



## **RE: SFPUC Stormwater Design Guidelines Supplement Maintenance Agreement Recordation Instructions**

The San Francisco Public Utilities Commission's (SFPUC) *San Francisco Stormwater Design Guidelines (Guidelines)* require projects that disturb 5,000 square feet or more of ground surface to install stormwater management controls and maintain those controls in perpetuity. Every project subject to the *Guidelines* 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 *Guidelines* website at [www.sfwater.org/sdq](http://www.sfwater.org/sdq). 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.

**Reminder:** This process assumes your project has submitted an unsigned draft Maintenance Agreement (w/ Exhibit A) as part of the Final SCP, Part III.

**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
- Exhibit B: Stormwater Management Plan(s) and typical BMP section details (8.5" x 11" or 8.5" x 14" format, only)
- Exhibit C: BMP Maintenance Schedule(s)
- Exhibit D: BMP Inspection Checklist(s)

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Submit to:

Attn: SFPUC SCP Project Reviewer  
c/o Mike Adamow  
SFPUC, Wastewater Enterprise  
525 Golden Gate Avenue, 11th 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. 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, 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).