San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
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RE: SFPUC Stormwater Management Requirements and Design Guidelines Supplement - Maintenance Agreement Recordation Instructions

The San Francisco Public Utilities Commission's (SFPUC) *San Francisco Stormwater Management Requirements and Design Guidelines* (SMR) require projects that create and/or replace 5,000 square feet or more of impervious surface to install stormwater management controls and maintain those controls in perpetuity. Every project subject to the SMR must sign and record a Maintenance Agreement to acknowledge and accept this maintenance responsibility. The Maintenance Agreement must be signed and recorded at the San Francisco Office of the Assessor prior to SFPUC approval of the Final Stormwater Control Plan (SCP). The San Francisco Department of Building Inspection (DBI) will not release the Certificate of Final Completion (CFC) for the project until the SFPUC approves the Final SCP.

The Maintenance Agreement Template for privately funded development projects is available for download on the SMR website at www.sfpuc.gov/smr. Alternate Maintenance Agreement Templates are available for projects with special circumstances, such as Federal or CCSF funded/owned projects. Please contact SFPUC for an alternate Maintenance Agreement.

Upon receipt of the Final SCP *Conditions of Approval*, follow the steps below to complete the recordation process:

STEP 1: Submit Maintenance Agreement

Submit one (1) original signed and notarized Maintenance Agreement with Exhibits A, B, C, and D. Exhibits must reflect the approved documents in the Final SCP and include resolution of any outstanding comments per the Condition of Approval. Clearly label each Exhibit or include a labeled divider page prior to each Exhibit.

- Exhibit A: Property Legal Description or Assessor's Block Map with metes and bounds
- Exhibit B: Stormwater Management Plan(s) with typical BMP section details (8.5" x 11" format, only)
- Exhibit C: BMP Maintenance Schedule(s)
- Exhibit D: BMP Inspection Schedule (s)

Daniel L. Lurie
Mayor

Kate H. Stacy
President

Joshua Arce
Vice President

Avni Jamdar
Commissioner

Steve Leveroni
Commissioner

Dennis J. Herrera
General Manager

Submit to:

Attn: SFPUC SCP Project Reviewer
c/o Andrew Corrales
SFPUC, Wastewater Enterprise
525 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Upon receipt, the SFPUC will review to ensure the package is complete.

- If not complete, or Exhibits do not represent the approved documents, the SFPUC may return the package with comments.
- If complete, the SFPUC will sign and notarize the original Maintenance Agreement, this can take up to two weeks. The SFPUC will return the signed Maintenance Agreement to the Property Owner for recordation.

STEP 2: Record Maintenance Agreement

The Property Owner must record the original signed Maintenance Agreement, signed by the Property Owner and the SFPUC, at the San Francisco Office of the Assessor. The Maintenance Agreement must be recorded with Exhibits A, B, C, and D.

Assessor-Recorder's Main Office:
San Francisco Office of the Assessor–Recorder
1 Dr. Carlton B. Goodlett Place, City Hall, Room 190
San Francisco, CA 94102

Submittal: Record one (1) original (8.5"x11"), wet-signed and notarized Maintenance Agreement in person at the Office of the Assessor – Recorder. Online recording is not available.

Fee: There is no recording fee for the original copy. However. the Property Owner may request a copy of the recorded documents at the time of recordation for a nominal fee.

Following recordation, the Office of the Assessor-Recorder will send the original document to the SFPUC.

STEP 3: SFPUC Approves the Final SCP

Upon SFPUC receipt of the original Maintenance Agreement package, and after the SFPUC has confirmed that all Conditions of Approval have been met, the SFPUC will provide a letter of Final SCP Approval to the Property Owner

and remove the hold on the issuance of the Certificate of Final Completion (CFC).