PREPARATION GUIDELINES FOR UDFCD MAINTENANCE SITE PLAN

Overview

The Urban Drainage and Flood Control District (District) is now requiring that a Maintenance Site Plan (Plan) be submitted for all pond projects as a condition of maintenance eligibility. The Plan shall consist of a single sheet that includes all the necessary information for long-term maintenance of the site, and shall generally conform to the attached half-size examples and the guidelines that follow. Any comments must be addressed by the Engineer until the Plan has been formally approved by the District. Graphical elements included on the sheet are to reflect as-built Record Drawing information associated with the completed project.

Contents of Maintenance Site Plan

The following outline shall be used to guide the development of the Maintenance Site Plan. Some items may not apply to all projects, and any unique features may warrant inclusion of additional information if pertinent to the anticipated maintenance of the site.

Section 1 - Project Information

1.0 General Information

- A. UDFCD Drainageway
- B. Property Owner / Local Government Agency Include contact number.
- C. Design Engineer Include contact number.
- D. Project Completion Date *Can be listed in drawing title, as shown in example.*

1.1 Hydraulic Information

- A. Online or Offline Facility?
- B. Flow Rates

All applicable flow rates should be listed, e.g. base flow, design flow, any storm flows that were evaluated, etc. Detention facilities should include inflow and outflow rates.

C. Facility Description

Include additional design information for the facility, including volumes, water surface elevations, and surface types for forebays and micropools.

- D. Outlet Type
- E. WQCV Drain Time

- 1.2 Miscellaneous Information
 - A. Project Survey Information

Include survey control information and at least one on-site "Maintenance Control Point" established during construction for use during maintenance activities.

- B. Seed Mix
- C. Mow Area

Include area in acres and description of mow limits.

D. Long Term Monitoring Requirements

If applicable, list monitoring requirements such as 404 Permit Reports or any other required monitoring.

Section 2 - Project Notes

2.0 General Facility Description

Include function, flow source, flow pattern through project, any special features, and any additional information that may be helpful in understanding the basic workings of the facility.

- 2.1 Maintenance Notes
 - A. Maintenance Frequency
 - B. Equipment and Special Tools Required
 - C. Power Source (*if applicable*)

2.2 Maintenance Procedure

- A. Dewatering
- B. Sediment Removal
- C. Debris Removal
- D. Site Inspection

List all general features and equipment that should be inspected to ascertain additional maintenance needs. See attached examples.

- E. Materials Testing List any contaminant testing requirements for sediment removed from the pond.
- F. Post-Maintenance Considerations

Any additional maintenance-related tasks should be listed here. These may include restoring flow patterns, replacing or removing stoplogs, or additional cleanup requirements.

Section 3 - Site Plan

- 3.0 Vicinity Map
- 3.1 Plan View

All major features of the facility should be labeled, including the following:

- Trickle Channel
- Forebay, longest reach distance required from access road
- Micropool, longest reach distance required from access road
- Entrance Structure
- Outlet Structure

In addition, special maintenance-related information should be identified:

- Maintenance Control Pont location and elevation
- *Maintenance entrance / access road / gates / turnarounds. List applicable information such as road material, width, maximum grade, etc.*
- Power source
- Weight-restricted areas
- Wetland or natural areas to avoid
- 3.2 Hydraulic Profile
 - Major features
 - Permanent pool elevations
 - Other applicable water surface elevations
 - Flow direction
 - Shading identifying forebay and micropool sediment removal zones

Section 4 – Details

- 4.0 Trickle Channel Section
- 4.1 Maintenance Road
- 4.2 Inlet Structure
- 4.3 Forebay Release Structure
- 4.4 Outlet Structure

Submittal Requirements

The Engineer shall submit one 22"x34" and one 11"x17" Maintenance Site Plan with the project's as-built Record Drawings. The UDFCD Design & Construction and Maintenance Programs will review and comment on the Plans. Any comments shall be addressed by the Engineer until approval has been granted by the District. Once approval has been granted, the final submittal shall include:

- Two 22"x34" Maintenance Site Plans (one mylar, one bond)
- One 11"x17" plan
- CD-ROM containing the AutoCAD file and a PDF of the plan



