

EXHIBIT A

{For properties that are not a part of a residential or commercial subdivision, provide the parcel number and a legal description for the property.}

OR

{For properties that are a LOT in a commercial subdivision, provide the LOT and parcel number and refer to the newly recorded subdivision by the title it is recorded by in the Utah County Recorder's Office.}

OR

{For properties that are a private residential subdivision, refer to the newly recorded subdivision by the title it is recorded by in the Utah County Recorder's Office.}

Long Term Storm Water Maintenance Plan
for:

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SECTION 1: PURPOSE AND RESPONSIBILITY

As required by the Clean Water Act and resultant local regulations, including City of Orem's Municipal Separate Storm Sewer Systems (MS4) Permit, those who develop land are required to build and maintain systems to minimize contaminants in runoff that pollute waters of the State.

The purpose of this Long Term Storm Water Management Plan (LTSWMP) is to manage operations at _____ in order to minimize pollutants in both storm water and non-storm water runoff, and to minimize litter from blowing off the site. This LTSWMP describes the systems, operations and the minimum standard operating procedures (SOPs) necessary to accomplish this purpose. Any other activities or site operations at this property that contaminate water entering waters of the state must be prohibited, unless SOPs are written to manage those activities or operations, and this LTSWMP is amended to include those SOPs. A copy of this document is to be kept by the HOA, and the HOA is responsible for implementing and abiding by the SOPs listed within.

SECTION 2: POLLUTANTS AND SOURCES

Instructions:

- List site operations that can pollute the storm water.
- List site infrastructure that, when unmaintained, can pollute the storm water.
- Identify the pollutants typical with each site operation and site infrastructure.
- The list below is a guide only. Add and remove items as necessary that are applicable to your site.
- Special instruction language to Owner, staff and sub-contractors may need to be included in **Section 2** to ensure specific operations are always conducted indoors in controlled conditions. Reference operations required by other regulatory agencies or operations that warrant special direction to ensure those operations do not get exposed to the environment such as waste that must be contained, collected indoors and transferred to hazardous wastes facilities. Typically this will be waste that is prohibited from the site's outside dumpster and operations that must be performed indoors. Include this instruction in paragraph form before or after the table.

POLLUTANTS AND SOURCES

Pollutant Sources	Sediment	Nutrients	Heavy Metals	pH (acids and bases)	Pesticides & Herbicides	Oil & Grease	Bacteria & Viruses	Trash, Debris, Solids	Other pollutant	Notes
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SECTION 3: DESCRIPTION OF SITE SYSTEMS AND OPERATIONS AND THEIR CONTRIBUTION OR PREVENTION OF POLLUTANTS

Instructions:

- Describe site infrastructure, structural controls and any low impact designs (LIDs) that are included to control and contain pollutants. Identify the limitations of the infrastructure at controlling and containing pollutants.
- Describe operations both business functions and maintenance that will generate pollutants.
- Briefly identify the need for SOPs that are necessary to compensate for the limitations of the site infrastructure and operations. Create SOPs that will govern the site functions, and maintenance operations.

[Describe, site infrastructure, and operations in relation to their contribution or prevention of pollutants generated on this site. The listed infrastructure is typical for most sites, however, the designer is required to add the unique site infrastructure needing controls and may also remove any of standard infrastructure listed that does not apply. Generally most sites will have the following infrastructure and how it is operated and maintained will affect runoff:]

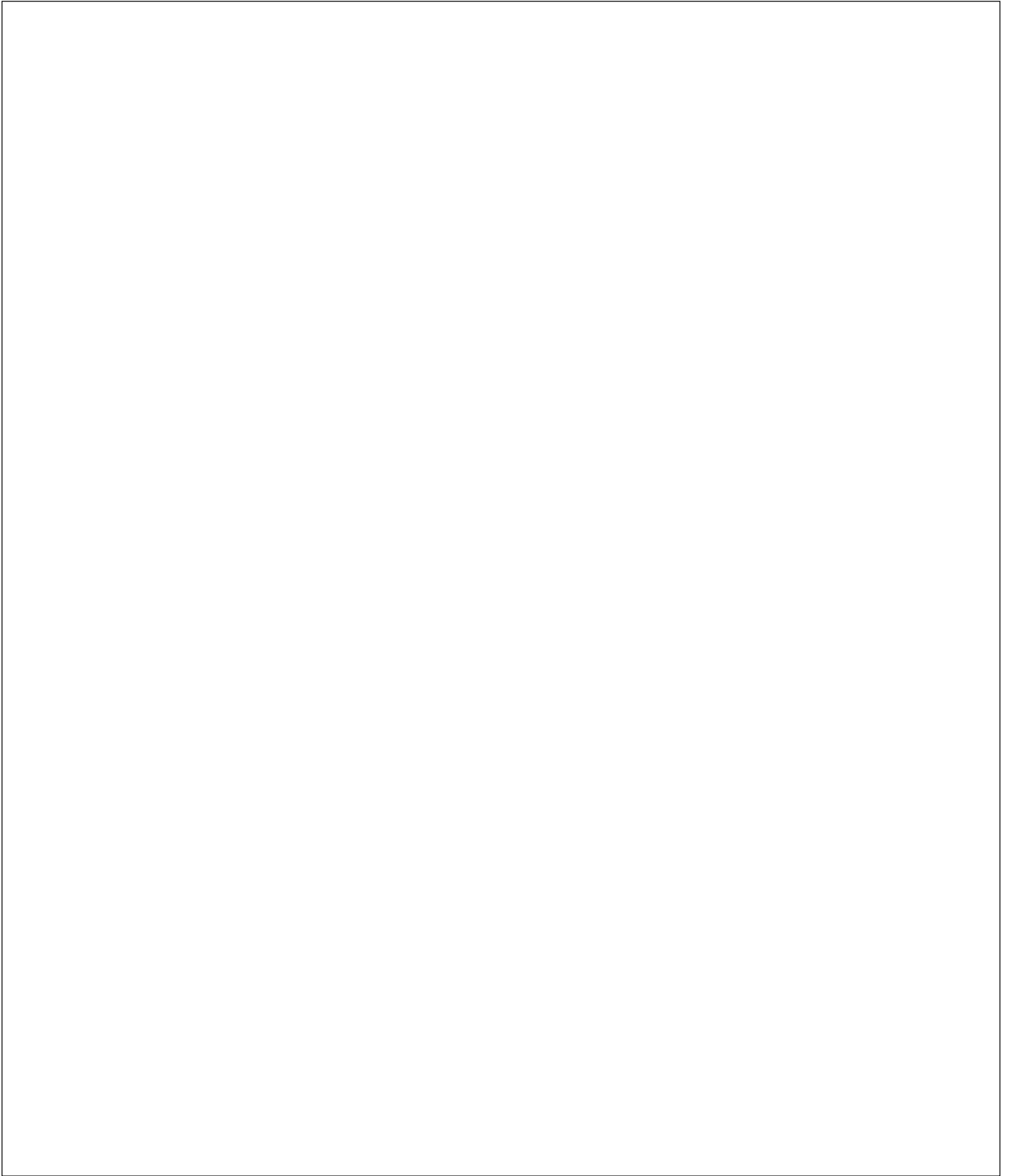
[Describe the vegetative or xeriscape infrastructure and how its presence and maintenance impacts water quality. When the landscape design includes LID infrastructure, describe the benefits. Incorporating LID designs into landscape infrastructure that can reduce the level of controls necessary for SOPs.]

[Describe the storm water system including surface impoundment, conveyance system and structural water quality infrastructure and how its presence and maintenance impacts water quality. Incorporating LID and structural water quality device designs into storm water infrastructure can reduce the level of controls necessary for SOPs.]

[Describe the necessary snow and ice operation and how its necessity and maintenance impacts water quality. Incorporating LID designs into snow and ice removal infrastructure can reduce the level of controls necessary for SOPs.]

[Describe any outside storage infrastructure or operations and how its necessity and maintenance impacts water quality. Incorporating LID designs into equipment storage infrastructure can reduce the level of controls necessary for SOPs.]

[Describe infrastructure limitations at controlling and containing spills. Incorporating LID design into the infrastructure intended to minimize spills reaching waterways can reduce the level of controls necessary for SOPs.]



SECTION 4: TRAINING

The owners of this property shall ensure that the property operators know and understand their responsibility to train subcontractors that their employees and subcontractors know and understand the SOPs that are necessary to effectively maintain the property, in order to contain pollutants associated with operations related to the site. This training record is kept in Training Logs .

SECTION 5: RECORDKEEPING AND SITE INSPECTIONS

The owners of the property shall require a records to be kept. Operation activities in accordance with SOPs written specifically for this property. Mail a copy of the record to the Orem City Storm Water Section annually. (Attention to: Storm Water Project Manager 1450 W 550 N Orem UT, 84057 or E-mail a copy to swmp@orem.org)

SECTION 6: APPENDICES

Instructions:

- Include all drawings, details, SOPs and other supporting information referenced in Sections 1-5, the information specified by the Appendix titles and any other specifics necessary to complete this Long Term Storm Water Management Plan.
- Ensure the LTSWMP is updated with any site plan as-built differences prior to releasing the project and Notice of Intent (NOI)

Section 1. Appendix A- Site Drawings and Details

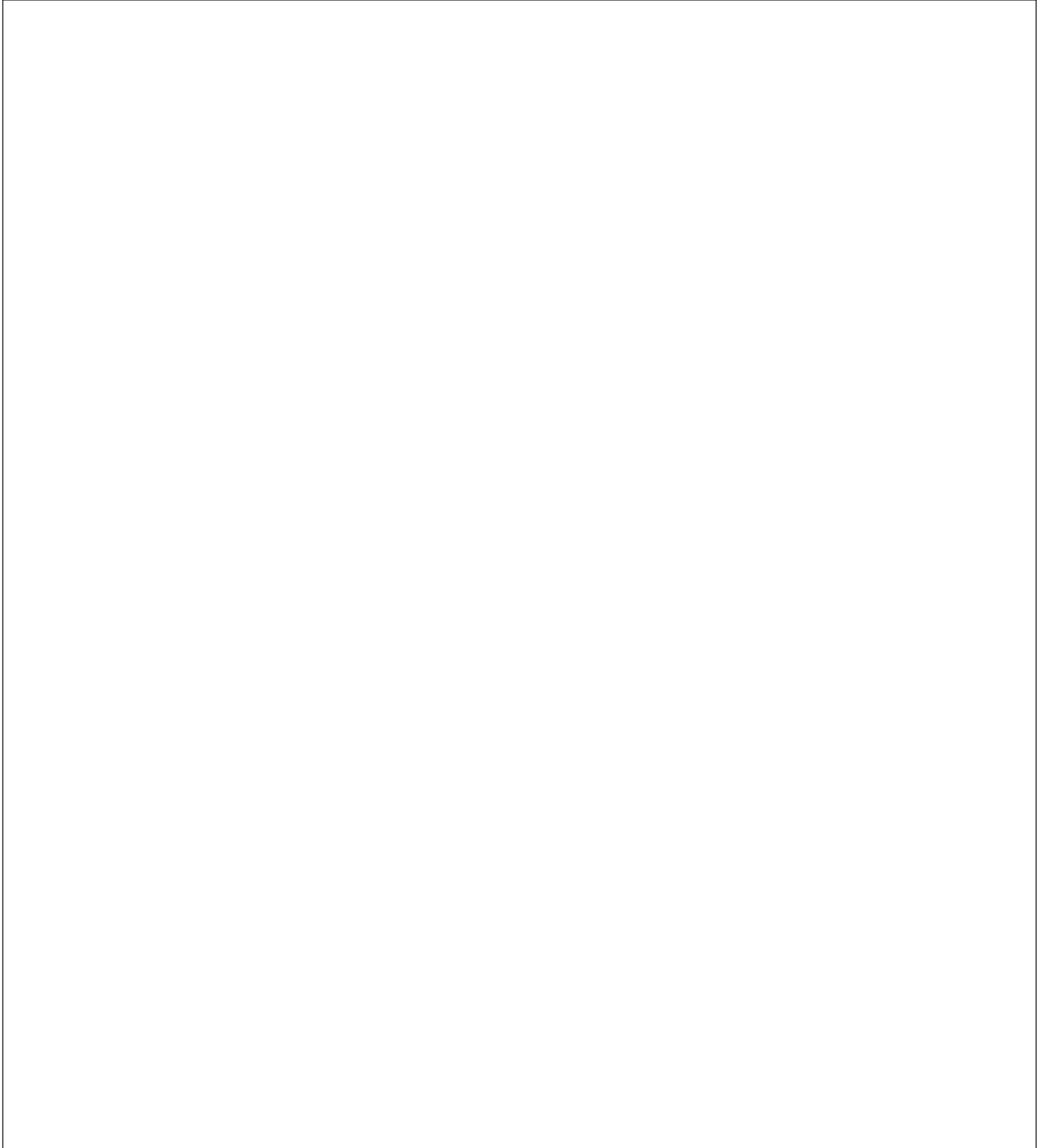
Section 2. SOPs

Section 3. Recordkeeping Documents

APPENDIX A - SITE MAP, BMP LOCATIONS

[\[Insert Site Drawings or Details\]](#)

Description: _____



APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

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APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

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APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

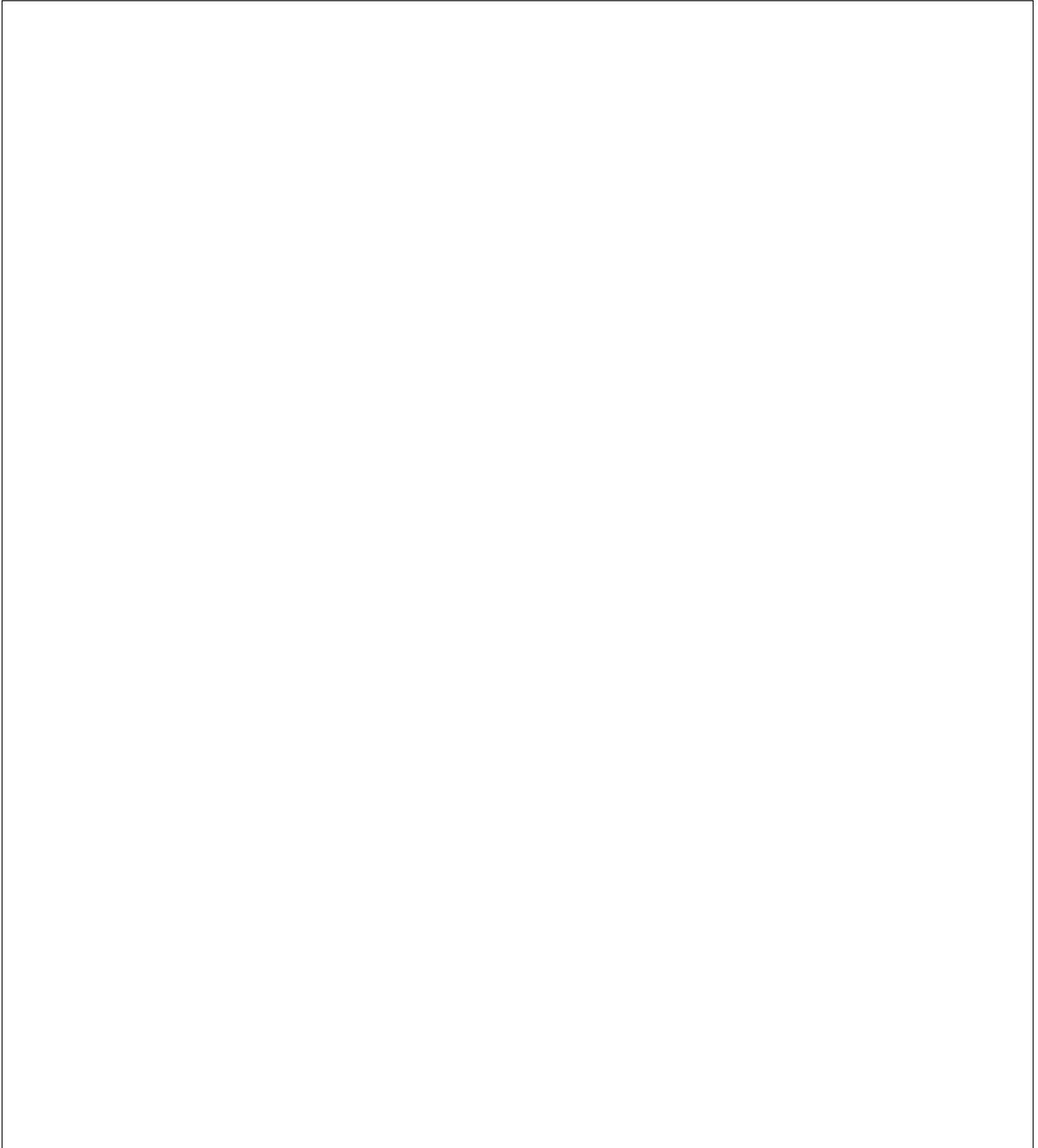
[Insert Site Drawings or Details]

Description: _____

APPENDIX A - SITE FACILITY DETAILS

[Insert Site Drawings or Details]

Description: _____

A large, empty rectangular box with a thin black border, intended for site drawings or details. It occupies the majority of the page area below the header and title.

<p>Click to add logo</p>	<p>STANDARD OPERATING PROCEDURE</p> <p>PROGRAM:</p> <hr/>	<p>SOP NUMBER:</p> <hr/>	<p>ISSUE DATE:</p> <hr/>
<p>LTSWMP REQUIREMENT:</p>		<p>TARGETED POLLUTANTS:</p> <p>Nutrients</p> <p>Heavy Metals</p> <p>Toxic Materials</p> <p>Organics</p> <p>Oil & Grease</p>	
<p>GENERAL:</p>			

<p>Click to add logo</p>	<p>STANDARD OPERATING PROCEDURE</p> <p>PROGRAM:</p>	<p>SOP NUMBER:</p>	<p>ISSUE DATE:</p>
<p>LTSWMP REQUIREMENT:</p>		<p>TARGETED POLLUTANTS:</p> <p>Nutrients</p> <p>Heavy Metals</p> <p>Toxic Materials</p> <p>Organics</p> <p>Oil & Grease</p>	

GENERAL:

<p>Click to add logo</p>	<p>STANDARD OPERATING PROCEDURE</p> <p>PROGRAM:</p> <p>Snow, Salt and Ice Removal Management</p>	<p>SOP NUMBER:</p>	<p>ISSUE DATE:</p>
<p>SMP REQUIREMENT:</p>		<p>TARGETED POLLUTANTS:</p> <p>Nutrients</p> <p>Heavy Metals</p> <p>Toxic Materials</p> <p>Organics</p> <p>Oil & Grease</p>	

GENERAL:

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<p>SMP REQUIREMENT:</p>		<p>TARGETED POLLUTANTS:</p> <p>Nutrients Heavy Metals Toxic Materials Organics Oil & Grease</p>	

GENERAL:

<p>Click to add logo</p>	<p>STANDARD OPERATING PROCEDURE</p> <p>PROGRAM:</p>	<p>SOP NUMBER:</p>	<p>ISSUE DATE:</p>
<p>SMP REQUIREMENT:</p>		<p>TARGETED POLLUTANTS:</p> <p>Nutrients</p> <p>Heavy Metals</p> <p>Toxic Materials</p> <p>Organics</p> <p>Oil & Grease</p>	

GENERAL:

Recorded Documents

Recordkeeping forms following this page]

INSPECTION, MAINTENANCE AND CORRECTION REPORT

(THIS REPORT MUST HAVE A METHOD OF IDENTIFYING PROBLEMS AND SHOW THE MAINTENANCE RECORDS FOR EACH OPERATION OR SYSTEM THAT HAS A POTENTIAL TO POLLUTE THE ENVIRONMENT. YOU MAY USE THIS TEMPLATE OR USE ONE OF YOUR OWN BUT IT MUST INCORPORATE THE ABOVE MINIMUM REQUIREMENTS. SUBMIT THIS REPORT TO THE CITY ANNUALLY.)

THE CITY AND EPA EXPECTS IS THAT PROPERTY OWNERS EFFECTIVELY CONTAIN POLLUTANTS AND TO FIX PROBLEMS WHEN THEY ARE DISCOVERED

Facility Operation and Maintenance Inspection Report for Storm Water Management Facilities

Inspector Name: _____ Facility Name & Address: _____ Inspection Date: _____

Frequency of inspection Weekly ☐ Monthly ☐ Annually ☐ Quarterly ☐ Storm Event ☐

Storm water system

	Item Inspected	Maintenance Needed?	Observations and Remarks
1. Remove sediment from catch basins	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Cleaning storm drain pipes	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Maintenance of drainage swales	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Remove sediment from manholes	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Remove sediment from sumps	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Repair oil/water separator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Repair sand filters	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Parking lot and roads maintenance

	Item Inspected	Maintenance Needed?	Observations and Remarks
1. Sweeping of parking lot	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Sweeping of streets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Cleaning of garbage enclosure	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Cleaning of non-hazardous spills	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Managing fertilizer use	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Managing pesticide use	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Management of landscaping wastes (grass clippings, leaves, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Detention Facilities

	Item Inspected	Maintenance Needed?	Observations and Remarks
1. Landscaping maintenance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Remove sedimentation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Remove debris	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Repair side slopes	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Repair rip-rap protection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Repair control structure	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Cleaning of outfall	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Removal of floatable debris	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Maintenance of inlets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Maintenance of outlets	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information provided is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Inspector Signature: _____

Date: _____

(THE EMPLOYEES OR CONTRACTORS WHO ARE INVOLVED IN OPERATIONS THAT CAN AFFECT THE QUALITY OF RUNOFF FROM THIS PROPERTY MUST KNOW AND UNDERSTAND THE SOPS REQUIRED FOR THIS PROPERTY. YOU MAY ALSO USE YOUR OWN FORM.)

Annual SOP Training

[illegible]