



INSTRUCTIONS FOR FILING A STANDARD URBAN STORM WATER MITIGATION PLAN (SUSMP) OPERATING & MAINTENANCE AGREEMENT FORM

1. Fill out one copy of the Operating and Maintenance (O&M) Agreement Form in BLACK INK ONLY.
2. Property owner(s) must print and sign their name(s). – **Property owner(s) signature(s) must be notarized after the O&M Agreement Form is approved, reviewed, and signed by the City.**
3. The O&M Plan, as shown on the final SUSMP Plan permitted by the City, must be attached to the O&M Agreement Form.
4. Submit the signed O&M Agreement Form with the attached approved SUSMP O&M Plan to the City's Senior Management Analyst (3621 Bell Avenue, 310.802.5363) for approval and signature.
5. Have the O&M Agreement Form notarized – **City staff signature must be notarized.**
6. Record the O&M Agreement Form with the Los Angeles County Registrar-Recorder and obtain a certified copy.
7. Return the certified copy of the recorded O&M Agreement Form with attached O&M SUSMP Plan to the City's Senior Management Analyst. Once the certified copy has been returned, the project building or grading permit will be issued.

Recording requested by and Mail to:
City of Manhattan Beach
3621 Bell Avenue
Manhattan Beach, CA 90266

*****Space Above This Line For Recorder's Use*****

Operating and Maintenance Agreement Form
Regarding On-Site Storm Water Pollution BMPs and Mitigation Devices

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

Site Address:_____

As the legal owner(s) of the property indicated above and for the mutual benefit of future purchasers, their heirs, successors, and assigns, do hereby fix the following protective conditions to which their property, or portions thereof, shall be held, sold and/or conveyed. We agree to install, maintain and service all storm water pollution mitigation devices and BMPs according to the final SUSMP Plan as permitted by the City for said property: Permit No. _____ (Attachment 1).

The legal property owner(s) shall conduct a maintenance and repair inspection of the on-site storm water pollution mitigation devices and BMPs as shown on the final SUSMP Plan as permitted by the City at least once a year and shall retain proof of the inspection. Said maintenance inspection shall verify the legibility of all required stencils and signs and shall repaint and label as necessary.

A professional civil engineer, registered in the State of California, shall certify that the annual maintenance inspection was completed and that the site BMPs are in compliance with the final SUSMP Plan as permitted by the City. The property owner(s) shall send this certified proof to the City by the first day of October each year. The legal property owner(s) shall provide a copy of this O&M Agreement Form and Attachment 1 to the new owner with any sale of the said property.

(Print Name of Property Owner)

(Signature of Property Owner)

(Print Name of Property Owner)

(Signature of Property Owner)

Dated this ____ day of _____ 20____.

*****Space Below This Line For Notary's Use*****

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On _____ before me, _____ (name and title of officer), personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within Maintenance Agreement Form 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 said form the person(s), or the entity upon behalf of which the person(s) acted, executed the said form.

WITNESS my hand and official seal.

(SEAL)
Notary Public Signature

*****Space Below This Line For City Use*****

Permit No. _____
Attachment 1 SUSMP Plan included? Y__ N__

Approved for recording by: _____ Date: _____
(Senior Management Analyst)