

**OPERATIONS AND MAINTENANCE
PLAN REPORT**

For

**Saint John's Cemetery
223 Richards Avenue
Norwalk, Connecticut**

Prepared For

**The Bridgeport Roman
Catholic Diocesan Corporation**

September 13, 2021

**Stormwater Management
Practices Maintenance Declaration**

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D'Andrea Surveying & Engineering, PC

LAND PLANNERS • ENGINEERS • SURVEYORS

Stormwater Management Practices Maintenance Declaration

1. The Owner(s) of this property located at 223 Richards Avenue (Saint John's Cemetery) shall be solely responsible for the installation, maintenance and repair of the stormwater management practices, drainage easements and associated landscaping identified in Exhibit B in accordance with the Operation and Maintenance Plan.
2. No alterations or changes to the stormwater management practice(s) identified in Exhibit B shall be permitted unless they are deemed to comply with this Declaration and are approved in writing by the City of Norwalk.
3. The Owner(s) shall retain the services of a qualified inspector (as approved by the City of Norwalk) to operate and ensure the maintenance of the stormwater management practice(s) identified herein are in accordance with the Operation and Maintenance Plan.
4. The Owners(s) must maintain all records (logs, invoices, reports, data, etc.) and have them readily available for inspection at all times. Inspection Documentation must be maintained as frequently as required in the Operations and Maintenance Plan.
5. The City of Norwalk or its designee is authorized to access the property as necessary to conduct inspections of the stormwater management practices or drainage easements to ascertain compliance with the intent of this Declaration and the activities prescribed herein. Upon written notification by the City of Norwalk or their designee of required maintenance or repairs, the Owner(s) shall complete the specified maintenance or repairs within a reasonable time frame determined by the City of Norwalk. The Owner(s) shall be liable for the failure to undertake any maintenance or repairs so that the public health, safety, general welfare or the environment shall not be endangered.
6. If the Owner(s) does not keep the stormwater management practice(s) in reasonable order and condition, or complete maintenance activities in accordance with the Operation and Maintenance Plan contained in Exhibit A, or the required maintenance or repairs under 6 above within the specified time frames, the City of Norwalk is authorized, but not required, to perform the specified inspections, maintenance or repairs in order to preserve the intended functions of the practice(s) and prevent the practice(s) from becoming a threat to public health, safety, general welfare or the environment. In the case of an emergency, as determined by the City of Norwalk, no notice shall be required prior to the City of Norwalk performing emergency maintenance or repairs. The City of Norwalk may levy the costs and expenses of such inspections, maintenance, repairs and appropriate fees against the Owner(s). The City of Norwalk at the time of entering upon said stormwater management practice for the purpose of maintenance or repair may file a notice of lien upon the property affected by the lien. If said costs and expenses are not paid by the Owner(s), the City of Norwalk may pursue the collection of same through appropriate court actions.
7. The Owner(s) hereby conveys to the City of Norwalk an easement over, on and in the Property for the purpose of access to the stormwater management practice(s) for the inspection, maintenance and repair thereof, should the Owner(s) fail to properly inspect, maintain and repair the practice(s). The City of Norwalk's execution of any repair or maintenance does not alter the Owner(s) responsibility to maintain in future.

8. The Owner(s) agrees in the event that the Property is sold, transferred, or leased to provide information to the new owner, operator, or lessee regarding proper inspection, maintenance and repair of the stormwater management practice(s). The information shall accompany the first deed transfer and include Exhibits A and B and this Declaration. The transfer of this information shall also be required with any subsequent sale, transfer or lease of the Property.
9. The Owner(s) agree that the rights, obligations and responsibilities hereunder shall commence upon execution of the Declaration.
10. The parties whose signatures appear below hereby represent and warrant that they have the authority and capacity to sign this declaration and bind the respective parties hereto.
11. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the City of Norwalk harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known or unknown, arising out of or in any way connected with the design, construction, use, maintenance, repair or operation (or omissions in such regard) of the storm drainage system referred to in the permit as Exhibit "A" hereto, appurtenances, connections and attachments thereto which are the subject of this Declaration. The Proprietor, its agents, representatives, successors and assigns shall not be required to indemnify the City, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the City, its officers, agents, servants or employees, other than supervisory acts or omissions of the City, its officers, agents, servants, or employees, in connection with such Claims or the enforcement of this Declaration.

Exhibit "A"

**Operation and Maintenance
Plan with Log**

Exhibit A
Operations and Maintenance Plan

223 Richards Avenue

September 13, 2021

Scope:

The purpose of the Operations and Maintenance Plan is to ensure that the existing and proposed stormwater components installed at 223 Richards Avenue are maintained in operational condition throughout the life of the project. The service procedures associated with this plan shall be performed as required by the parties legally responsible for their maintenance.

Recommended Frequency of Service:

As further defined below, all stormwater components should be checked on a periodic basis and kept in full working order. Ultimately, the required frequency of inspection and service will depend on runoff quantities, pollutant loading, and clogging due to debris. At a minimum, we recommend that all stormwater components be inspected and serviced twice per year, once before winter begins and once during spring cleanup.

Qualified Inspector:

The inspections must be completed by an individual experienced in the construction and maintenance of stormwater drainage systems. Once every five years the inspections must be completed by a professional engineer.

Service Procedures:

1. **Catch Basins & Drainage Inlets:**

- a. Catch basins and drainage inlets shall be completely cleaned of accumulated debris and sediments at the completion of construction.
- b. For the first year, catch basins and drainage inlets shall be inspected on a quarterly basis.
- c. Any accumulated debris within the catch basins/inlets shall be removed and any repairs as required.
- d. From the second year onward, visual inspections shall occur twice per year, once in the spring and once in the fall, after fall cleanup of leaves has occurred.
- e. Accumulated debris within the catch basins/inlets shall be removed and repairs made as required.
- f. Accumulated sediments shall be removed at which time they are within 12 inches of the invert of the outlet pipe.
- g. Any additional maintenance required per the manufacturer's specifications shall also be completed.

2. **Storm Drainage Piping and Manholes/Junction Boxes:**

- a. All storm drainage piping shall be completely flushed of debris and accumulated sediment at the completion of construction.
- b. Manholes/Junction Boxes shall be inspected and repaired on an annual basis.

- c. Unless system performance indicates degradation of piping, comprehensive video inspection of storm drainage piping shall occur once every ten years.
- d. Any additional maintenance required per the manufacturer's specifications shall also be completed.

3. Stormwater Control Structures:

- a. All control structures (orifice, weir, etc.) shall be completely cleaned of accumulated debris and sediments at the completion of construction. Any repairs shall be performed.
- b. For the first year, control structures (orifice, weir, etc.) shall be inspected on a quarterly basis.
- c. Any accumulated debris shall be removed and any repairs made to the control structures (orifice, weir, etc.) as required.
- d. From the second year onward, visual inspections shall occur twice per year, once in the spring and once in the fall, after fall cleanup of leaves has occurred.
- e. Accumulated debris shall be removed and repairs made as required.
- f. Any additional maintenance required per the manufacturer's specifications shall also be completed.

4. Drainage Outfalls/Splash Pads/Scour Holes/Level Spreaders:

- a. All outfalls shall be completely cleaned of accumulated debris and sediments at the completion of construction. Any repairs to outlet protection material (rip rap) shall be performed.
- b. For the first year, outfalls shall be inspected on a quarterly basis.
- c. Any accumulated debris shall be removed and any repairs made to the outfalls as required.
- d. From the second year onward, visual inspections shall occur twice per year, once in the spring and once in the fall, after fall cleanup of leaves has occurred.
- e. Accumulated debris shall be removed and repairs made as required.
- f. Any erosion shall be promptly repaired and the cause of the erosion shall be identified and corrected.
- g. Any additional maintenance required per the manufacturer's specifications shall also be completed.

5. Drywells and Infiltration Systems:

- a. All drywells/infiltrators shall be completely cleaned of accumulated debris and sediments upon the completion of construction.
- b. For the first year, the drywells/infiltrators shall be inspected on a quarterly basis.
- c. Any accumulated debris within the drywells/infiltrators shall be removed and any repairs made to the units as required.
- d. From the second year onward, visual inspection shall occur twice per year, once in the spring and once in the fall, after fall cleanup of leaves has occurred.
- e. Accumulated debris within the units shall be removed and repairs made as required.
- f. Any additional maintenance required per the manufacturer's specifications shall also be completed.

6. Roof Gutters:

- a. Remove accumulated debris and inspect for damage. Any damage should be repaired as required.

7. Groundwater Pump System:

- a. Pump system shall be inspected for proper operation including all connections and force mains.
- b. The backup generator and electrical system must be inspected for proper operation by an electrician.
- c. Sump of the pump chamber shall be cleared of all debris and silt.
- d. The approved pump model is:
- e. The existing pump can only be replaced with a pump matching the specifications of the existing pump listed above. A change to a different pump must be approved by the Engineering Division.
- f. Any additional maintenance required per the manufacturer's specifications shall also be completed.

Disposal of Debris and Sediment:

All debris and sediment removed from the stormwater structures and bioretention/biofiltration basins shall be disposed of legally. There shall be no dumping of silt or debris into or in proximity to any inland or tidal wetlands.

Maintenance Records:

The Owners(s) must maintain all records (logs, invoices, reports, data, etc.) and have them readily available for inspection at all times.

Operations and Maintenance Log (Page 1 of 3)

223 Richards Avenue

September 13, 2021

Type of Inspection: Spring Fall Other

Inspector's Name: _____ Date of Inspection: _____

Affiliation: _____ Phone #: _____

Catch Basins & Drainage Inlets:

- Has accumulated debris been removed from grates? Yes No N/A
- Do any basins require additional repair? (identify below): Yes No N/A
- Have sumps been cleaned of sediment? Yes No N/A

Notes:

Storm Drainage Piping and Manholes/Junction Boxes:

- Has accumulated debris been removed? Yes No N/A
- Do any manholes require additional repair? (identify below): Yes No N/A
- Is there any evidence of stormwater piping failure? Yes No N/A
- Has a comprehensive video inspection been completed? Yes No N/A

Notes:

Stormwater Control Structures:

- Has accumulated debris been removed? Yes No N/A
- Are any repairs required? (identify below): Yes No N/A
- Have orifices and weirs been cleaned of debris? Yes No N/A

Notes:

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223 Richards Avenue

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Drainage Outfalls/Splash Pads/Scour Holes/Level Spreaders:

- Have all drainage outlets been cleared of debris? Yes No N/A
- Have all outlet protections been inspected/repared? Yes No N/A
- Have all erosion issues been repaired? Yes No N/A

Notes:

Drywells and Infiltration Systems:

- Have units been cleared of debris/sediments? Yes No N/A
- Do units require additional repair? (identify below): Yes No N/A
- Has draining times of system been verified? Yes No N/A

Notes:

Roof Gutters:

- Has accumulated debris been removed from gutters? Yes No N/A
- Do any gutters require additional repair? (identify below): Yes No N/A

Notes:

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Groundwater Pump System:

- Has the electrical connections been inspected? Yes No N/A
- Has the electrical connections for the generator been inspected? Yes No N/A
- Has the generator been exercised? Yes No N/A
- Has the sump been cleaned? (identify below): Yes No N/A

Notes:

Please make additional notes/observations and particular concerns below. Also record any additional maintenance that has been performed:

Signature of Inspector:

Date: