maintenance plan a legible, letter-size (8.5-by-11-inch) site plan showing the location(s) of the treatment/HM measure(s).