

PREPARATION GUIDELINES FOR OPERATION AND MAINTENANCE SITE PLAN

Overview

The City of Glendale requires that a Maintenance Site Plan (Plan) be submitted for all projects including a permanent post construction Best Management Practice (BMP). The Plan shall consist of a single sheet, 24"x36" that includes all the necessary information for long-term maintenance of the site, and shall generally conform to the attached half-size examples and the guidelines that follow. Graphical elements included on the sheet are to reflect as-built Record Drawing information associated with the completed project.

Contents of Maintenance Site Plan

The following outline shall be used to guide the development of the Maintenance Site Plan. Some items may not apply to all projects, and any unique features may warrant inclusion of additional information if pertinent to the anticipated maintenance of the site.

Section 1 - Project Information- can be listed in drawing title, as shown in example.

- 1.0 General Information
 - A. Property Owner - Including contact number
 - B. Design Engineer- Including contact number
 - C. Project Completion Date
 - D. Glendale Approval Block
- 1.1 Hydraulic Information
 - A. Flow Rates- All applicable flow rates should be listed, e.g. base flow, design flow, any storm flows that were evaluated, etc. Detention facilities should include inflow and outflow rates.
 - B. Facility Description- Include additional design information for the facility, including volumes, water surface elevations, and surface types for forebays and micropools.
 - C. Outlet Type
 - D. WQCV Drain Time
- 1.2 Miscellaneous Information
 - A. Project Survey Information- Include survey control information and at least one on-site "Maintenance Control Point" established during construction for use during maintenance activities.
 - B. Seed Mix
 - C. Mow Area- Include area in acres and description of mow limits.
 - D. Long Term Monitoring Requirements- If applicable, list monitoring requirements such as 404 Permit Reports or any other required monitoring.

Section 2 - Project Notes

- 2.0 General Facility Description- Include function, flow source, flow pattern through project, any special features, and any additional information that may be helpful in understanding the basic workings of the facility.
- 2.1 Maintenance Notes
 - A. Maintenance Frequency
 - B. Equipment and Special Tools Required
 - C. Power Source (*if applicable*)

2.2 Maintenance Procedure

- A. Dewatering
- B. Sediment Removal
- C. Debris Removal
- D. Site Inspection- List all general features and equipment that should be inspected to ascertain additional maintenance needs. See attached examples.
- E. Materials Testing- List any contaminant testing requirements for sediment removed from the pond.
- F. Post-Maintenance Considerations- Any additional maintenance-related tasks should be listed here. These may include restoring flow patterns, replacing or removing stoplogs, or additional cleanup requirements.

Section 3 – Site Plan

3.0 Vicinity Map

3.1 Plan View- All major features of the facility should be labeled, including the following:

- Trickle Channel
- Forebay, longest reach distance required from access road
- Micropool, longest reach distance required from access road
- Entrance Structure
- Outlet Structure

In addition, special maintenance-related information should be identified:

- Maintenance Control Pont location and elevation
- Maintenance entrance / access road / gates / turnarounds. List applicable information such as road material, width, maximum grade, etc.
- Power source
- Weight-restricted areas
- Wetland or natural areas to avoid

3.2 Hydraulic Profile

- Major features
- Permanent pool elevations
- Other applicable water surface elevations
- Flow direction
- Shading identifying forebay and micropool sediment removal zones

Section 4 – Details (relevant to the BMP on site- Rain Garden/PLD, EDB, Sand Filter Basin, etc)

4.0 Trickle Channel Section

4.1 Maintenance Road/Access

4.2 Inlet Structure(s)

4.3 Forebay Release Structure

4.4 Outlet Structure

Submittal Requirements

The Engineer shall submit one 24"x36" and one 11"x17" Maintenance Site Plan with the project's as-built Record Drawings. Any comments shall be addressed by the Engineer until approval has been granted by the City. Once approval has been granted, the final submittal shall include:

- Two 24"x36" Maintenance Site Plans (one mylar, one bond)
- One 11"x17" plan
- CD-ROM containing the AutoCAD file and a PDF of the plan