



INSTRUCTIONS

PRIVATELY OWNED DECLARATION OF COVENANTS RELATED TO MAINTENANCE OF STORMWATER FACILITIES BEST MANAGEMENT PRACTICES (BMP's)

INSTRUCTIONS TO PREPARER:

The following document serves as instructional guidance for a Declaration of Covenants Related to Maintenance (DOC) with attachments for all privately owned or commonly owned Low Impact Design Best Management Practice Features (LID BMP features) which are required by the Town to be completed.

By following the details outlined in these instructions early on in your submittal process, it will ensure a more efficient and effective Final Sign-Off of the LID document submittals, allowing for the Certificate of Occupancy to be issued. It should be noted that this document along with a final inspection only meets the Storm Water Final Sign-Off portion of the Certificate of Occupancy, for other requirements check with the Towns Building Department.

Declaration of Covenant for Maintenance of LID BMP Features

1. Prepare a draft DOC and submit it as part of your DRAFT Final Storm Water LID Submittal for Town review and comment.
2. Fill in the "Fillable Form" - Declaration of Covenant for Maintenance. It is self-explanatory.
3. have the Owner sign all DOCs so you are ready to record at the Sonoma County Recorder's office as soon as construction of your LID features are complete.

If you are having trouble with it, let us know how we can help. We have made it a fillable form, so the legal language does not get changed. See contact info below.

Exhibit A – Legal Property Description

4. Please provide a Legal Description of each Property.

Exhibit B – Operations and Maintenance Plan

5. Use the Template provided by the Town to create your Operations and Maintenance Plan for privately owned features.

-In the O&M Plan, instructions and notes in **yellow highlight** should be deleted prior to submittal.

-Replace all information in **[brackets]** with your project-specific information.

-If your project contains Privately owned LID BMPs and does not contain Common Area LID BMP features, remove all reference to Common Area LID features in this document and likewise if the reverse were true.



Please Note: A separate submittal (Not a DOC) should be prepared for Public Right of Way LID features and these features are not required to have a DOC. Please refer to separate instructions for Publicly owned LID BMP features, if needed.

Your DOC and Attachments should be submitted in hard copy and .pdf format. Check with Town staff for submittal instructions.

Please write the DOC Operation and Maintenance Plan in the present tense as if it is already constructed and all agreements are executed, and the owner is reading the document. Please call the Town's Municipal Storm Water Program Manager at 707-838-1009 for additional help.

Record DOC with Sonoma County

When the Draft DOC with exhibits and signatures have been Town approved and construction is complete on the LID features, but several weeks before occupancy is given,

6. Update all tables, maps, details and figures from the Operation and Maintenance Plan and have the DOC recorded with the County of Sonoma Records Office.
7. Have the Notary form acknowledgment completed and certified.
8. Make sure the Town gets the recorded copy sent directly to the Town of Windsor, Public Works Dept. 8400 Windsor Road, Windsor, CA. 95492. The Recorded DOC with Attachments should be sent the Town and received PRIOR to the Town Building permit sign off and final occupancy.

Revision Date: January 16, 2020