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March 26, 2007

Requirements For Stormwater Facility Inspection And Maintenance Manuals
Township of Ocean
399 Monmouth Road
Oakhurst, NJ 07755

(note: items are listed in order of appearance within the manual booklet)

A. Cover Page

1. Title

2. Location / street address

3. Location / block, lot and tax map sheet no.

4. Printed name, signature, date, seal of NJ Licensed PE preparing the document; Engineer's business and postal address(es) and telephone number(s)

B. An executed original copy of the Township's "Acceptance of Responsibility" statement (appended hereto). The responsible party shall be the owner of the property.

C. Table of Contents

D. General Information

1. Site Operator (tenant if operator is other than Owner) including telephone number(s), contact person(s) and normal business hours

2. Contact 24-hour telephone numbers for emergency use

   a. Property Owner or that of his legal representative

   b. Tenant (if applicable)

3. Onsite Location / availability of the Maintenance Manual and completed Inspection Logs - - the document shall identify exactly where onsite the inspection and maintenance log shall be kept and exactly how it will be made available to Township authorities.

4. Onsite location(s) / availability special viewing or measuring devices for inspection of facilities - - appropriate/approved measuring device(s) for determining the depths/volumes of accumulated sediment and/or oil within water quality structures shall be kept onsite at all times; the document

shall identify exactly where onsite the device shall be kept and exactly how it will be made available to Township authorities

E. Executed / filed copy of Township's Stormwater Management Easement and Escrow Fund Agreement

F. The Township's standard schedule for Responsive SWM Maintenance Activities (appended hereto).

G. Description of Onsite Stormwater Management Facilities

The SWM system diagram shall be illustrated on one (or more) 11" x 17" sheets and shall include all details of the SWM system. The diagram shall include all structures, conduits and appurtenances with design information regarding sizes, types, materials, elevations, slopes, etc., of elements. Each element of the SWM installation shall be identified with a unique label or number (eg., DMH1, Pipe2, HW3, WQS4, etc.)

H. "Maintenance / Inspection Forms":

1. The 'timing' designations should include monthly, quarterly, semi-annual and annual categories - for convenience, a separate form shall be provided for each inspection frequency required by components of the system - - i.e., one form shall contain all system elements requiring monthly inspections, a second form shall contain all system elements requiring quarterly inspections, etc.

2. The rating system should be (S) or unsatisfactory (U). If unsatisfactory, an immediate action is required (repair or replace). A space for comments or remarks should be provided.

3. In addition to general areas (eg., 'upland' areas, basin floor, etc.) each numbered element of the SWM installation depicted upon the system diagram shall be individually included within the inspection checklist or form.

4. the form shall be divided into sections based upon

(a typical inspection form sheet is provided, with these comments)

Please place supplementary information such as the Manufacturer's info regarding Stormceptor units in appropriate appendices referenced in the Table of Contents and the body of the "Description of Onsite Stormwater Management Facilities" section of the report.