

**CITY OF WICHITA FALLS  
PUBLIC WORKS**

**GUIDELINES FOR COMPLETING DETENTION FACILITY AGREEMENT**

- The date of the Detention Facility Agreement (DFA) agreement must be the same as the date the Notary Public witnessed the owner signing the document.
- If the property is owned by a corporation, the witness should be the Corporate Secretary.
- All signatures must be in blue ink.
- The property description must be the legal description (subdivision, lot and block) and not the physical address.
- Exhibit “A” must include the language for the engineer’s certification of the stormwater detention facility and storage/release rate table as outlined in the example Exhibit “A”. As-Constructed storage volume must be equal to or greater than the design storage and the release rate must be less than or equal to the designed release rate.
- Include the field notes description of the area which defines the property reserved for the stormwater detention area (refer to Exhibit “B” example). Field notes must match boundary description as defined on Exhibit “A”
- Insure all pages of the DFA are initialed by the owner.
- Engineer must seal and date the Exhibit “A” however; the date of the engineers seal may not be later than the date of the owner’s signature.
- Exhibits “A” and “B” must contain the legal description of the property and should include the physical address of the property.
- Documents may not be submitted on paper larger than legal size.
- Exhibit “A” should include all facilities relative to the stormwater detention facility (i.e. flumes, outlet structure, concrete pans, grades as necessary to define the slopes, etc.). Reduction of the overall site plan should not be used for the Exhibit “A”
- The Detention Facility Agreement should be submitted a minimum of 2 weeks prior to date of the final inspection for the Certificate of Occupancy. Final Certificate of Occupancy will not be released until the documents have been signed by the City Manager.