

A-2016-0186

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Department of Public Works



ENT 69086:2017 PG 1 of 26
JEFFERY SMITH
UTAH COUNTY RECORDER
2017 Jul 18 3:57 pm FEE 96.00 BY SS
RECORDED FOR OREM CITY CORPORATION

INSPECTION & STORM WATER MAINTENANCE AGREEMENT

Project Name and Address:

Ken Garff Orem VW/Honda
165 & 175 East University Parkway
Orem City, UT, 84058

Parcel No(s): #19:014:0079, #19:014:0080, #19:014:0081, #19:014:0109 & #19:014:0112

This Agreement is executed in duplicate this 08 day of August, 2016, by and between the CITY OF OREM, a municipal corporation and political subdivision of the State of Utah, with its principal offices located at 56 North State Street, Orem, Utah 84057 (hereinafter referred to as the "CITY") and Ken Garff Automotive Group, a private company, with its principal offices located at/residing at 405 South Main Street, Suite 1200, Salt Lake City, UT, 84111

Matt B. Garff (hereinafter referred to as "OWNER"). Note: Mick Mackintosh of Ken Garff acting as owner representative.

RECITALS

WHEREAS, OWNER is the owner of real property described as:

BEGINNING AT A POINT WHICH IS SOUTH 00°44'08" EAST ALONG THE SECTION LINE A DISTANCE OF 552.50 FEET AND SOUTH 89°13'06" EAST 597.19 FEET FROM THE NORTHWEST CORNER OF SECTION 26, TOWNSHIP 6 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE NORTH 00°47'00" EAST 431.59 FEET; THENCE NORTH 89°15'52" EAST 167.79 FEET; THENCE SOUTH 01°48'48" WEST 76.64 FEET; THENCE EAST 214.47 FEET; THENCE NORTH 173.60 FEET; THENCE SOUTH 89°25'19" EAST 311.18 FEET; THENCE SOUTH 00°42'00" EAST 361.58 FEET; THENCE SOUTH 11°50'08" WEST 26.90 FEET; THENCE SOUTH 01°02'00" EAST 138.54 FEET TO THE POINT OF A 20.00 FOOT RADIUS CURVE TO THE RIGHT; THENCE ALONG SAID CURVE A DISTANCE OF 11.24 FEET THROUGH A CENTRAL ANGLE OF 32°11'35" (CHORD BEARS SOUTH 16°06'04" WEST 11.09 FEET); THENCE NORTH 89°13'06" WEST 695.28 FEET TO THE POINT OF BEGINNING.

Said property is located at the Orem street address of 165 & 175 East University Parkway, Orem City, UT, 84058 (hereinafter called the "Property").

ORIGINAL DOCUMENT
City of Orem Recorder's Office

WHEREAS, the CITY is authorized and required to regulate and control the disposition of storm and surface waters within the CITY, as set forth in the City of Orem's Storm Water Utility Ordinance, as amended ("Ordinance"), adopted pursuant to the Utah Water Quality Act, as set forth in Utah Code §§ 19-5-101, *et seq.*, as amended ("Act"); and

WHEREAS, the OWNER desires to build or develop the Property and/or to conduct certain regulated construction activities on the Property which will alter existing storm and surface water conditions on the Property and/or adjacent lands; and

WHEREAS, in order to accommodate and regulate these anticipated changes in existing storm and surface water flow conditions, the OWNER desires to build and maintain at OWNER's expense a storm and surface water management facility or improvements ("Storm Water Facilities"); and

WHEREAS, the Storm Water Facilities are more particularly described and shown in the final site plan or subdivision approved for the Property and related engineering drawings, and any amendments thereto, which plans and drawings are on file with the CITY and are hereby incorporated herein by this reference; and

WHEREAS, summary description [WHAT DOES THIS LOOK LIKE?] of all Storm Water Facilities, details and all appurtenance draining to and affecting the Storm Water Facilities and establishing the standard operation and routine maintenance procedures for the Storm Water Facilities, and control measures installed on the Property, ("Long-Term Storm water Maintenance Plan" or "Plan") more particularly shown in Exhibit "A" and,

WHEREAS, a condition of development approval, and as required as part of the CITY's Small MS4 UPDES General Permit from the State of Utah, OWNER is required to enter into this Agreement establishing a means of documenting the execution of the Plan; and

WHEREAS, the CITY and the OWNER, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of Orem, Utah require that on-site Storm Water Facilities be constructed and maintained on the Property; and

WHEREAS, the CITY requires that Storm Water Facilities as shown on the Plan be constructed and adequately maintained by the OWNER, its successors and assigns, including any homeowners association.

COVENANTS

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Storm Water Facilities shall be constructed by the OWNER, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The OWNER, its successors and assigns, including any homeowners association, shall, at its own expense adequately maintain the Storm Water Facilities in accordance with the approved operation and maintenance guidelines set forth for each facility. This includes all pipes and channels built to convey storm water, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the storm water. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions.
3. The OWNER, its successors and assigns, shall ensure the Storm Water Facilities are inspected by a qualified professional and shall submit an inspection report to the CITY. The inspection report shall be due annually thirty (30) days from the date of the final structural storm water management facilities construction inspection and as-built plans submitted. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure(s), pond/detention areas, access roads, etc. Deficiencies shall be noted in the inspection report.
4. The OWNER, its successors and assigns, hereby grant permission to the CITY, its authorized agents and employees, to enter upon the Property and to inspect the Storm Water Facilities whenever the CITY deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or respond to citizen complaints. The CITY shall provide the OWNER, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. This Agreement hereby grants to the CITY any and all maintenance easements set forth herein or in the Plan as required to access and inspect the Storm Water Facilities.
6. In the event the OWNER, its successors and assigns, fails to maintain the Storm Water Facilities in good working condition acceptable to the CITY, the CITY may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the OWNER, its successors and assigns. This provision shall not be construed to allow the CITY to erect any structural storm water management facilities. It is expressly understood and agreed that the CITY is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the CITY.

7. The OWNER, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the Storm Water Facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.
8. In the event the CITY, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the OWNER, its successors and assigns, shall reimburse the CITY upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the CITY hereunder. After said thirty (30) days, such amount shall be deemed delinquent and shall be subject to interest at the rate of ten percent (10%) per annum. OWNER shall also be liable for collection costs, including attorneys' fees and court costs, incurred by the CITY in collection of delinquent payments.
9. This Agreement imposes no liability of any kind whatsoever on the CITY and the OWNER agrees to hold the CITY harmless from any liability in the event the Storm Water Facilities fail to operate properly.
10. This Agreement shall be recorded among the land records of Utah County, Utah, and shall constitute a covenant running with the land, and shall be binding on the OWNER, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association. Whenever the Property shall be held, sold, conveyed or otherwise transferred, it shall be subject to the covenants, stipulations, agreements and provisions of this Agreement which shall apply to, bind and be obligatory upon the OWNER hereto, its successors and assigns, and shall bind all present and subsequent owners of the Property described herein.
11. The parties represent that each of them has lawfully entered into this Agreement, having complied with all relevant statutes, ordinances, resolutions, bylaws and other legal requirements applicable to their operation.
12. This Agreement shall be interpreted pursuant to the laws of the State of Utah.
13. Time shall be of the essence of this Agreement.
14. In the event that either party should be required to retain an attorney because of the default or breach of the other or to pursue any other remedy provided by law, then the non-breaching or non-defaulting party shall be entitled to a reasonable attorney's fee, whether or not the matter is actually litigated.
15. The invalidity of any portion of this Agreement shall not prevent the remainder from being carried into effect. Whenever the context of any provision shall require it, the singular number shall be held to include the plural number, and vice versa, and the use of any gender shall include the other gender. The paragraphs and section headings in this Agreement contained are for convenience only and do not constitute a part of the provisions hereof.

16. No oral modifications or amendments to this Agreement shall be effective, but this Agreement may be modified or amended by written agreement.
17. Should any provision of this Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being acknowledged that both parties have participated in the preparation hereof.
18. This Agreement shall be binding upon the heirs, successors, administrators and assigns of each of the parties hereto.
19. Subordination Requirement. If there is a lien, trust deed or other property interest recorded against the Property, the trustee, lien holder, etc., shall be required to execute a subordination agreement or other acceptable recorded document agreeing to subordinate their interest to the Agreement.

SIGNED and ENTERED INTO this 10th day of August, 20 16.

OWNER

Mick Mackintosh
(Owner)

Mick Mackintosh
(Print Name)

STATE OF UTAH)

:SS.

COUNTY OF UTAH)

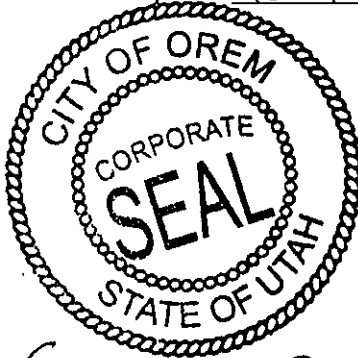
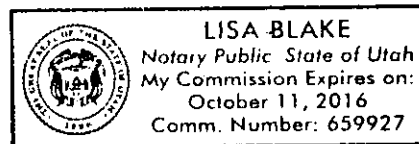
The above instrument was acknowledged before me by Mick Mackintosh, this 10th day of August, 20 16.

[Signature]

Notary Public

Residing in: Salt Lake

My commission expires: 10-11-16



CITY

[Signature]

CITY MAINTENANCE DIVISION MANAGER

Attest:

Donna R. Weaver
City Recorder

FOR CITY USE ONLY

Property description verified: OK

Long-Term Storm water Maintenance Plan: Approved

Agreement Reviewed & Approved by City: [Signature]

Date:

8-18-16

Date: 8-18-16

EXHIBIT A

(LONG TERM STORM WATER MANAGEMENT PLAN TEMPLATE)

See attached.

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.}

ENT 69086:2017 PG 8 of 26

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.}

Parcels: #190140079, #190140080, #190140081, #190140109, #190140112

Ken Garff Orem VW/Honda Subdivision

Located in the Northwest Quarter of Section 26, Township 6 South, Range 2 East, Salt Lake Base and Meridian. Orem City, Utah County, Utah.

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.}

ENT 69086:2017 PG 9 of 26

Long Term Storm Water Maintenance Plan for:

Ken Garff Orem Volkswagen & Honda

165 & 175 East University Parkway

Orem, UT, 84058

CONTENTS

ENT 69086:2017 PG 10 of 26

- SECTION 1: PURPOSE AND RESPONSIBILITY
- SECTION 2: POLLUTANT SOURCES
- SECTION 3: DESCRIPTION OF SITE SYSTEMS, OPERATIONS AND POLLUTION CONTROLS
- SECTION 4: TRAINING
- SECTION 5: RECORDKEEPING
- SECTION 6 APPENDICES

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 Ken Garff Orem Volkswagen & Honda 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.

Instructions:

—Property owner is ultimately responsible for managing compliance, monitoring, and required reporting of the Long Term Storm Water Management Plan. However, this LTSWMP plan may propose individual SOPs for each prospective tenant Identify responsibility when multiple tenants are involved in one property. Identify how the operations of each tenant will be managed. Will the PLAN have separate SOPs for each tenant or will SOPs be written for the whole property? ☐ Yes ☐ No

Please explain each SOP for each tenant. Property owner is ultimately responsible for managing compliance, monitoring, and required reporting of the Long Term Storm Water Management Plan. However, this LTSWMP plan may propose individual SOPs for each prospective tenant."

SECTION 2: POLLUTANTS AND SOURCES

ENT 69086:2017 PG 11 of 26

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
Spills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Landscaping Maintenance Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Storm Water Systems and Maintenance Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Parking & other Paved Areas & Maintenance Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Building Utility Systems & Maintenance Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Inventory and Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Activities(tent sales, fund raisers etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Snow Removal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Enter More Here If Needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter More Here If Needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: DESCRIPTION OF SITE SYSTEMS AND OPERATIONS AND THEIR CONTRIBUTION OR PREVENTION OF POLLUTANTS

The site infrastructure and operations described in Section 3 are limited to controlling and containing pollutants and if managed improperly can contaminate the environment. The Long Term Storm Water Maintenance Plan includes standard operating procedures (SOPs) that are intended to compensate for the limitations of the site infrastructure. The responsible party must use good judgment and conduct operations appropriately, doing as much as possible indoors and responsibly managing operations that must be performed outdoors. The drawings describing the infrastructure are included in Appendix A.

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.]

Impervious Areas, Parking, Sidewalk and Patio

The parking area is primarily asphalt, which drains to a series of storm water catch basins throughout the parking area. The inlets and piping direct storm water to sumps located under the parking area. Sediment, fluids, and debris that collect on parking pavements and how they are dealt with can be a significant source of pollution. The parking and other paved areas must be maintained regularly to minimize the accumulation of pollutants before they can be washed into the stormwater system. Maintenance involves regular surface maintenance and adequate trash receptacles to prevent littering. The parking area maintenance SOP is to be used with associated pavements.

ENT 69086:2017 PG 12 of 26

Landscaping

Approximately six percent of this property is landscaped and will require regular maintenance. The landscaping is primarily grass and trees around the parking area. During the landscaping maintenance operations, organic materials, herbicides, pesticides, and fertilizers can be left behind or improperly applied. These pollutants will be carried by runoff if they are not picked up as part of the regular maintenance operation. The Landscaping Maintenance and Pesticides, Herbicides and Fertilizer SOPs are used to manage the pollutants associated with this operation.

Waste Management

There is an enclosed dumpster area. The dumpster shall have a lid. Good waste management systems, if managed improperly, can end up being the cause of the very pollution that they were intended to control. The dumpster can leak to the pavement and drain to the storm drain inlets and wind can blow lightweight trash out of the dumpster. However, this pollution source is controlled by SOPs and a water quality device. Maintaining the dumpster and trash receptacle devices by frequent waste disposal is essential to an effective operation. The General Waste Management SOP is used to manage the pollutants associated with this operation.

ENT 69086:2017 PG 13 of 26

Storm Water Management

The storm water system consists of an onsite storm drain system that includes catch basins and piping that flow to newly installed sumps. The runoff from the new parking lot area is treated with a water quality device. The installed sumps will provide the storage area for storm water retention. The storm water treatment devices are designed to capture floating material and heavier sediment particles, but do not trap suspended or dissolved pollutants. The storm water system must be maintained regularly to remove the accumulated pollutants before they are flushed through the system during the high-flow events. Effort must be made to reduce pollutants that collect in the storm water treatment system. The Stormwater System Maintenance of this site is managed by the BMP Maintenance SOP.

Building Utility System

All building utilities, such as air conditioners, are to be maintained according to manufacturer specifications to prevent leakage of pollutants. When the utility is maintained, all oils, fluids or other pollutants are to be contained and disposed of properly. Cleaning of the building can produce water contaminated with cleaning products. No water from inside the building is to be disposed of outside. All water used to clean the buildings will be disposed of properly inside the building.

Snow and Ice Removal Management

Snow removal will occur in the parking area, drive lanes and sidewalks. Care will be taken to minimize the use of deicing salts to minimize pollutants in the snow runoff. This is managed by the Parking/Storage Area Maintenance SOP.

ENT 69086:2017 PG 14 of 26

Equipment Storage

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.

Yard Sale Events, Fund Raisers or Related Outdoor Functions

Describe and outside operations and how the activities and management impacts water quality. Incorporating LID designs into planned outside event infrastructure can reduce the level of controls necessary for SOPs.

Site Infrastructure Relevant to Preventing the Affects of Spills ^{PP}

Although all cleaning agents, chemicals or other contaminants stored on site that could potentially spill will be properly contained indoors, a spill could occur from an outside source such as a maintenance contractor or patron. It must be highlighted in the training program that if something is brought onto the site and spilled, it must not be hosed down. It must be removed properly with the appropriate absorbent material which is to be disposed of properly. This is managed by the Spill Response and Prevention SOP.

Add functions or operations necessary to protect water quality [Describe any business policies or functions. Identify the necessary SOPs]

ENT 69086:2017 PG 15 of 26

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)

ENT 69086:2017 PG 16 of 26

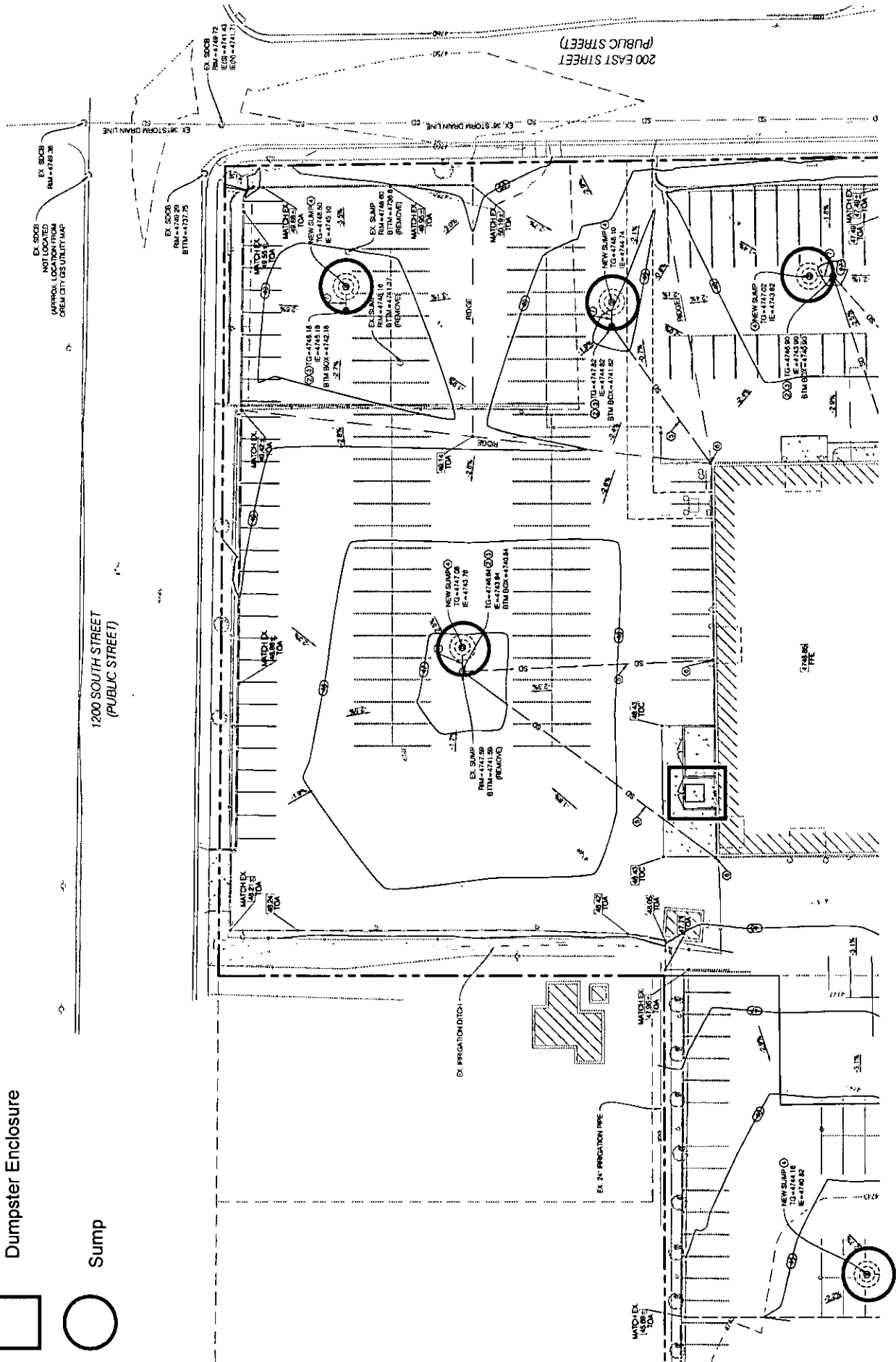
- Section 1. Appendix A- Site Drawings and Details
- Section 2. SOPs
- Section 3. Recordkeeping Documents

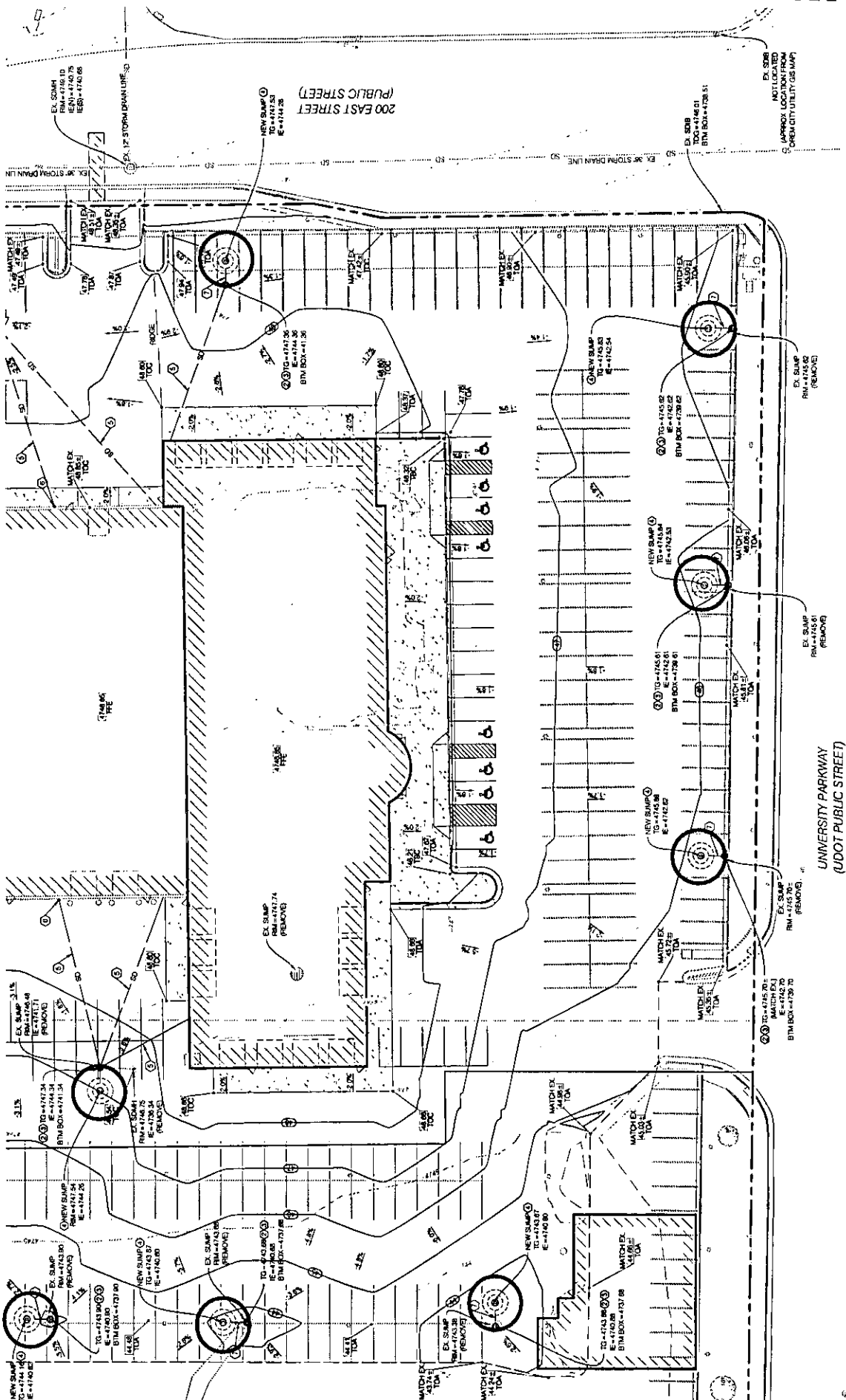
APPENDIX A - SITE MAP, BMP LOCATIONS

[Insert Site Drawings or Details]

Description: _____

ENT 69086:2017 PG 17 of 26





Click to add logo	STANDARD OPERATING PROCEDURE PROGRAM: <u>Pavement Maintenance Operations</u>	SOP NUMBER: 1	ISSUE DATE: Aug 4, 2016
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LTSWMP REQUIREMENT:

Pavement Maintenance Operations

1. Provide instruction for the collection and removal of debris from pavements to minimize amounts that can be washed to storm water systems by precipitation, and other non-storm water sources.
2. Provide instruction that directs the property owner to ensure maintenance staff and subcontractors dispose of the waste to licensed facilities.
3. Provide instruction that directs the property owner to document inspections and establish maintenance frequency as a function of the inspection observation.

TARGETED POLLUTANTS:

Nutrients
Heavy Metals
Toxic Materials
Organics
Oil & Grease

GENERAL:

Parking lots can contribute a number of substances, such as trash, suspended solids, hydrocarbons, oil and grease, and heavy metals that can enter receiving waters through stormwater runoff or non-stormwater discharges.

ENT 69086:2017 PG 20 of 26

1. RATIONALE:

The following protocols are intended to prevent or reduce the discharge of pollutants from parking areas and include using good housekeeping practices, following appropriate cleaning BMPs, and training employees.

2. PROCESS:

- Keep the parking and storage areas clean and orderly. Remove debris in a timely fashion.
- Don't allow piles of salt or other contaminants to be stored without being in a containment facility.
- Snow should be stored in landscaping areas when possible to minimize pollutants from the hard surfaces in the storm drain system.
- Establish frequency of public parking lot sweeping based on usage and field observations of waste accumulation.
- Have designated personnel conduct inspections of the parking facilities and stormwater conveyance systems associated with them on a regular basis.
- Inspect cleaning equipment/sweepers for leaks on a regular basis.
- Use dry cleaning methods (e.g. sweeping or vacuuming) to prevent the discharge of pollutants into the stormwater conveyance system.
- Clean out and cover litter receptacles frequently to prevent spillage.
- If water is used, block the storm drain or contain runoff. Wash water should be collected and pumped to the sanitary sewer.
- When cleaning heavy oily deposits, use absorbent materials prior to sweeping or washing with water, dispose of contaminated materials appropriately.

3. CLEAN UP

- Use spill control & cleanup in the event an unintended spill should occur on the property.
- Cover and seal storm drain inlet of water is required to remove the spill.
- Properly dispose of spill cleanup material according to type of spill.
- If liquid, contain spills as soon as possible.
- Cleanup any type of spill immediately and use dry methods such as absorbent material or sweeping if possible.

Click to add logo	STANDARD OPERATING PROCEDURE PROGRAM: <u>Landscaping Maintenance Operations</u>	SOP NUMBER: 2	ISSUE DATE: Aug 4, 2016
LTSWMP REQUIREMENT: 1. Provide instruction for the prevention and removal of landscape materials that fall on impervious surfaces and be washed to storm sewer systems by precipitation, non-storm water sources or other liquid including but not limited to: grass clippings, mulch, granular or liquid fertilizers, herbicides and pesticides, spoil, stock piling... 2. Provide instruction that directs the property owner to ensure maintenance staff and subcontractors dispose of the waste at licensed facilities. 3. Provide instruction that directs the property owner to document inspections, establish maintenance frequency and determine effectiveness as a function of the inspection observation.		TARGETED POLLUTANTS: Nutrients Heavy Metals Toxic Materials Organics Oil & Grease	

GENERAL:

ENT 69086:2017 PG 21 of 26

The following SOP describes the process for landscaping maintenance operations.

1. RATIONALE:

Proper landscape maintenance is important to reduce nutrient and chemical loading to the storm drain system, reduce nuisance flows and standing water in storm water systems, and to maintain healthy vegetation. Examples of maintenance activities that can be a source of storm water pollutants include mowing, aeration, fertilization and irrigation.

2. PROCESS:

- Maintain irrigation system to prevent waste and minimize pollutants that could enter the storm drain from faulty irrigation equipment.
- Maintain irrigation system to prevent pollutants from entering the storm drain system.
- Do not hose down hard surfaces. Use dry cleanup methods such as sweeping to remove powdered pollutants from hard surfaces.

3. CLEAN UP:

- Clean up immediately after landscape maintenance activities with dry cleanup methods.
- Remove pesticides on the hard surfaces immediately following application
- Remove lawn clipping and debris out of the gutters, off sidewalks and parking areas immediately following mowing and over fertilization.
- Remove fertilizers off hard surfaces (parking lot and sidewalks) immediately following application; water turf following fertilization; avoid fertilizing before heavy rainfall forecast.

<p>Click to add logo</p>	<p align="center">STANDARD OPERATING PROCEDURE</p> <p align="center">PROGRAM:</p> <p align="center"><u>Waste Management Operations</u></p>	<p>SOP NUMBER:</p> <p align="center">3</p>	<p>ISSUE DATE:</p> <p align="center">Aug 4, 2016</p>
<p>SMP REQUIREMENT:</p> <ol style="list-style-type: none"> 1. Provide instruction to prevent waste material from draining or blowing out of dumpsters. 2. Prevent prohibited waste specified by the receiving licensed facility and how to dispose other specified hazardous waste if any. 3. Provide instruction that directs the property owner to ensure maintenance staff and subcontractors dispose of the waste at licensed facilities. 4. Provide instruction that directs the property owner to document inspections, establish maintenance frequency and determine effectiveness as a function of the inspection observation. 		<p>TARGETED POLLUTANTS:</p> <p>Nutrients Heavy Metals Toxic Materials Organics Oil & Grease</p>	

ENT 69086:2017 PG 22 of 26

GENERAL:

The following SOP describes the process for waste management operations.

1. RATIONALE:

It is illegal to allow anything other than rain water to be discharged to a storm drain. To prevent trash from polluting our environment, incorporate BMPs into your business operations.

2. PROCESS:

- Regularly inspect dumpsters and trash compactors for leaks and broken parts, and if found, repair or replace.
- Provide trash receptacles for your customers and encourage their use.
- Ensure the size of your dumpster is appropriate for the trash load of your business.
- Properly bag trash before putting it in the dumpster.
- Do not hose out dumpsters. Apply absorbent over any fluids spilled in dumpster. If trash dumpster area requires cleaning, use dry clean-up methods or a permitted mobile washer. Mobile washers must follow these minimum SOP's
- Discourage illegal dumping by posting "No Dumping" signs, providing adequate lighting, and/or fencing in open areas.
- Sweep your business sidewalks and parking areas and keep storm drains clear of trash.
- Train employees to keep trash off the sidewalks and parking areas and out of storm drains.
- Communicate proper trash BMPs to all employees.

3. CLEAN UP:

- Use spill control & cleanup in the event an unintended spill should occur on the property.
- Cover and seal storm drain inlet of water is required to remove the spill.
- Properly dispose of spill cleanup material according to type of spill.
- If liquid, contain spills as soon as possible.
- Cleanup any type of spill immediately and use dry methods such as absorbent material or sweeping if possible.

<p>Click to add logo</p>	<p align="center">STANDARD OPERATING PROCEDURE</p> <p align="center">PROGRAM:</p> <p align="center"><u>Emergency Response Plan</u></p>	<p>SOP NUMBER:</p> <p align="center">4</p>	<p>ISSUE DATE:</p> <p align="center">Aug 4, 2016</p>
<p>SMP REQUIREMENT:</p> <ol style="list-style-type: none"> 1. Provide specific instruction unique to the site infrastructure and operations. 2. Local emergency contacts for spills exceeding the capability of the onsite spill prevention and containment SOP. 3. Provide contact information for all public and private entities serving the site. 		<p>TARGETED POLLUTANTS:</p> <p>Nutrients Heavy Metals Toxic Materials Organics Oil & Grease</p>	

GENERAL:

The following SOP describes the practices to prevent and/or clean-up leakage/spillage of on-site materials that may be harmful to receiving waters.

1. RATIONALE:

Receiving waters must be protected from potential spills.

ENT 69086:2017 PG 23 of 26

2. PROCESS:

The site must be monitored for spills/ leaks on a weekly basis. Special attention must be paid to dumpsters and liquid storage areas.

Store controlled materials within storage areas.

Designate an Emergency Coordinator responsible for employing preventative practices and for providing spill response.

Maintain a supply of clean-up equipment on-site and post a list of local response agencies with phone numbers.

3. CLEAN UP:

Clean-up spills/leaks immediately and remediate cause.

Use as little water as possible. NEVER HOSE DOWN OR BURY SPILL CONTAMINATED MATERIAL.

Use rags or absorbent material for clean-up. Excavate contaminated soils. Dispose of clean-up material and soil as hazardous waste.

Document all spills with date, location, substance, volume, actions taken and other pertinent data.

In the event that a spill reaches the storm drain, contact the Salt Lake County Health Department (385-468-8888).

Recorded Documents

Recordkeeping forms following this page]

ENT 69086:2017 PG 24 of 26

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"/>	

ENT 69086:2017 PG 25 of 26

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: _____

ENT 69086:2017 PG 26 of 26

SOP #

Trainer

Employees Trained / Service Crews, Contractors Informed of SOPs

Date _____