

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)
 - 3) 11702 S. La Cienega Blvd., 6th Floor
Los Angeles, CA 90045
(LAX Courthouse)
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 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 _____

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 O&M 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 BMPs are listed as follows:

This covenant and agreement shall run with the land and shall be binding upon any future owners, encumbrancers, their successors, heirs or assigns 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, _____, 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 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: Department of Public Works, Bureau of Sanitation

(Watershed Protection Division Signature) Date: _____

(Print Name) Title: Engineering Associate

SAMPLE

Recording requested by and mail to:

Name: Developer's Name

Address: Developer's Mailing 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):

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 Angles, CA 90000**

And in consideration of the City of Los Angeles allowing **Commercial/Residential 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

(Print Name of Property Owner)

(Print Name of Property Owner)

(to be Signed by owner or authorized representative)

(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)

Attachment – 1

Operation and Maintenance Plan at 1111 Street Name, Los Angeles, CA 90000

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.

Cistern System

During rain events, irrigation is automatically suspended by means of rain sensor interrupt, or manually shutoff at the controller. The cistern pump may be operated to pump the stored water out into the landscape area(s) after 24-hour of a rain event for a period of 48 hours. Total drawdown time is 72 hours.

Inspection and maintenance of the cistern tank and pump system shall be conducted in accordance with the manufacturers specification. All leaks shall be repaired.

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.