Appendix D provides blank forms and checklist(s) that the project applicant can use for submittal to the Watershed Protection Division of the City of Los Angeles as part of the project approval process. Samples are also provided for guidance in preparing the forms. The following is a list of the attached forms:

<table>
<thead>
<tr>
<th>BLANK FORMS</th>
<th>SAMPLE FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LID/SUSMP/SITE SPECIFIC PLAN CHECK LIST</td>
<td>C&amp;A</td>
</tr>
<tr>
<td>STORMWATER OBSERVATION REPORT</td>
<td>TERMINATION OF C&amp;A</td>
</tr>
<tr>
<td>COVENANT &amp; AGREEMENT (C&amp;A)</td>
<td>OPERATIONS AND MAINTENANCE (O&amp;M) PLAN</td>
</tr>
<tr>
<td>TERMINATION OF C&amp;A</td>
<td>CLEARANCE SUMMARY WORKSHEET</td>
</tr>
</tbody>
</table>
The following is a list of outstanding items that are required in order for the project to be approved by the WPD for compliance with the stormwater runoff requirements:

- Complete the Project Summary Clearance Form
- Provide treatment train BMP to pre-treat and infiltrate/retain/reuse the first 0.75-inch rain event as required by the City of Los Angeles' LID Ordinance and the Regional Board NPDES permit.
- Provide soil report addressing infiltration feasibility (include percolation test).
- Obtain approval from Building and Safety, Grading Division on the location of the proposed infiltration system, and include a copy of approval on plans.
- Show on plans detail drawings (w/size & model) of the BMP device(s) including inlet and outlet elevations.
- Show on plans roof drainage layout and connection(s) to treatment system(s). Include riser diagram.
- Submit completed Covenant & Agreement (C&A) Form with Operation and Maintenance (O&M) Plan for approval and signature prior to County recordation. Terminate old C&A.
- Submit letter of authority for the individual(s) signing the Covenant and Agreement (original copy).
- Stencil at all drainage inlets (i.e. catch basins, trench drains). Stencil requirements shall be noted on plans.
- Label Trash Enclosures and show detail on plans.
- Identify Vegetated areas on plans. Add a note “All slopes must be vegetated” on plans.
- Provide Hydrology Calculation to determine the volume (Vm) and/or flow rate (Qpm) of mitigated Stormwater runoff for each treatment system of a sub-drainage area. Show selected BMP type and size.
- Provide four (4) sets of full size plans with Engineer’s wet stamp and signature at the final SIGN OFF.
- Obtain infiltration approval from the Upper Los Angeles Watermaster.
- Obtain stormwater use approval from County of Los Angeles, Department of Public Health.
- Return marked up plans with resubmittal.
- Others:

For additional information: www.lastormwater.org/green-la/low-impact-development/lid-documents/
## Project Summary Clearance Form

<table>
<thead>
<tr>
<th>Permit Application #</th>
<th>BMP3 - Type</th>
<th>Development Type</th>
<th>BMP3 - Quantity</th>
<th>Redevelopment ? ( Y  N  )</th>
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<tr>
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<td>APN #</td>
<td>Phone #</td>
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<td>Zip Code</td>
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<td>/</td>
<td>/</td>
<td>WPD Staff</td>
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<td>Development Pervious Area (Acre)</td>
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<td>/</td>
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<tr>
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<td>V&lt;sub&gt;m&lt;/sub&gt; _______ FT3 Or _________ Gal.</td>
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<td>/</td>
<td>/</td>
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<td>BMP2 - Size</td>
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<tr>
<td>Other Permit Applications</td>
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</tbody>
</table>


STORMWATER OBSERVATION REPORT FORM

LOW IMPACT DEVELOPMENT –
STANDARD URBAN STORMWATER MITIGATION PLAN (SUSMP) -
SITE SPECIFIC MITIGATION PLAN –

STORMWATER OBSERVATION means the visual observation of the stormwater related Best Management Practices (BMPs) for conformance with the approved LID/SUSMP/Site Specific Mitigation Plan at significant construction stages and at completion of the project. Stormwater observation does not include or waive the responsibility for the inspections required by Section 108 or other sections of the City of Los Angeles Building Code.

STORMWATER OBSERVATION must be performed by the engineer or architect responsible for the approved LID/SUSMP/Site Specific Mitigation Plan or designated staff in their employment.

STORMWATER OBSERVATION REPORT must be signed and stamped (see below) by the engineer or architect responsible for the approved LID/SUSMP/Site Specific Plan and submitted to the city prior to the issuance to the certificate of occupancy.

<table>
<thead>
<tr>
<th>Project Address:</th>
<th>Building Permit No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Engineer or Architect responsible for the approved LID/SUSMP/Site Specific Mitigation Plan:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of LID/SUSMP/Site Specific Mitigation Plan Observer:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE:

1. I AM THE ENGINEER OR ARCHITECT RESPONSIBLE FOR THE APPROVED LID/SUSMP/SITE SPECIFIC MITIGATION PLAN, AND

2. I, OR DESIGNATED STAFF UNDER MY RESPONSIBLE CHARGE, HAS PERFORMED THE REQUIRED SITE VISITS AT EACH SIGNIFICANT CONSTRUCTION STAGE AND AT COMPLETION TO VERIFY THAT THE BEST MANAGEMENT PRACTICES AS SHOWN ON THE APPROVED PLAN HAVE BEEN CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH THE APPROVED LID/SUSMP/SITE SPECIFIC MITIGATION PLAN.

__________________________________________  _______________________
Signature                                      Date

Stamp of Engineer or Architect responsible
Appendix D: Plan Check Review Forms

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INSTRUCTIONS FOR FILING COVENANT AND AGREEMENT FORMS

Note: This Covenant & Agreement Form is for Ministerial and Discretionary Projects.

1. Fill out, in **BLACK INK ONLY**, one copy of the Covenant and Agreement Form.

2. Property owner(s) must print and sign their name(s) – signature(s) must be notarized.

3. Submit the completed Covenant & Agreement (C&A) Form with the Operation and Maintenance (O&M) Plan to the Watershed Protection Division Bureau of Sanitation for approval and signature.

4. Record the C&A Form and the O&M Plan with the Los Angeles County Registrar-Recorder and obtain a **certified** copy. County Recorder located at:
   
   1) 12400 Imperial Highway  
       Norwalk, CA  90650  
       (Near the intersection of the 5 and 605 freeways)

   2) 14340 Sylvan Street  
      Van Nuys, CA  91401  
      (Near Van Nuys City Hall)

5. Return the certified copy of the recorded form to the Watershed Protection Division requiring the covenant (should be a purple stamp on the back of the last document recorded).

**FINAL APPROVAL/CLEARANCE WILL ONLY BE GRANTED UPON WPD RECEIPT OF THE CERTIFIED COPY OF THE C&A WITH THE O&M.**
Recording requested by and mail to:

Name:________________________________________________________________________

Address:_______________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**********************************************************
Space above this line for Recorder’s use **********************************************************

MASTER COVENANT AND AGREEMENT
REGARDING ON-SITE STORMWATER TREATMENT DEVICES MAINTENANCE

The undersigned hereby certifies I am (we are) the owner(s) of the hereinafter legally described real property located in the City of Los Angeles, County of Los Angeles, State of California (please give the legal description):

Site Address

And in consideration of the City of Los Angeles allowing ____________________________________________________________ on said property, we do hereby covenant and agree to and with said City to maintain according to the Operation & Maintenance Plan (Attachment 1), all on-site structural stormwater pollution removal devices including but not limited to: Detention/Sedimentation System, Filtration Systems, Infiltration Systems, Oil and Water Separators, Water Quality Inlets and Dry Wells. The specific structural Stormwater Treatment Devices are listed as follows:

This covenant and agreement shall run with the land and shall be binding upon any future owners, encumbrance, their successors, heirs or assigns including any Home Owner Associations (HOAs) and shall continue in effect until the Bureau of Sanitation of the City of Los Angeles approves its termination.

_________________________________________      ________________________________________
(Print Name of Property Owner)     (Print Name of Property Owner)

_________________________________________    ________________________________________
(Signature of Property Owner)       (Signature of Property Owner)

Dated this _________ day of ____________ 20____.

**********************************************************
Space below this line for Notary’s use **********************************************************

ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On ___________________________ before me, ________________________________________ (name and title of officer), a Notary Public, personally appeared ________________________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____________________________________    (SEAL)

Notary Public Signature

**********************************************************
Space below this line for Bureau use **********************************************************

Permit No. ______________________________________
Attachment 1 – O&M Plan included?  Y____ N____

Approved for recording by _____________________________________________ Date: __________________________
(Watershed Protection Division)
Recording requested by and mail to:

**Name:**  
**Address:**

---

**MASTER COVENANT AND AGREEMENT**

**REGARDING ON-SITE STORMWATER TREATMENT DEVICES MAINTENANCE**

The undersigned hereby certifies I am (we are) the owner(s) of the hereinafter legally described real property located in the City of Los Angeles, County of Los Angeles, State of California (please give the legal description):

**Lot 77 and 78, Tract No. 00000, City and County of Los Angeles, State of California (or provide attachment)**

**Site Address:**

11111 Street Name, Los Angeles, CA 90000

And in consideration of the City of Los Angeles allowing **Commercial Development** on said property, we do hereby covenant and agree to and with said City to maintain according to the Operation & Maintenance Plan (Attachment 1), all on-site structural stormwater pollution removal devices including but not limited to: Detention/Sedimentation System, Filtration Systems, Infiltration Systems, Oil and Water Separators, Water Quality Inlets and Dry Wells. The specific structural Stormwater Treatment Devices are listed as follows:

One catch basin filter insert, 200 square feet flow through planter box, 800 cubic feet infiltration system, and 1200 gallons cistern system for sub-surface drip irrigation per approved plans

This covenant and agreement shall run with the land and shall be binding upon any future owners, encumbrance, their successors, heirs or assigns including any Home Owner Associations (HOAs) and shall continue in effect until the Bureau of Sanitation of the City of Los Angeles approves its termination.

**John Doe**

(Priint Name of Property Owner) (Print Name of Property Owner)

(to be Signed by owner or authorized representative) (Signature of Property Owner)

Dated this _________ day of ____________ 20____.

---

**ALL-PURPOSE ACKNOWLEDGMENT**

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On ___________________________ before me, ________________________________________ (name and title of officer), a Notary Public, personally appeared ______________________________ __________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public Signature

---

**Permit No. __________________________________**

Attachment 1 – O&M Plan included? **Y** **N**

Approved for recording by __________________________________ Date: __________________________

(Watershed Protection Division)
Catch Basin Filter Insert

The inspection and maintenance program will include the following key components:

1. **Regular Sweeping and Removal of Debris:**
   Vehicle parking lot will be swept on a regular basis. Sediment and debris (litter, leaves, papers and cans, etc.) within the area, especially around the drainage inlet, will be collected and removed. The frequency of sweeping will be based on the amount of sediment and debris generated.

2. **Regular Inspections:**
   The catch basin, downspout, or trench drain filter insert will be inspected on a regular basis. The frequency of inspection will be based on pollutant loading, amount of debris, leaves, etc., and amount of runoff. At a minimum, there will be three inspections per year.

3. **Conduct of The Visual Inspections:**
   a. Broom sweep around the inlet and remove the inlet grate.
   b. Inspect the filter liner for serviceability. If called for, the filter body will be replaced.
   c. Check the condition of the adsorbent pouches and visually check the condition of the enclosed adsorbent. If the surface of the granules is more than 50% coated with a dark gray or black substance, the pouches will be replaced with new ones.
   d. Check for loose or missing nuts (on some models) and gaps between the filter and the inlet wall, which would allow bypass of the filter during low flows.
   e. The filter components will be replaced in the inlet and the grate replaced.

4. **Cleaning Out The Filter Insert:**
   Regardless of the model of filter insert, the devices must be cleaned out on a recurring basis. The manufacturer recommends at least three cleanings per year – more in high exposure areas. For the Hydro-Cartridge filters, the filter must be cleaned when the solids level reaches close to the full tip.
   a. The Standard Filter, in most cases, can be cleaned out by removing the device from the inlet and dumping the contents into a DOT approved drum for later disposal. If the oil-absorbent pouches need to be changed, the time to change them is immediately after dumping and before the filter is replaced in the inlet.
   b. Because of weight, method of installation and so forth, some filter inserts will be cleaned with the aid of a vector truck. If necessary, the oil-absorbent pouches will be changed after the pollutants have been removed and as the filter is being returned to service.

5. **Stenciling**
   Legibility of stencils and/ or signs at all storm drain inlets and catch basins within the project area must be maintained at all time.

Flow Through Planter Area

The inspection and maintenance program will include the following key components:

Filtration planters remove stormwater pollutants through a combination of overland flow through vegetation, surface detention, and filtration through soil. Frequent inspection and maintenance is required until vegetation becomes established. Thereafter, routine maintenance requirements are considered minimal.

Typical routine maintenance consists of the following:
Attachment – 1 Cont.:
Operation and Maintenance Plan at 1111 Street Name, Los Angeles, CA 90000

a. Inspect soil and plantings. Remove weeds, prune vegetation and replenish mulch as needed. Clear any obstructions and remove any accumulation of sediment.
b. Inspect side slopes for evidence of instability or erosion and correct as necessary.
c. Observe soil at the bottom of the ponding area for uniform percolation throughout. If portions of the area do not drain within 48 hours after the end of a storm, the soil should be tilled and replanted. Remove any debris or accumulated sediment.
d. Examine the vegetation to insure that it is healthy and dense enough to provide filtering and to protect soils from erosion. Confirm that irrigation is adequate and not excessive. Replace dead plants and remove invasive vegetation.
e. Abate any potential vectors by filling holes in the surface and around the ponding area. If mosquito larvae are present and persistent, contact the County Vector Control District for information and advice. Mosquito larvicides should be applied only when absolutely necessary and then only by a licensed individual or contractor.

**Infiltration System**

The Inspection and Maintenance Program will include the following key components:

1. **Inspection:**
   a. For new installations – The condition of the infiltration system will be checked after the first several runoff events after installation. The visual inspection will ascertain that the trench is functioning properly and no flooding or standing water is occurring.

   b. Ongoing inspection – The infiltration system will be inspected through an observation well. Inspection will be performed at the beginning of the rain season and within 72 hours of a significant rain event to ensure there is no standing water in the basin system. Inspection observations will be recorded in a maintenance log.

2. **Maintenance:**
   a. The upstream filters, if any, must be properly maintained per the maintenance plan for filters.

   b. The infiltration system will be replaced when standing water remains 72 hours after a storm event.

**Maintenance Log**

Keep a log of all inspection and maintenance performed on the Catch Basin Filter Inserts, Flow Through Planter Box, Infiltration System, and Cistern System. Keep this log on-site.
INSTRUCTIONS FOR FILING TERMINATION OF COVENANT AND AGREEMENT FORMS

**Note:** This Termination of Covenant & Agreement Form is to be used to terminate existing Covenant & Agreement Forms for Ministerial and Discretionary Projects.

1. Fill out, in **BLACK INK ONLY**, one copy of the Termination of Covenant and Agreement Form.

2. Property owner(s) must print and sign their name(s).

3. Submit the completed Termination of Covenant & Agreement (C&A) Form to the Watershed Protection Division Bureau of Sanitation for termination approval and signature – **City staff signature must be notarized**.

4. Record the C&A Form with the Los Angeles County Registrar-Recorder and obtain a **certified** copy. County Recorder located at:

   1) 12400 Imperial Highway  
      Norwalk, CA  90650  
      (Near the intersection of the 5 and 605 freeways)

   2) 14340 Sylvan Street  
      Van Nuys, CA  91401  
      (Near Van Nuys City Hall)

5. Return the **certified** copy of the recorded form to the Watershed Protection Division requiring the covenant (should be a purple stamp on the back of the last document recorded).
MASTER TERMINATION OF COVENANT AND AGREEMENT
REGARDING ON-SITE BMP MAINTENANCE

The undersigned hereby certifies I am (we are) the owner(s) of the hereinafter legally described real property located in the City of Los Angeles, County of Los Angeles, State of California (please give the legal description):

Site Address

We do hereby, with approval of the City of Los Angeles, Bureau of Sanitation, terminate the covenant and agreement entered into with the City of Los Angeles as recorded on the ________ day of ________________________ 20 _____, as Document No. ________________________________.

This covenant and agreement is terminated for the reason that:

_________________________________________

_________________________________________

(Print Name of Property Owner)      (Print Name of Property Owner)

(Signature of Property Owner)       (Signature of Property Owner)

Dated this _________ day of ____________ 20____.

Termination approved by: ____________________________ Date: ____________________________

(Watershed Protection Division)

ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On ___________________________ before me, ____________________________ (name and title of officer), a Notary Public, personally appeared ____________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____________________________    (SEAL)

Notary Public Signature