



WATER QUALITY MANAGEMENT PLAN (WQMP) AND STORMWATER BEST MANAGEMENT PRACTICES TRANSFER, ACCESS AND MAINTENANCE AGREEMENT INSTRUCTIONS

In order for your project to receive approval, you will need to prepare a WQMP and Stormwater Best Management Practices Transfer, Access and Maintenance Agreement (Maintenance Agreement). ***Please contact the Department of Public Works, Environmental Management Division after the final WQMP is approved, and at least ten (10) business days prior to your project's construction being completed, to receive the current Maintenance Agreement template. You can contact the Environmental Management Division by phone, by calling (909) 387 – 8109, or by email, at evarga@dpw.sbcounty.gov.*** The Maintenance Agreement shall be completed and approved according to the procedure outlined below, and must include the following information and attachments:

1. Provide all written information requested in the Maintenance Agreement template, including project and property owner's signature(s).
2. Attach a legal description of the project location, as well as a legal description of the locations of where all proposed stormwater Best Management Practices will be constructed / installed, including a listing of the applicable Assessor's Parcel Numbers (APN). This page will be labeled as "EXHIBIT A, LEGAL DESCRIPTION".
3. Attach an 8.5" x 11" or 8.5" x 14" sized project plan sheet (labeled as "EXHIBIT B, BMP SITE PLAN"), illustrating the proposed stormwater Best Management Practices and maintenance / access points. Cross sections and other pertinent details of such measures shall also be included. (Plan should be legible)
4. Attach a completed Notary page, with notary's wet seal affixed, **and having the following statement inserted on the Notary page:**

"FOR: Maintenance Agreement, dated _____, for the project known as _____ (APN _____), as described in the WQMP dated _____."

5. Attach a copy of the cover sheet for the most current WQMP that was approved. The cover sheet must display the information that is requested in the most current WQMP Guidance and Template document. Please visit the Environmental Management Division's website for the current WQMP Guidance and Template document (http://www.sbcounty.gov/dpw/land/environmental_mgmt.asp).
6. The completed Maintenance Agreement (along with attachments) shall be submitted for review to:

Department of Public Works
Environmental Management Division
825 E. Third Street, Room 201
San Bernardino, CA 92415-0835



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7. Staff at the Environmental Management Division will review the Maintenance Agreement, and request any necessary changes.
8. When the Maintenance Agreement has been approved, the project and property owner(s) must sign the Maintenance Agreement and have his / her signature notarized.
9. The Maintenance Agreement will then be returned to the Environmental Management Division, where appropriate staff will obtain the notarized signature of the Director of Public Works (this may take up to ten (10) business days, depending on the Director's schedule and availability of the notary). Please provide a telephone number where you can be reached when the Maintenance Agreement is ready to be picked up for you to record.

Please Note: The Director of Public Works will not sign the Maintenance Agreement until the proposed Best Management Practices, as documented in the project WQMP, are constructed / installed, and all outstanding charges and invoices are paid.

10. The fully executed Maintenance Agreement must now be recorded at the San Bernardino County Recorder's Office at:

222 W. Hospitality Lane (behind the Souplantation restaurant)
San Bernardino, CA 92415-0018

11. A photocopy of the final recorded Maintenance Agreement must be returned to the Environmental Management Division. You must also show the recorded Maintenance Agreement to the Land Development Division of the Department of Public Works, in order to receive their final approval on your project.

If during project construction, there are any field changes to the stormwater Best Management Practices and maintenance / access points proposed in the WQMP, then the WQMP must be revised and re-submitted for approval by the County, and a new Maintenance Agreement must also be completed and re-submitted for approval by the County, according to the procedure outlined above.

If you have any further questions about this process, please call the Environmental Management Division, County Stormwater Program, at (909) 387-8109.