



Stormwater Facility Transfer Program

Property Owner's Guide to Best management Practice (BMP)
Transfer of Operations and Maintenance

BMP Transfer Program Overview

The Stormwater Utility Transfer Program provides Property Owners Associations an opportunity to transfer certain operation and maintenance functions of their retention or detention ponds over to the City of Suffolk.

Stormwater facility owners should use this document as a guide to filling out the BMP transfer application and completing the transfer of operations and maintenance responsibilities to the City. The entire transfer process is outlined in the following steps:

Step 1: Ensure that all eligibility requirements outlined in this document have been fulfilled so that the Association and stormwater facility under consideration are eligible to participate in this program.

Step 2: Review the maintenance responsibilities that the city will assume and those that the property owner will continue to address upon completion of the transfer process.

Step 3: Evaluate the existing condition of the BMP and ensure all elements of the condition inspection checklist have been achieved.

Step 4: Complete the enclosed transfer application and obtain all accompanying documentation that is required. Submit to:
Suffolk Public Works Engineering Division
442 West Washington Street
Suffolk, VA 23434

Step 5: Schedule an appointment with the City of Suffolk for a condition assessment of the stormwater facility. If necessary, complete all required facility improvements within one year of the initial assessment and a final inspection will be required upon completion.

Upon approval of an application, the City of Suffolk will assume responsibility for the functional maintenance of the stormwater facility.

Step 1 – Eligibility Requirements

All transfer eligibility requirements must be met in order to participate in the BMP Transfer Program.

- Facility must be a detention, extended detention, or retention basin as defined by the Virginia Stormwater Management Handbook or a facility pre-approved by the City of Suffolk
- Property Owners Association MUST be registered with the Virginia Department of Professional and Occupational Regulations (DPOR) www.dpor.virginia.gov
- BMP must receive drainage from public property

Step 2 – Maintenance Responsibility

The Facility Transfer Program allows the City of Suffolk to become responsible for structural/functional maintenance while the property owner retains responsibility for aesthetic maintenance.

City Maintenance Responsibilities

- Dam or embankment repair
- Dredging of functionally necessary areas
- Outfall pipe/structure repairs and blockages
- Inlet and catch basin maintenance
- Tree removal on dam embankments

Property Owner Maintenance Responsibilities

- Routine preventative maintenance
- Landscaping
- Fence repair
- Aquatic plant control
- Aerators
- Trash and debris removal



Step 3 – Condition Evaluation

The City of Suffolk will only assume responsibilities for a stormwater facility if the existing conditions meet City Standards. Check that all of the following items are in good repair.

- Less than 40% of the BMP volume is filled with silt (dredging required)
- All outfall structures, inlets, catch basins and associate pipes are in good working condition
- Actual BMP is representative of the design conditions.
- Trees and shrubs are clear of embankments

Step 4 – Transfer Application

The BMP transfer must be applied for using the City of Suffolk's Stormwater Facility Maintenance Program Transfer Application. In addition to a completed application form, the following documentation must be included with the application submittal. It may be necessary to employ a Virginia Licensed Land Surveyor or Professional Engineer to generate some of these documents.

1. Site plans and as-built construction record drawings or construction plans verifying that the facility was built according to the approved plans. The site plan must meet the site plan requirements of the City of Suffolk. The topographic details, overland flow paths, ditches, piping, inlets, and stormwater management facilities must be shown to scale. In the event a site plan or a construction plan is not available, a map showing the similar data, property lines, easement information, impervious areas, and stormwater facilities shall be provided. Survey data must be provided for purposes of tying the parcel into the City's GIS mapping.

2. Stormwater management plans must contain the location and design of all planned stormwater control devices, procedures for implementing structural stormwater control practices, and a long-term schedule for the inspection and maintenance of the stormwater management facility. The plans must be signed and sealed by a Professional Engineer or Class B Surveyor licensed by the Commonwealth of Virginia.



3. The drainage area tributary to the facility must be shown on a topographic map. A topographic map especially prepared for the site, existing City mapping or at a minimum a USGS Topographic map shall be provided. The drainage area must be delineated and size determined.

4. The hydrologic and hydraulic calculations for the facility must be provided using a methodology accepted by VDOT, the Virginia Stormwater Management Handbook or an approved method acceptable by the City of Suffolk. The method must calculate the peak flow for pre and post development when applying for the Stormwater Facility Transfer. The method must calculate the hydrograph for the site for pre-development condition and the inflow and discharge hydrograph for the facility when applying for the Stormwater Facility Transfer.

5. Outflow from stormwater facilities must discharge into an adequate channel and velocities must be non-erosive. DCR's Technical Bulletin Number 1 – Stream Channel Erosion Control shall be the guidance document to demonstrate an adequate outfall.

6. An Easement and Maintenance Agreement between the City of Suffolk and the Property Owner

Step 5 – Inspection and Approval

All stormwater facilities must be inspected by the City of Suffolk for the purposes of existing condition assessment. The property owner should be present on site at the time of assessment. To schedule an appointment, call the stormwater division at 757-514-7725

If you have any questions, or need more information, please feel free to contact the City of Suffolk Department of Public Works at any time.

City of Suffolk
Public Works Engineering Division
442 West Washington Street
Suffolk, VA 23434

Information Line: 757-514-7725

E-Mail: DPW@city.suffolk.va.us

http://www.suffolkva.us/pub_wks/

Stormwater Facility Maintenance Program Transfer Application

City of Suffolk
 Department of Public Works
 Stormwater Division
 442 W. Washington Street
 Suffolk, Virginia 23434



IDENTIFICATION AND PARCEL DATA

Parcel Number:	Tax Map Number:
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ASSOCIATION INFORMATION

Association Name:	DPOR License Number:
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APPLICANT INFORMATION

OWNER	PROPERTY MANAGER
Name(print):	Name (print):
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone No:	Telephone No:
Fax No:	Fax No:

STORMWATER FACILITY

Location of Structure:	Stormwater Facility No:
Structure Type:	Discharges to:
Easement and Agreement Recordation Date:	Final Inspection Date:

Supporting Documentation

(All signed and sealed by a Professional Engineer or Class B Surveyor licensed in the Commonwealth of Virginia)

- Site plans showing property lines, impervious area used in calculation, outfall, and BMP's
- Stormwater management plans showing all control devices
- Topographic map showing delineate drainage area
- Hydrologic calculations showing pre and post developed peak flows and hydrographs
- Technical Bulletin Number 1 (proof of adequate discharge velocity and location)
- Easement and Maintenance Agreement between Suffolk and Property Owner

Applicant Signature:	Date:
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For City Use

Transfer Approved By: _____	Date: _____
Disapproved and Returned By: _____	Date: _____
BMP Maintenance Agreement filed By: _____	Date: _____
Easement of right of way verified By: _____	Date: _____
EFFECTIVE DATE OF TRANSFER: _____	

CITY OF SUFFOLK
STORMWATER UTILITY PROGRAM

**PROPERTY OWNER ASSOCIATION
TRANSFER OF BMP OPERATION AND
MAINTENANCE TO THE CITY**



Prepared by:
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Table of Contents

1. Background and Summary
 - Background
 - Best Management Practice (BMP) Defined
 - Best Management Practice (BMP) Transfer Eligibility
 - Transfer Application
 - Transfer Application Fee
2. Maintenance Responsibilities
3. Procedures
 - Stormwater Facility Maintenance Program Transfer Application

1. BACKGROUND & SUMMARY

BACKGROUND

In December of 2005, The Suffolk City Council passed an ordinance creating the Storm Water Utility. The City appointed a Citizens Advisory Committee and a Technical Advisory Committee to assist in developing policies and procedures. These policies and procedures would make the utility user charge as equitable as possible to all citizens and businesses within Suffolk and be consistent with other cities in Hampton Roads. This is in accordance with the Unified Development Ordinance Article 6 Section 31-611 (5):

“Providing criteria consistent with approaches utilized throughout the Hampton Roads region in order to ensure predictability and fairness in the application of storm water management standards”

Both committees agreed it would be desirable and equitable to provide property owners associations an opportunity to transfer certain operation and maintenance functions of their retention or detention ponds over to the City since the facilities have been constructed to meet city, state and federal regulations and there is no way to provide a credit that would be equitable and still assure that long term functional maintenance was going to continue to be accomplished.

Homeowners within an association will be charged one Equivalent Residential Unit (ERU) like all other residence in the City. The Association will also be charged, the number of ERU's determined by the impervious calculation of their community owned property such as parking lots, club houses, maintenance buildings, other paved or gravel areas and private roadways. When the property was developed, the City regulations required storm water management facilities to be constructed and maintained. Maintenance is performed by the Association, and the cost is charged back to the residences of the Association.

In addition, many of these BMPs receive public water from City roadways or properties. Since there is not a mechanism to credit residential properties (as all residential properties receive one (1) ERU) and the constructed stormwater facilities receive public waters, the transfer of some of the operations and maintenance functions was agreed to be an equitable solution.

BEST MANAGEMENT PRACTICE (BMP) TRANSFER APPLICABILITY

A Best Management Practice (BMP) is a process in which stormwater runoff is managed for both water quality and water quantity. This process reduces flooding and protects stream banks from erosion by restricting the amount of discharge and reduces pollutant removal by the detaining, retaining or infiltration of the stormwater.

The most common stormwater management facilities include retention basins, detention basins, extended detention basins, infiltration trenches, bio-retention

trenches, sand filters, grassed swales, vegetated filter trenches and manufactured BMP systems.

BEST MANAGEMENT PRACTICE (BMP) TRANSFER ELIGIBILITY

The Stormwater Facility Transfer Program is limited to detention, extended detention and retention basins as defined by the Virginia Stormwater Management Handbook and directed solely to the Property Owner(s) Association. The transfer eligibility program will be available exclusively to the Property Owner(s) Association as applicable under Virginia Code (55-208). The transfer eligibility program will be available only to facilities whose design and construction has been approved by the City.

In addition, certain farm ponds and lakes that have been incorporated into a stormwater management program may be applicable. The Transfer Program does not include any privately owned residential or non-residential commercial or industrial stormwater facilities. Under the Transfer Program an Easement and Maintenance Agreement must accompany the Transfer Application for Operation & Maintenance purposes. The Property Owner(s) Association of the stormwater management facility has the option to transfer certain maintenance and operation responsibilities to the City of Suffolk, only if the stormwater management facility receives public water. The City of Suffolk becomes the only entity responsible for functional and structural maintenance of the facility under the Transfer Program. The property owner(s) retains the facility property ownership and will also be responsible for the aesthetic and preventative maintenance (grass cutting, landscaping, fence repair, aquatic plant control, trash removal, etc.) in and around the facility.

TRANSFER APPLICATION

The property owner(s) association or agent(s) must make the application for the transfer program following the policies and procedures, both technical and administrative as outlined in this manual. The owner(s) must complete any structural repairs to the facility needed for the facility to be in proper working condition before the City enters into an agreement with the owner(s). The proper working conditions are determined by the Virginia Department of Environmental Quality (DEQ), and City of Suffolk standards. The initial application, once approved by the City, will transfer to the City the responsibility of the functional and structural maintenance of the stormwater management facility.

TRANSFER APPLICATION FEE

A transfer application fee may be established by action of the City Council. The transfer fee established will consist of the administrative and management review process costs. This rate will be established yearly as part of the schedule of fees ordinance.

2. MAINTENANCE RESPONSIBILITIES

It is the City of Suffolk's intent to encourage the stormwater facility transfer of the responsibility of certain functional maintenance work to the City. Transfer applications will be granted to the Property Owner(s) Association for the takeover of maintenance and operation of the facility with the ownership retained by the property owner. Listed below are policies defining maintenance and operation responsibilities following acceptance of the stormwater facility by the city. Further questions on these policy statements should be directed to the Department of Public Works, Division of Engineering.

Dredging:

The City of Suffolk will be responsible for dredging of the stormwater facility if more than a determined percentage of its storage is occupied by sediment.

The volume determinations will be required during the annual inspection of the ponds. Detention ponds will require dredging if more than 30% of its storage is occupied by sediment. Retention ponds will require dredging if more than 50% of its storage is full of sediment.

Structural Maintenance:

The City of Suffolk will be responsible for the structural maintenance of the facility. This includes but is not limited to the construction, inspection, modification, reconstruction or repair of any part of the stormwater structural facility. This pertains to any aspect of the stormwater facility in order for the facility to remain in proper working order and to prevent structural failure.

Embankment Maintenance:

The City of Suffolk will be responsible for filling of eroded areas, and soil disturbing activities, such as replanting of vegetation. The roots of woody growth, such as young trees and bushes, would be removed from the embankments as they tend to destabilize the embankments. Rodent habitats would be filled.

Aesthetic Maintenance:

The Property Owner(s) Association will be responsible for Routine Preventative and Aesthetic Maintenance around the facility. This includes but is not limited to the cutting of grass, landscaping, trash removal, removal of woody vegetation from all areas around the storm water facility other than the dam and outfall structure.

Overall Pond Maintenance:

The Property Owner(s) Association will be responsible for overall pond Maintenance. Retention ponds require an often overlooked aspect of maintenance, and this need is to ensure a healthy aquatic ecosystem within the pond. If this aspect is overlooked, the result will be an excessive algae growth originating from excess nutrients of stormwater runoff. This includes the use of chemical application and aeration systems.

3. PROCEDURES

The transfer application must be applied for using the City of Suffolk's Stormwater Facility Maintenance Program Transfer Application. The following documentation must accompany the form.

1. Site plans and as built construction drawings or construction plans verified that the facility was built according to the approved plans. The site plan must meet the site plan requirements of the City of Suffolk. The topographic details, overland flow paths, ditches, piping, inlets, and stormwater management facilities must be shown to scale. In the event a site plan or a construction plan is not available, a map showing the similar data, property lines, easement information, impervious areas, and stormwater facilities shall be provided. Survey data must be provided for purposes of tying the parcel into the City's GIS mapping. Show two coordinates per plan sheet of a site survey boundary point that can be tied to the City Geodetic Control Network using Virginia State Plane Coordinate System (HARN-South Zone).
2. The drainage area tributary to the facility must be shown on a topographic map. A topographic map especially prepared for the site, existing City mapping or at a minimum a USGS Topographic map shall be provided. The drainage area must be delineated and size determined.

APPLICATION COMPLETION INFORMATION

- Parcel Number: This is the City of Suffolk's GIS Identification of a certain parcel of land.
- Proposed / Existing Use of the Parcel: This is the post-development and pre-development land use of the property.
- Property Owner: This is the name and contact information of the person(s) responsible of the parcel of land.
- Property Manager: If the parcel(s) of land is managed by a property manager then the property management information including name and contact information must be submitted.
- Location of Facility: This is a detailed description so the facility can be located, for example 442 W. Washington Street, Suffolk, VA 23434.
- Stormwater Facility Number: This is the common facility identifier. All facilities included in the Easements and Agreements need to be listed. This will be assigned by the City.
- Structure Type: List the type facility listed for transfer. Only detention, extended detention, and retention basin are applicable. For technical information on stormwater management design and functionality, see the City of Suffolk Public Facilities Manual.
- Easement and Agreement Recordation This is the date the Easement and

Date:

Agreement was created or modified giving the City of Suffolk right-of-way access to the facility for maintenance and operation purposes. *A certified copy of the Easement and Agreement document must accompany the transfer application.*

Final Inspection Date Issued by the City:

City inspectors will supply the final inspection date. The facility must be brought up to as-built standards before being accepted into the transfer program.