



To: Applicant
From: Ashley Baggett
RE: Private Stormwater Management Facility Maintenance Agreement

To Whom It May Concern,

A private stormwater maintenance agreement is required to be completed and recorded at Washington County per the City of Hillsboro Design and Construction Standards. Facility types include, but are not limited to: vegetative swales, filter vaults, flow through planters, and rain gardens. These facilities are a part of the Stormwater System and are responsible for removing pollutants from stormwater runoff before entering the local streams and creeks.

The agreement documents the type of facility constructed or discovered on the property, site specific information, and legal standards for maintaining the private stormwater management facility.

Included with this letter is the Private Stormwater Maintenance Agreement template. The agreement must be completed and recorded prior the completion of site development work. The process includes:

- Complete the highlighted fields on agreement.
- Submit the draft agreement and exhibit to the City for review and approval.
- Owner sign and notarize agreement, mail original copy to the City of Hillsboro Public Works Department.
- City will sign and record the agreement at Washington County.

The instructions on page two provide guidance on completing the maintenance agreement and specific requirements from Washington County Recorder's office. Please reach out with questions and I am happy to provide next steps and guidance during the process.

Thank you in advance,

Ashley Baggett

Ashley Baggett
Project Specialist
City of Hillsboro Public Works Department

Private Stormwater Management Facility Agreement Instructions:

- Only complete the highlighted areas.
- The Legal Description: Tax lot or address is not a legal description. Locate the Property deed.

Recommended: Reference the property deed using the following:

That property described in [Type of Deed] Deed to [Owner Name], recorded on [Date] as document number XXXX-XXXXXX in Deed Records of Washington County, Oregon

- The Agreement is signed and notarized. Signature and Title are on the same page.
- The Agreement is signed by all parties identified on the first page of the agreement.
- The Agreement is printed single sided.

After the agreement is signed and notarized:

Return Agreement:

City of Hillsboro Public Works Department
4415 NE 30th Avenue, 2nd floor
Hillsboro, OR, 97124

Include your letterhead identifying

- Project Name:
- Permit #: