



INSTRUCTIONS FOR PREPARING: STORMWATER MANAGEMENT / BMP FACILITIES OPERATION AND MAINTENANCE AGREEMENT

The following instructions are provided to help the applicant properly complete steps associated with this agreement.

- Day, date and Landowner are self-explanatory and must be provided
- Description of property should be provided in full, in the spaces provided
- **Project Name**
- **Project Number** as assigned by the City of Alexandria
- Specify the **Number**, and then the **Specific Type** of stormwater quality BMP facility. If different BMPs are employed for the same project, provide type and number of each being constructed.
- Attach a BMP Maintenance Schedule and Guideline for each BMP type.
- Execute and notarize the document in the spaces provided.
- T&ES staff will also execute and notarize the document.

*This document must be executed and recorded with the Land Records Division of the Alexandria Circuit Court. **The applicant must submit proof (i.e. Receipt) that this agreement has been recorded prior to release of site plan.***

The following shall be completed by the applicant prior to release of the Performance Bond (if applicable)

- The applicant must submit a written certification by a Registered Engineer or Licensed Surveyor that the BMP(s) have been constructed and installed as designed and in accordance with the Final Site Plan.
- Submit a certification by a qualified professional, to the satisfaction of the Director of T&ES, that any existing stormwater management facilities and associated conveyance systems adjacent to the project were not adversely affected by construction operations and that they are functioning.
- A copy of the BMP Operation and Maintenance Manual shall be submitted to the Division of Environmental Quality via written or digital media. A copy of the executed maintenance service contract made with a qualified private contractor shall be included in the Manual.