

**SAMPLE  
MAINTENANCE PLAN AND BUDGET**

“XYZ” Company  
Storm Water Management System Maintenance Plan  
for  
“XYZ” Development

1. Responsibility for Maintenance
  - a. During construction, it is the developer’s responsibility to perform the maintenance.
  - b. Following construction, it will be the responsibility of “XYZ” Company to perform the maintenance.
  - c. If “XYZ” Company fails to act within the time frame specified, the [City/Township of \_\_\_\_\_] will perform the needed maintenance and assess the costs against the property owners within the [subdivision] [condominium association] [other type of development].
  
2. Time Frame for Corrective Action
  - a. Routine Maintenance: Corrective action shall be completed within 30 days of regularly scheduled inspection or notification that action is required.
  - b. Emergency Maintenance: Corrective action shall be completed within 36 hours of notification unless threat to public health, safety, and welfare requires even more immediate action.
  
3. Source of Financing
  - a. “XYZ” Company will pay for all maintenance activities on a continuing basis. The funding source will be [describe].
  
4. Maintenance Tasks and Schedule
  - a. See attached drawings of storm water management system.
  - b. See attached Table No. 1.
  
5. Annual Maintenance Budget
  - a. The annual maintenance budget for “XYZ” development is itemized as follows:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
TOTAL	\$
  
6. Written documentation of maintenance inspections, maintenance activities, and expenditures will be kept on file at \_\_\_\_\_.

**TABLE No. 1  
 “XYZ” DEVELOPMENT  
 STORM WATER MANAGEMENT SYSTEM  
 MAINTENANCE TASKS AND SCHEDULE**

Tasks	Storm Sewer and Culverts	Ditches and Swales	Detention Basins	Infiltration Basins	Proprietary Pre-treatment Systems	Inspection Schedule	Maintenance Schedule
Clean catch basin sumps						Bi-annually	
Remove debris from pipes, open channels and outlet structures						Bi-annually	
Remove sediment accumulation						Bi-annually	
Remove floatables and debris						Bi-annually	
Repair erosion						Bi-annually	
Replace riprap						Bi-annually	
Repair/replace structural components						Annually by licensed professional engineer	
Maintain vegetative buffers						Bi-annually	
Mowing						[Set based on use]	
Trim brush/trees						Bi-annually	
Refresh/replace infiltration/filter media						Bi-annually	
Maintenance of wetland vegetation						Bi-annually	
Pump and haul from spill containment						Bi-annually	
[            ]							