SUBMITTAL CHECKLIST - Declaration of Covenant (DOC) for Maintenance of Storm Water Low-Impact Development (LID) Features

Project Name: _____
Project Address:_____
Current Submittal Date:_____

General Instructions

1. Do not change any wording in the fillable DOC form, as it is a legal document. The Declaration of Covenant for Storm Water LID Features, which includes a site plan and construction details, is legally binding and serves as a guide for the property owner to comply with the maintenance requirements.
2. Be concise! Once installed, the State of California requires property owners to maintain these features in perpetuity. Detailed and accurate completion of this document is critical in helping the property owner understand their legal responsibilities.
3. All pages must be 8.5"x11" and legible. Any other size will not be properly recorded.

If you need assistance or clarification, please contact the Town's Municipal Storm Water Program Manager at 707-838-5385. For DOC forms and templates, visit the TOW Public Works Plan Review webpage: https://www.townofwindsor.ca.gov/231/Map-Plan-Review-Procedures

PART A

Must be submitted with the Storm Water LID Submittal (SWLIDS):

Important! Improvement plans will not be approved until completed drafts of the DOC and corresponding Exhibits are submitted to the Town and approved by Town personnel. Incomplete drafts will not be accepted.

DOC Legal Agreement

- ☐ Complete the Declaration of Covenants fillable form provided by the Town

Exhibit A: Legal Property Description

- ☐ Provide a legal description of each property and place it behind "Exhibit A" Coversheet.
  - ☐ Must include a surveyor stamp and signature OR book and page number of County property record.

Exhibit B: Stormwater LID BMP Site Map

- ☐ Provide a Plat/Site Map which includes:
  - ☐ Overview of the entire site.
  - ☐ Drainage Maintenance Areas (DMAs) as expected at project completion.
  - ☐ LID features, labeled and hatch-patterned by type
  - ☐ Clearly labeled locations of all trash capture devices and their tributary areas (sq ft), if applicable.
  - ☐ Table of features (See SWLIDS Template for full instructions.)
    - Sizing (length, width, depth)
    - Feature names that reflect feature types. Numbering should be separate for onsite and offsite. Follow naming convention on the SWLIDS Template. Ex: DMA-1 has BR-1 (Bioretention) and TF-1 (Tree Filter).
  - ☐ Legend and north arrow
- ☐ Place completed Plat/Site Map behind "Exhibit B" Coversheet.

Exhibit C: Stormwater LID BMP Construction Details

- ☐ Provide a complete Detail Sheet of all LID features
- ☐ Provide manufacturer spec sheets for any proprietary features included in the project, including trash capture devices, if applicable.
- ☐ Place completed Details behind "Exhibit C" Coversheet.

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PART B

Must submit prior to construction completion AND after completion of all LID features:

Important! Please Note: Occupancy will not be issued until:

1. ***The completed, approved, notarized, and recorded DOC with corresponding Exhibits are submitted to the Town. A conformed copy is acceptable if the recorded version is not yet available.***
2. ***The Town has completed a final inspection and approved the LID features.***

These requirements only fulfill the Storm Water Final Signoff portion of the Certificate of Occupancy.
For other requirements, check with the Town's Building Division of the Community Development Department.

- ☐ Update all maps, details and figures to reflect changes in sizing and placement of LID features.
- ☐ Submit DOC for Final Town Approval.
- ☐ Once approved by Town, have property owner sign and notarize completed DOC form.
- ☐ Once DOC is signed and notarized, record finalized documents with the County Recorder's Office:
  - ☐ DOC Legal Agreement
  - ☐ Completed and certified Notary form
  - ☐ Legal Property Description
  - ☐ Updated Plat/Site Map in full color.
  - ☐ Updated Detail Sheet
- ☐ Immediately after recording, send a conformed copy of the documents to:

  Town of Windsor Public Works
  8400 Windsor Road
  Windsor, CA 95492

Reviewer Comments (Include Dates)