Stormwater Management Facility Maintenance Agreement - Instructions

The following is a list of items that must be completed and submitted to the Coweta County Community Development Department with the Stormwater Management Facility Maintenance Agreement Form for review and approval before recording:

1. Stormwater Agreement requires printing on 8.5 x 14 size paper.
2. Format and print all other items to ensure ample room for recording information in top right margin. No 2-sided documents shall be accepted. No paper size larger than 8.5 x 14.
3. Leave date blank, form will be dated upon final approval.
4. **All Signatures and stamps must be originals.**
5. Fill in the maintenance facility contact information for the entity responsible for future maintenance in the space provided.

6. **Exhibit A:** No paper size larger than 8.5 x 14
   - Stormwater Facility As-built Plat showing 20’ access and maintenance easement that ensures access from public right of way. As applicable, plat shall include existing contours, walls, fence/gates, access driveway, emergency spillway, 100-year ponding elevation, and any structural components with elevations. Label any forebay and micro-pool areas for ponds. The access drive and discharge point of the facility shall be included in the access and maintenance easement area. Plat shall be stamped and signed by a Georgia Licensed Professional Surveyor or Engineer. **Label as Exhibit A.**

7. **Exhibit B:** No paper size larger than 8.5 x 14
   - Legal description (meets and bounds) to describe said easements. Legal description shall be stamped and signed by a Georgia Licensed Professional Surveyor or Engineer. **Label as Exhibit B.**

8. **Exhibit C:** No paper size larger than 8.5 x 14
   - Facility As-Built Certification Letter Requirements

   **General Comments:**
   - Shall be typed on a company letterhead that includes the Engineering Company name, address and phone number. **Label as Exhibit C.**
   - Georgia Licensed Professional Engineer stamp and signature.
   - Site name and location.
   - Name of Surveyor who performed the survey of the stormwater facility.
   - Certify the stormwater facility has been built as designed and will function as designed.
   - Describe where the facility discharges and the affects downstream.
   - Describe current conditions of the facility and any maintenance needed.
   - Describe any long term maintenance issues.
   - Attach a copy of the Operation and Maintenance Plan that includes a schedule for routine maintenance activities and any site specific inspection procedures.
   - Provide a detail drawing for any alternative practices implemented on the site, e.g. infiltration areas, pervious surfaces, bioslopes, sand filters, proprietary devices, etc.
   - **Ponds & Other Facilities where applicable:**
     - Statement that you have re-run the hydraulic computer model and the facility will function as designed to control stormwater runoff for the designed storm events.
     - Statement that the facility contains the required storage volume and the outlet structure elevations and dimensions are as designed.
     - Statement that the facility will function properly and the volume and velocity of the stormwater discharged will be less than the predeveloped conditions.
     - Note the stabilization and soil compaction conditions of the dam and slopes.
     - Statement that spillway was built and will function as designed.
     - List the 100-year ponding elevation, outlet invert, top width of dam, side slopes, storage volumes and ponding depth.
     - Attach outlet control detail for each facility.
     - If underground system, engineer shall certify that all connections are properly made, bedding and backfill was completed per the specifications, and all material type, sizes, and elevations are per the plans and specifications. Any special access and inspection instructions for underground facilities should be noted in the Operation & Maintenance Plan.

9. A check payable to Coweta County Clerk of Court for $25 recording fee. No personal checks accepted.