



Guilford County  
Planning and Development  
Stormwater/Watershed

## Sand Filter (Underground) Operation and Maintenance Agreement

Cross Reference to

Plat Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**SCM ID:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return To

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project:  
Date:



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I will keep a maintenance record on this SCM. This maintenance record will be kept in a log in a known set location. Any deficient SCM elements noted in the inspection will be corrected, repaired, or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the SCM.

Important maintenance procedures:

- The drainage area will be carefully managed to reduce the sediment load to the sand filter.
- The sedimentation chamber or forebay will be cleaned out whenever sediment depth exceeds 6 inches.
- Once a year, sand media will be skimmed.
- The sand filter media will be replaced whenever it fails to function properly after maintenance.

The sand filter will be inspected quarterly and within 24 hours after every storm event greater than 1.0 inches. Records of operation and maintenance will be kept in a known set location and will be available upon request.

Inspection activities shall be performed as follows. Any problems that are found shall be repaired immediately.

The owner (or owners' association when applicable) responsible for maintenance of the SCM shall retain a qualified professional to perform annual inspections of the SCM. Annual inspection reports prepared by the qualified professional shall be provided to the owner and Guilford County Watershed Section for record file with notification of additional maintenance or repair required.

The owner shall hire personnel with confined space entry certification in accordance with OSHA standards to assist the qualified professional with inspection observations.

Project:  
Date:



SCM Element	Potential Problem	How I will remediate the problem
<b>Entire SCM</b>	Trash/debris is present	Remove the trash/debris
<b>Adjacent pavement (if applicable)</b>	Sediment is present on the pavement surface	Sweep or vacuum the sediment as soon as possible
<b>Perimeter of sand filter</b>	Areas of bare soil and/or erosive gullies have formed	Regrade the soil if necessary to remove the gully, and then plant a groundcover and water until it is established. Provide a one-time lime and fertilizer application
	Vegetation is too short or too long	Maintain vegetation at an appropriate height
<b>Flow diversion structure</b>	The structure is clogged	Unclog the conveyance and dispose of any sediment off site
	The structure is damaged	Made any necessary repairs or replace if damage is too large for repair
<b>Forebay or pretreatment area</b>	Sediment has accumulated to a depth greater than six inches	Search for source of the sediment and remedy the problem if possible. Remove the sediment and stabilize or dispose of it in a location where it will not cause impacts to jurisdictional waters or SCMs
	Erosion has occurred	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems
	Weeds are present	Remove the weeds, preferably by hand. If a pesticide/herbicide is used it must be wiped on the plants rather than spraying
<b>Filter bed and undertrain collection system</b>	Water is ponding on the surface for more than 24 hours after a storm	Check to see if the collector system is clogged and flush if necessary. If water still ponds, remove the top few inches of filter bed media and replace it. If water still ponds, consult an expert.
<b>Outlet device</b>	Clogging has occurred	Clean out the outlet device. Dispose of the sediment properly, and off site.
	The outlet device is damaged	Repair or replace the outlet device
<b>Receiving water</b>	Erosion or other signs of damage have occurred at the outlet	Contact Guilford County Stormwater/Watershed Section

Project:  
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I acknowledge and agree by my signature below that I am responsible for the performance of the maintenance procedures listed above. I agree to notify Guilford County Planning and Development Department, Stormwater & Watershed Section of any problems with the system or prior to any changes to the system or responsible party.

Project Name: \_\_\_\_\_

SCM ID: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Authorized Signer  
for Property Owner  
(Print Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: the legally responsible party should not be a Homeowners Association unless more than 50% of the lots have been sold and a resident of the subdivision has been named president.

I, \_\_\_\_\_, a Notary Public for the State of \_\_\_\_\_,  
County of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally  
appeared before me this day of \_\_\_\_\_, \_\_\_\_\_, and acknowledge the due execution of the  
forgoing sand filter maintenance requirements. Witness my hand and official seal,



SEAL

My commission expires: \_\_\_\_\_