



# ANNUAL INSPECTION & MAINTENANCE REPORTS FOR SCMS SUBMITTAL GUIDELINES

## SUBMITTAL DEADLINE

Stormwater Control Measure (SCM) inspections are performed quarterly, at a minimum, or more frequently if stated in the long term maintenance plan. A completed annual **report** shall include the inspection **forms** from each inspection that year. The annual report shall be turned in once a year by **June 30<sup>th</sup>**. Forms submitted after June 30<sup>th</sup> will result in the suspension or forfeiture of any Water Quality Fee discounts (see City Code Section 356.1.4).

## SUBMITTAL FORMAT

All reports must be delivered via email in PDF format. If emails have attachments larger than 25 MB, then the submittal may be divided with emails labeled systematically (1 of x, 2 of x, 3 of x, etc.). The report package shall include:

1. Cover Sheet – includes your contact information & the total number of SCMs on site
2. Inspection Forms – a separate inspection form for each SCM on site
3. Color Photographs – label photographs to match the SCM name on the inspection form
4. Copy of the long term maintenance plan used to guide your inspection and maintenance
5. Copies of any invoices incurred from maintenance (if applicable)

## FILE NAMING

The following guidelines shall be used for naming your annual report PDF file. This will ensure that reports are properly filed, accounted for & easily discoverable.

File name: date of submittal (YYYY-MM-DD)\_property address\_annual report.pdf

For example, an annual report submitted on 3/15/2019 for 1234 City Rd would be named:

2019-03-15\_1234 City Rd\_annual report.pdf

## REPORT SUBMISSION

Email annual reports to the Water Quality Program at: [ChattanoogaWQ@chattanooga.gov](mailto:ChattanoogaWQ@chattanooga.gov)

\*Please copy the property owner in the email if submitting on their behalf

## QUESTIONS

Definitions and associated maintenance checklists for SCMs can be found in the City's Rainwater Management Guide and City Code. For questions regarding inspections and/or reporting, please contact the City Water Quality Program at

[ChattanoogaWQ@Chattanooga.gov](mailto:ChattanoogaWQ@Chattanooga.gov).



# Inspection and Maintenance Form for Stormwater Control Measures (SCMs)

## COVER SHEET

Quarterly reports must be submitted by **June 30th** of each year. Forms submitted after June 30th will result in the suspension or forfeiture of any fee discounts (see City Code Section 356.1.4). Submit to [ChattanoogaWQ@Chattanooga.gov](mailto:ChattanoogaWQ@Chattanooga.gov) with color photographs.

Does this site have an approved water quality fee discount?      **YES**      **NO**

Property Address _____	Parcel ID _____
Owner Name _____	Phone _____
Owner E-mail _____	
Contact Person _____	Phone _____
Contact E-mail _____	
Inspection Company _____	
Company Address _____	
Company Contact _____	Phone _____
Company E-mail _____	

SCM	#	SCM	#
Detention Pond (dry pond)		Constructed Wetland	
Retention Pond (wet pond)		Sand Filter	
Underground Detention		Stream Buffer (square footage)	
Bio-Retention Pond		Street Sweeping (square footage)	
Bio-Retention Swale		Disconnected Impervious Area	
Vegetated Swale		Stormwater Planter Box	
Pervious Pavement		Naturalized Basin	
Green Roof		Naturalized Swale	
Water Reuse (i.e. cistern)		Oil Skimmer/Baffle	
Infiltration Bed		Proprietary Device (i.e. water quality unit)	
Infiltration Trench		Other:	
Infiltration Berm		Other:	



## Inspection and Maintenance Form for Stormwater Control Measures (SCMs)

**SCM Name:** \_\_\_\_\_

(Submit color photographs of this SCM and label them with this SCM name)

Date of This Inspection:	0: Poor condition (Major Maintenance Needed)
Date of Last Inspection:	1: Needs improvement (Moderate Maintenance Needed)
Date of Last Rainfall Event:	2: Acceptable condition (Minimal Maintenance Needed)
Date of Installation:	3: Excellent condition (No Maintenance Needed)
Is there a recorded IM Agreement?    Y    N	SCM status (use numerical rank above):

Describe the maintenance/repair activities performed **since the last inspection date:**  
 (e.g., picked up trash around pond and mowed it weekly; cleaned the surface trash out of the oil skimmer weekly; had the water quality unit cleaned with a vacuum truck on May 8; etc.):

Describe the current condition and any maintenance/repair activities performed **at the time of this inspection:**

Describe the maintenance activities, if any, that need to be performed **before the next inspection:**  
 (e.g., filters need to be replaced in the water reuse system; animal burrows need to be filled in on the retention pond berm; the pervious concrete needs to be swept; the green roof needs to be weeded; etc.)

Inspector Name	
Certification Type & Number	
Signature	
Date	