



STORMWATER BMP ANNUAL MAINTENANCE INSPECTION REPORT

EXHIBIT "D"

(THIS FORM IS TO ACCOMPANY PERTINENT ANNUAL BMP CHECKLIST(S))

The Town of Mount Pleasant Development Ordinance requires that Stormwater BMP runoff control devices/structures constructed after 9/2007 be inspected annually to insure they are being maintained properly and are functioning as originally designed and intended.

Systems installed prior to 9/2007 should be conducting and documenting routine maintenance and inspection and may utilize this form.

- A. General Information: (Fill out ALL information)** *USE ONLY ONE INSPECTION FORM PER SITE WITH AS MANY ACCOMPANYING BMP CHECKLIST ATTACHMENT SHEETS AS NEEDED. (IF MULTIPLE BMP'S EXIST AT A SITE, SUBMIT MULTIPLE CHECK-OFF ATTACHMENT SHEETS ALONG WITH THE STANDARD 2-PAGE FORM. ALSO, ATTACH DIGITAL PHOTOGRAPHS OF THE SITE, STRUCTURES, AND DEVICES AS APPLICABLE. COMPLETE ALL BOXES – LEAVE NOTHING BLANK!

Original Project Name: (as found in Town of Mount Pleasant Files)	Legal Owner of Record: (Name from Charleston County Real Estate/Tax Website or from the owner if more recently updated):
Current Name/Modified Name:	Legal Owner of Record Address:: (from Charleston County Real Estate/Tax Website or from the owner if more recently updated):
Physical Address/Location of BMP:	Owner Name: (or names)
Town of Mount Pleasant Site Plan # or Subdivision Plan #	Owner Telephone Number w/ Area Code:
Site Contact Entity: (Owner, Management Company, or HOA)	Name of Inspection Company:
Site Contact Person Name/Title:	BMP Inspector Name: (a person's name - not a company name)
Site Contact Entity Mailing Address:	Mailing Address of Inspection Company:
Site Contact Person Telephone Number:	Qualification//Credentials of Inspector: <i>Inspector Certification Type:</i> <input type="checkbox"/> Registration <input type="checkbox"/> Licensure <input type="checkbox"/> Certification Name of Certifying Entity: State: Certification #
Site Contact Person e-mail address:	BMP Inspector Contact Information: (Name) (Email)

Use ONE BMP checklist sheet for each specific type of BMP device found at each BMP site location. As an example if a given site has four dry ponds and four level spreaders, you need to submit one standard form (i.e., this 2-page form) along with four Dry Pond sheets and four Level Spreader sheets. Fill-in the actual number of BMP devices on the table below that exist at a given site. Attach digital low-res digital color photos as appropriate, to show areas of interest or areas that need attention.

B: Site BMP Information

Device Type	Number of BMP's per Site
Bioretention Areas	
Constructed Wetlands	
Dry Ponds	
Grass Swales	
Level Spreaders	

Device Type	Number of BMP's per Site
Proprietary Device (*Must receive DW Q/TOMP advance approval)	
Riparian Buffers	
Sand Filter	
Underground Detention/Storage	
Wet Ponds	

Other (Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe))		
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Note #1: Inspections With Deficiencies “The “FAIL” box should be checked under item “C” (below). The failed inspection form along with the specific BMP check-off attachment sheets and confirmatory digital photographs summarizing required repairs must be submitted to the TOMP within 30 days of completion of the preliminary inspection. Re-inspection and certification will be required after satisfactory completion of all repairs.

Note #2: Inspections With No Deficiencies – “The “PASS” box should be checked under item “C” (below). The inspection form should be signed, stamped, and sealed by the appropriate professional and submitted to the TOMP within the same month of, on or before the established inspection due date. Attach the applicable BMP check-off sheets and confirmatory digital photographs accordingly.

C: The results of this inspection are as follows:	
<input type="checkbox"/>	<p>FAIL</p> <p><i>VISUAL INSPECTION FOUND APPARENT PROBLEMS WHICH NEED IMMEDIATE ATTENTION.</i></p> <ul style="list-style-type: none"> • <i>DEVELOP A WRITTEN PLAN/ SCHEDULE TO INITIATE THE REPAIR AND/OR MAINTENANCE ITEMS INDICATED ON THE ATTACHED CHECKLISTS WITHIN 30-DAYS OF THE DATE OF THIS REPORT.</i> • <i>RE-INSPECTION AND CERTIFICATION PRIOR TO OR AT THE 30-DAY INTERVAL WILL FOLLOW SATISFACTORY COMPLETION OF ALL REPAIRS AND MAINTENANCE.</i>
<input type="checkbox"/>	<p>PASS/CERTIFIED (CHECK HERE AFTER INITIAL FAILURE IF THIS IS A RE-INSPECTION) <input type="checkbox"/> DATE: Click here to enter a date.</p> <p>VISUAL INSPECTION FOUND NO APPARENT PROBLEMS, (CERTIFICATION BELOW; SEE ITEM “E”).</p>

D. Certification (is only performed when BMP is functional and has no outstanding repair or maintenance issues)

E. _____, as a duly registered Professional in the State of South Carolina, hereby state that, to the best of my abilities the stormwater best management practice (bmp) device(s) is/are fully functioning and operating as designed and intended.

Seal/Signature
Inspection by: _____

Date: _____



Submittal Requirements:

- 1) **SUBMITTAL TIMELINE.** All inspections – passed and/or failed must be submitted to the TOMP electronically by the end of the month the inspection is due.
- 2) **ELECTRONIC PDF SUBMITTALS.** Submittals shall be in the form of an electronic copy sent via email as a pdf file. The TOMP’s standard *STORMWATER BMP ANNUAL MAINTENANCE INSPECTION REPORT* form shall be submitted with as many applicable BMP attachment check-off sheets as necessary based upon actual numbers of BMP’s at a site. As an example if a given site has four BMP’s **dry ponds** and four **level spreaders connected to the ponds**, you need to submit one standard form (i.e., the 2-page form) along with four ‘dry pond checklist attachments and four ‘level spreader checklist attachment sheets. Additionally, color digital photographs of the BMP features and areas of interest/concern shall be submitted as well. ALL of the above shall be submitted as ONE pdf – preferably no more than (2) megabytes in size. Do **NOT** submit separate digital photos as a pdf, separate attachment sheets as a pdf – make it all one pdf submittal. If you need to shrink or reduce the size of the electronic file – use low resolution scanning and put approximately 2-3 pictures on one page. Full size page pictures are not needed or desired. Text book quality digital pictures likewise are not needed. However, all pictures shall be submitted in **COLOR** – no black and white pictures are desired.
- 3) **PDF FILE NAMING.** For simplicity, create the .pdf file name with an equivalent site name as identified by the Town of Mount Pleasant’s site name for the bmp followed by the year of inspection. **Example: Simmons Point Phase 1 2015.** If the site fails – give it the following name – **Simmons Point Phase 1 2015 FAIL.**
- 4) **PAPER COPIES.** Paper copy submittals are no longer required or desired. All submittals, unless otherwise approved, should be submitted electronically to the Stormwater Division at the following email address: stormwater@tompsc.com. Additional submittal questions may be answered at: (843) 856-2157.

The Owner has a 30-days from the date of the preliminary inspection to communicate with the town’s Stormwater division regarding their plan and schedule (or make) all repairs, correct all deficiencies, and submit a certification to the TOMP. It is strongly encouraged that the inspector be part of the repair and maintenance process in a QA/QC role in order to ensure that repairs are being performed properly.

Actions by the Town of Mount Pleasant:

D. Municipal follow-up actions can be triggered by the following:

- 1) **When an annual inspection is 30-days past due and no efforts have been documented (submitted) to the TOMP indicating that the inspection has taken place; or**
- 2) **When a site inspection does take place but fails, and the follow-up 30-day communication of the property owner’s plan to schedule repairs outlined above elapses and no repairs and/or follow-up is received by the TOMP;**
- 3) **When a site inspection does take place but fails and then, after 30-days, only some (but not all) of the necessary repairs have been rectified the issue may be revisited based upon the plan/ schedule provided.**
- 4) **Water Quality violations or alterations to the performance of the designed system are found during a Town inspection and information is provided to the owner – and no corrective measures are initiated in the timeframes indicated in the correspondence.**