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.