

**WRIGHTSVILLE BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION
SECTION I**

Attention: If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with the Borough Stormwater Management Ordinance No. 2011-_____. Completion of this form will allow the staff to guide you through the associated regulations.

Step 1: Complete the project information

Project Information: Property Owner: _____

Property Address: _____

Contact Information:

Daytime Phone Number: _____

Email Address: _____

Check box for the preferred method of communication above

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc):

Have any other exterior improvements been completed on the property since _____ (Date of adoption of SWM Ordinance)? If so please list the projects and permit numbers _____.

Step 2: Provide Sketch Plan of property with approximate property lines, existing improvements and proposed improvements. Indicate which way the property slopes as well as provide detailed information on the proposed improvements (roof breaks, gutters, downspout locations, etc.) Sample included as Attachment A1.

Step 3: Return this form and Sketch Plan to the Building Permit Officer.

Review of this form will allow the Building Permit Officer to determine what requirements of the Stormwater Management Ordinance apply to your project. The Building Permit Officer will contact you at the phone number or email address indicated above once the internal review has been completed (typically within two days) you will be asked to come back to the Borough Building to discuss the requirements and finalize the application.

This meeting should occur before completing Section II of the Application.

SECTION III

Guidance Document for Borough Staff on Proper Stormwater Management

Act 167 requires all Municipalities to adopt a Stormwater Management Ordinance in accordance with York County Integrated Water Resources Plan. Therefore, all regulated activities within the Borough should comply with the Borough's SWM Ordinance No. _____. To accomplish this goal, all regulated activities should be reviewed in accordance with this Guidance Document.

Step 1: Property owner proposes (Regulated Activity):

- New Pavement (Parking area, driveway) _____ SF
- New Building (Shed, Garage, Addition) _____ SF
- Sidewalk or Patio (Concrete, Brick) _____ SF
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) _____ SF (Contact Borough Engineer)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.

Step 2: After the applicant completes and returns Section 1 of the Application, complete the following to see what requirements apply to the Regulated Activity:

1. Go to York County's Tax Assessment website located at <http://gis.york-county.org/MapData.aspx>. Find the property in question. Change the map view to the Hybrid Image and print out a copy. Utilizing the property owner provided information, label the Regulated Activity and locational information (distance from existing site features and property lines, flow direction, etc.) on the printout. This will serve as the Site Plan for the review of the Regulated Activity
2. Determine if the proposed project qualifies as a Disconnected Impervious Area (DIA) in accordance with Appendix B of the Ordinance.
 - a. Check all that apply.
 - i. For Structures:
 - 1. Less than 500ft² draining to individual downspouts. ____ Yes ____ No (if No an Equivalent DIA approach must be taken)
_____ SF (Downspout 1) _____ SF (Downspout 2)
a. *Check Site Plan created above*
 - 2. Type D Soils ____ Yes ____ No (if Yes consult Borough engineer)
a. *The Soil Survey indicates that no Type D soils exist in Wrightsville Borough*
 - 3. Drainage Length of pervious flow path? _____ ft (if less than 75' an equivalent DIA approach must be taken)
a. *Check Site Plan created above. The pervious flow path should consist of vegetated areas (grass, meadow, etc.) and be completely contained within the property of the Regulated Activity.*
 - 4. Flow path < 5% slope? _____ % (if >5% an equivalent DIA approach must be taken)
a. *Check Slope Map.*
 - ii. For Pavement/Patio/At-grade Impervious Areas:
 - 1. Drainage length of impervious area is less than 75' ____ Yes ____ No (if No an equivalent DIA approach must be taken)
a. *Check Site Plan created above.*

- 2. Pervious flow path is greater than length of impervious ____ Yes ____ No (if No an equivalent DIA approach must be taken)
 - a. *Check Site Plan created above. The pervious flow path should consist of vegetated areas (grass, meadow, etc.) and be completely contained within the property of the Regulated Activity.*
- 3. Type D Soils ____ Yes ____ No (if Yes consult Borough engineer)
 - a. *The Soil Survey indicates that no Type D soils exist in Wrightsville Borough*
- 4. Impervious and Pervious Flow Path < 5% slope ____ Yes ____ No (if No an equivalent DIA approach must be taken)
 - a. *Check Slope Map,*

- iii. If project meets all provisions of Sections 2.ai. or 2.a.ii. above, then the project is a **DIA**
- iv. If none, or only a portion, of the provisions of Section 2.a.i. or 2.a.ii. above, are met, the project is **Not a DIA.**

b. If **DIA** and:

- i. Less than 1,000 ft² of Total Regulated Impervious Area
 - 1. Exempt from SWM Site Plan and Rate Control.
 - 2. Project can be constructed without Borough review and approval.
 - 3. Applicant should be aware that stormwater runoff is their responsibility and if a problem arises in the future, they will be required to remediate it.
 - 4. Applicant should sign Application. Borough section should be completed and signed by Building Permit Officer.
 - 5. Site Plan created above should be filed with Application.
- ii. Greater than or equal to 1,000ft² and less than 5,000ft² of Total Regulated Impervious Area
 - 1. Exempt from Peak Rate Control
 - 2. SWM Site Plan required. Applicant can follow provisions for Equivalent DIA. See requirements in c.i below.

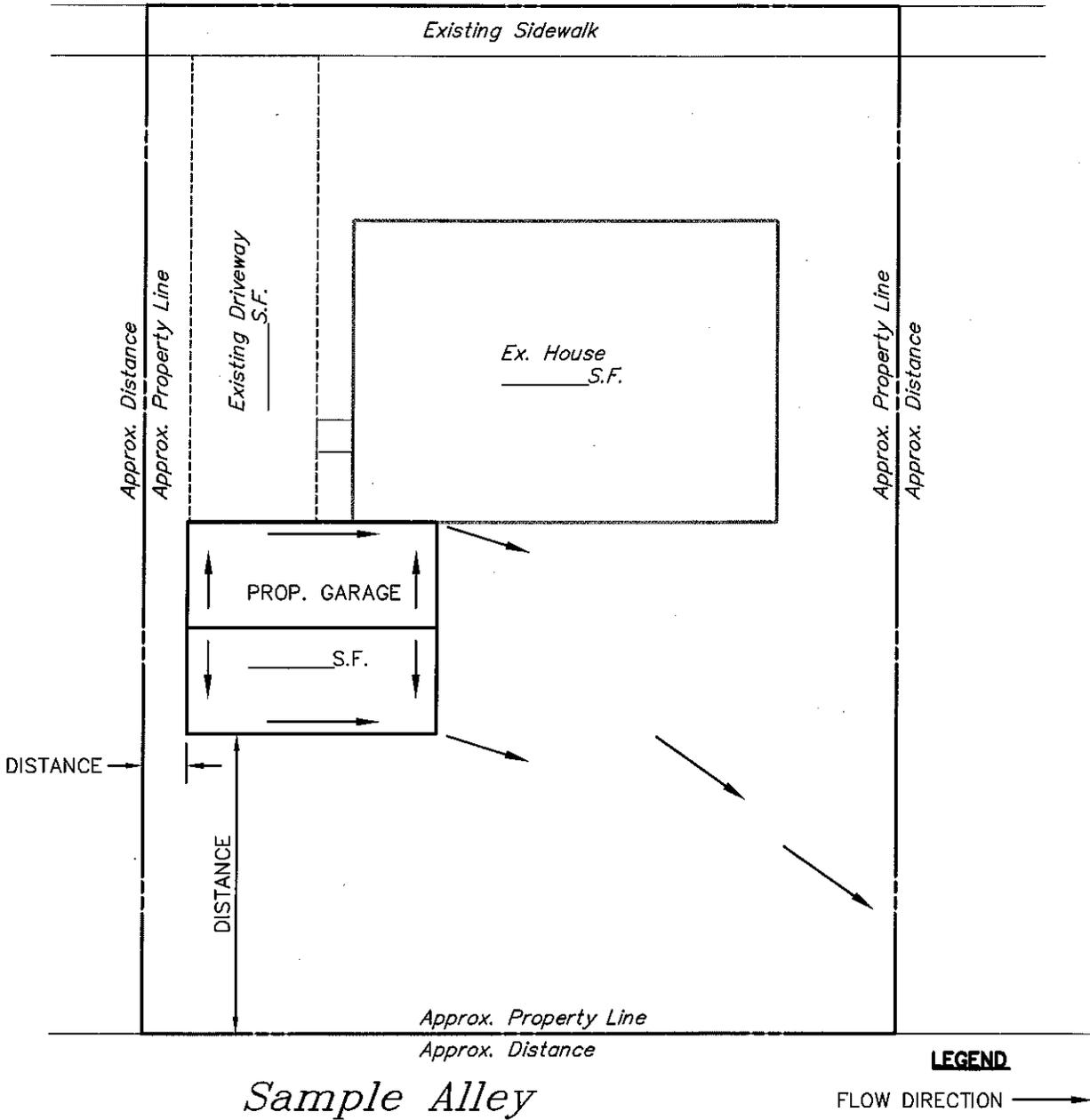
c. If **not DIA and Borough Engineer does not need to be consulted** and:

- i. Less than 5,000 ft² of Total Regulated Impervious Area
 - 1. Qualifies as Equivalent DIA Project
 - a. Applicant shall complete and submit:
 - i. SWM Site Plan (Sample - Attachment A2)
 - 1. *Expand the Site Plan to show the proposed stormwater facilities.*
 - ii. Design/Layout (Sample - Attachments B1 through B4)
 - 1. *These facilities should be installed to control stormwater runoff. The location and size of the facility should be indicated on the SWM Site Plan.*
 - iii. Calculations
 - 1. *For basic design, use the calculations provided on Attachments B1 through B4. Other calculations include a spreadsheet that can be completed for a more variable design.*
 - iv. O&M Agreement in accordance with 502 (Sample - Attachment C)
 - 1. *This Agreement has been modified from the Sample provided in the County Model Ordinance to include provisions for meeting the easement requirement of 501.B. The solicitor should review this document to determine if it is adequate.*
 - 2. ***Agreement must be RECORDED.***

- v. O&M Plan in accordance with 501.C (Sample - Attachment D)
 - 1. *Per the O&M Agreement, this should be attached to, and recorded with the Agreement.*
 - 2. **O&M Plan must be RECORDED.**
 - vi. Inspection Form (Sample - Attachment E)
 - 1. *This will need to be completed by the property owner on a defined basis and submitted to the Borough to ensure the proposed facility is working as designed.*
 - vii. Upon approval, have Applicant sign application. Borough section should be completed and signed by Building Permit Officer. File all SWM Site Plan requirements with the Application.
- d. If project meets any of the following qualifications, full compliance with the Stormwater Management Ordinance is required. The applicant will most likely need to retain the services of a Qualified Professional.
- i. Greater than 5,000 ft² of Total Regulated Impervious Area
 - ii. Borough Engineer needs to be consulted (as indicated in Section 2.a above),
 - iii. The Regulated Activity involves development of, and/or development on, more than one property/lot.

NOTE:
THIS PLAN CAN
BE HAND DRAWN.

Main Street



WRIGHTSVILLE BOROUGH



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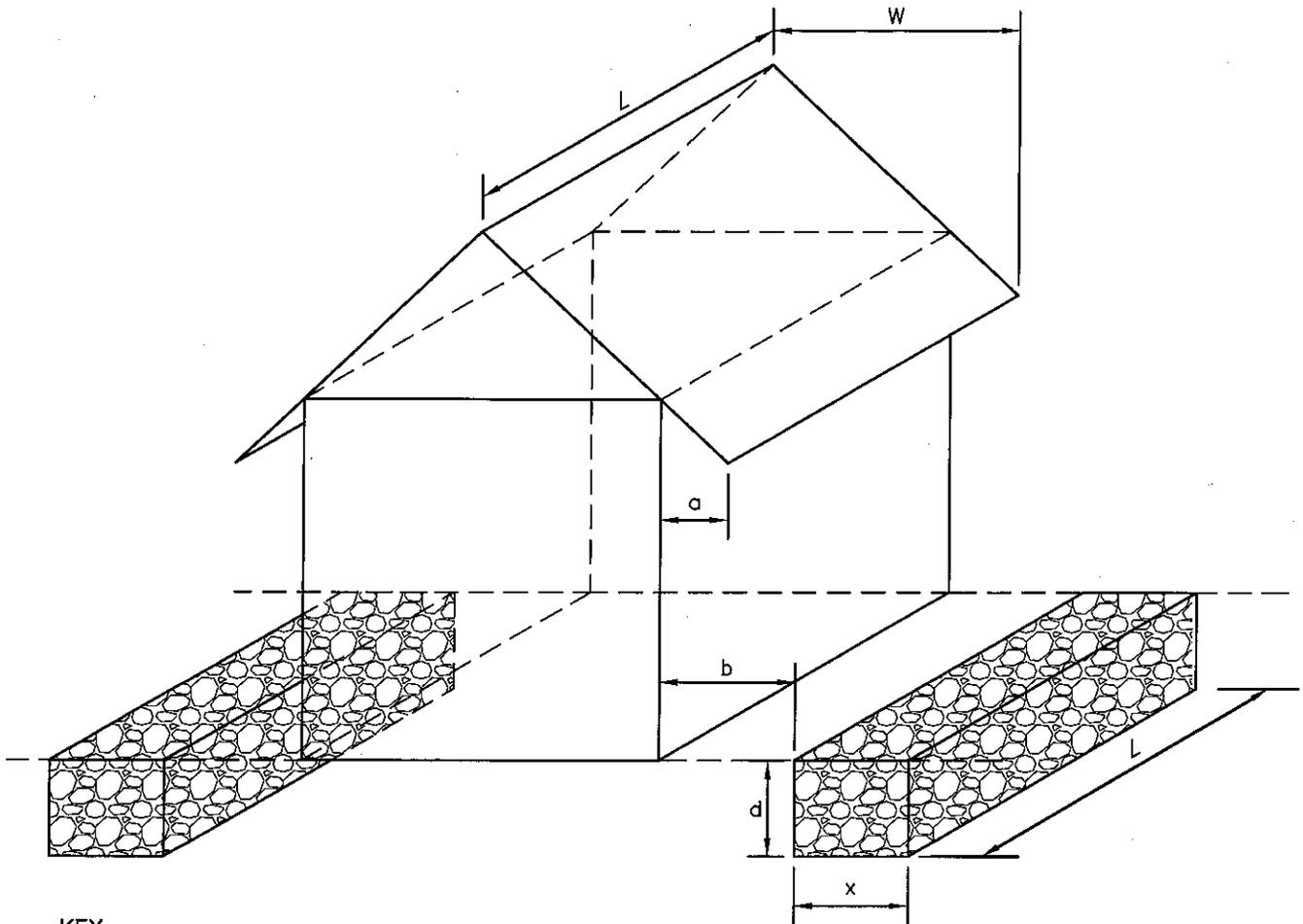
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 315 W. JAMES ST., SUITE 102 LANCASTER, PA • PHONE (717) 481-2991 • FAX (717) 481-8690
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**ATTACHMENT A1
SAMPLE SKETCH/ SITE PLAN**

WRIGHTSVILLE BOROUGH YORK COUNTY, PENNSYLVANIA

DRAWN BY	APS
CHECKED BY	
SCALE	N.T.S.
DATE	OCTOBER 2011
DWG. NO.	086690001_A
FILE NO.	0866.9.00.01

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KEY

- L = LENGTH OF STRUCTURE ROOF = LENGTH OF SEEPAGE TRENCH (FT.)
- W = WIDTH OF ONE SIDE OF THE ROOF (FT)
- a = EAVE OVERHANG (FT)
- b = DISTANCE FROM STRUCTURE WALL TO SEEPAGE TRENCH (FT)
= a + 1 FT => PLACE EDGE OF TRENCH ONE FOOT PAST EAVES
- x = WIDTH OF SEEPAGE TRENCH (FT)
- d = DEPTH OF SEEPAGE TRENCH (FT)

REQUIRED VOLUME OF TRENCH => $L*W*2/12 = L*x*d*0.4 => X=0.28W$ (d=1.5')

RATIO: 3.6 TO 1
(IMPERVIOUS TO INFILTRATION)

NOTES

- 1.) TRENCH MUST BE PROVIDED ON EACH SIDE OF STRUCTURE.
- 2.) SIDE AND BOTTOM OF TRENCH TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
- 3.) TRENCH TO BE FILLED WITH CLEAN STONE (3/4" MIN. SIZE).
- 4.) TRENCH TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
- 5.) TRENCH TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.

WRIGHTSVILLE BOROUGH



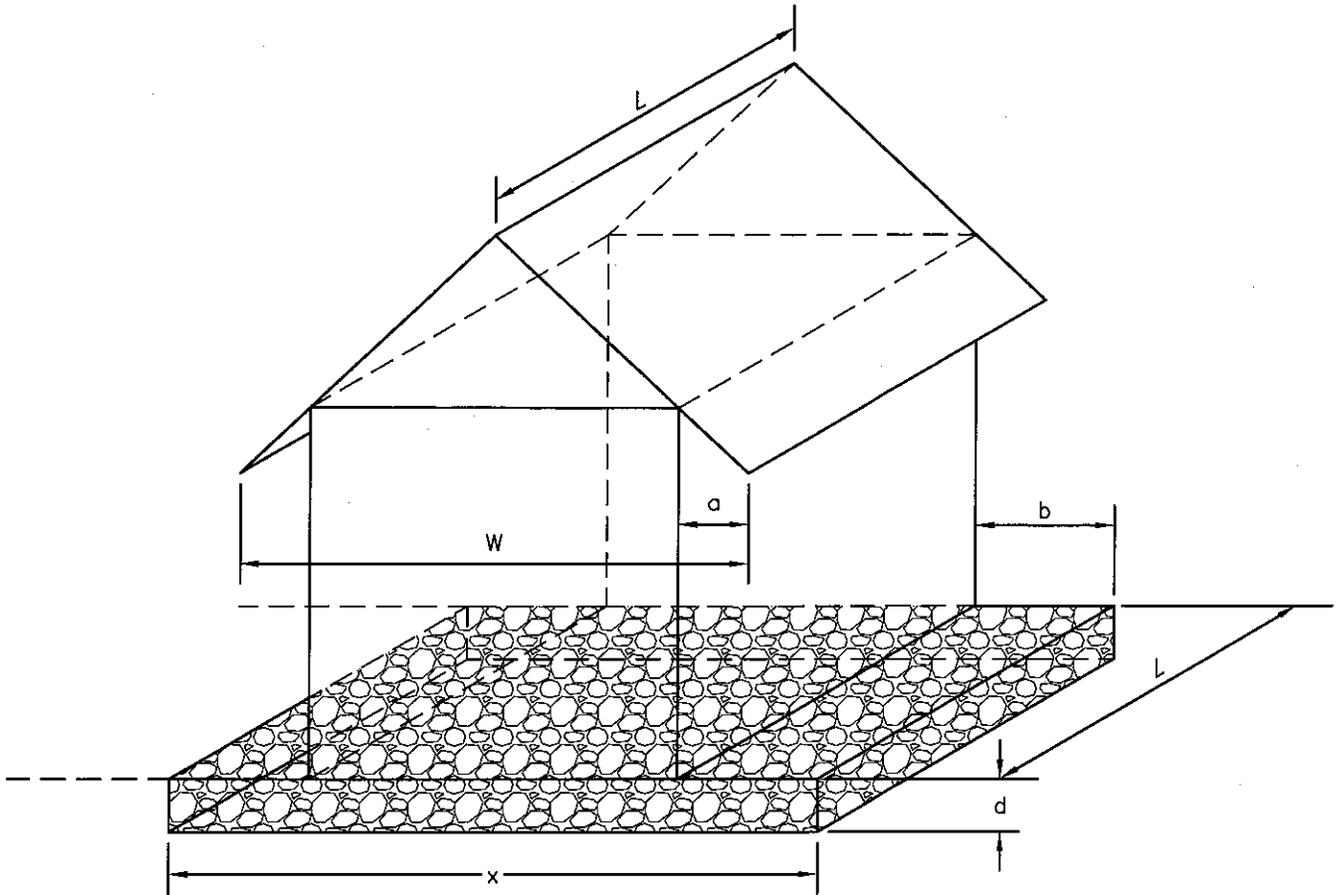
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**ATTACHMENT B1
 STORMWATER MANAGEMENT
 SAMPLE
 STRUCTURES WITHOUT GUTTERS A**

WRIGHTSVILLE BOROUGH YORK COUNTY, PENNSYLVANIA

DRAWN BY	APS
CHECKED BY	
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DATE	OCTOBER 2011
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FILE NO.	0866.9.00.01



KEY

- L = LENGTH OF STRUCTURE ROOF = LENGTH OF SEEPAGE BED (FT.)
- W = WIDTH OF ENTIRE ROOF (FT)
- a = EAVE OVERHANG (FT)
- b = DISTANCE FROM STRUCTURE WALL TO EDGE OF SEEPAGE BED (FT)
= a + 1 FT => PLACE EDGE OF BED ONE FOOT PAST EAVES
- x = WIDTH OF SEEPAGE BED (FT)
x = W + 2 FT
- d = DEPTH OF SEEPAGE BED (FT)
d = 6" TO 8" (AVERAGE)

NOTES

- 1.) SIDE AND BOTTOM OF BED TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
- 2.) BED TO BE FILLED WITH CLEAN STONE (3/4" MIN. SIZE).
- 3.) BED TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
- 4.) BED TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.

WRIGHTSVILLE BOROUGH



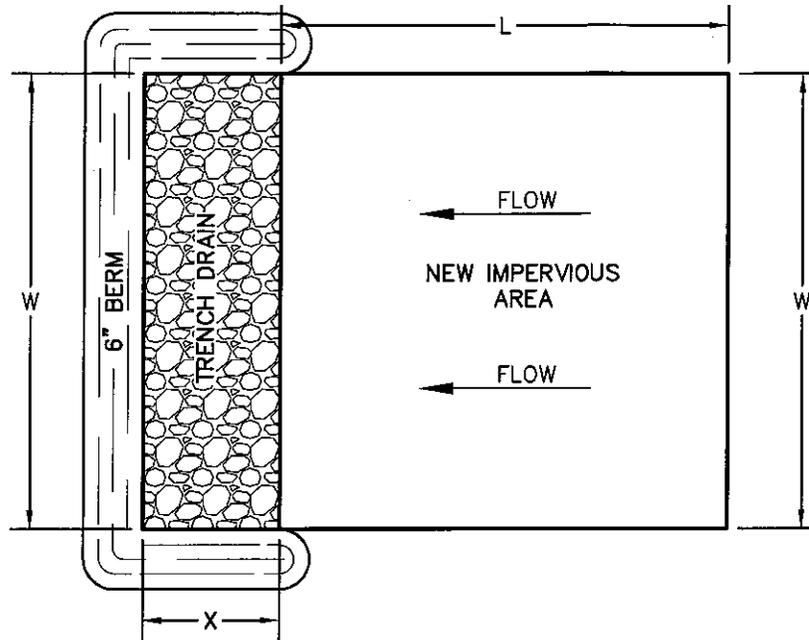
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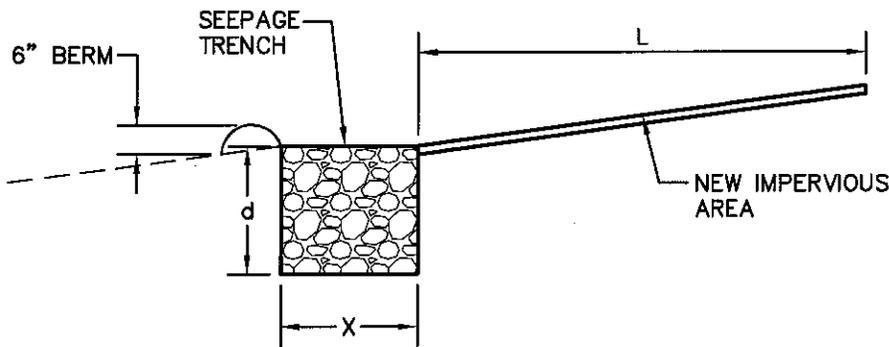
**ATTACHMENT B2
 STORMWATER MANAGEMENT
 SAMPLE
 STRUCTURES WITHOUT GUTTERS B**

WRIGHTSVILLE BOROUGH YORK COUNTY, PENNSYLVANIA

DRAWN BY	APS
CHECKED BY	
SCALE	N.T.S.
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FILE NO.	0666.9.00.01



PLAN VIEW



SECTION VIEW

KEY

- L = LENGTH OF NEW IMPERVIOUS SURFACE (FT) – MAY NOT EXCEED 75'
- W = WIDTH OF NEW IMPERVIOUS SURFACE = LENGTH OF SEEPAGE TRENCH (FT)
- X = WIDTH OF SEEPAGE TRENCH (FT)
- d = DEPTH OF SEEPAGE TRENCH (FT)

REQUIRED VOLUME OF TRENCH => $W*L*2/12 = X*W*d*0.4 \Rightarrow X=0.28L$ (D=1.5')

NOTES

- 1.) SIDE AND BOTTOM OF TRENCH TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
- 2.) TRENCH TO BE FILLED WITH CLEAN STONE (3/4" MIN. SIZE).
- 3.) TRENCH TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
- 4.) TRENCH TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.

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**ATTACHMENT B4
 STORMWATER MANAGEMENT
 SAMPLE
 AT GRADE IMPERVIOUS**

WRIGHTSVILLE BOROUGH YORK COUNTY, PENNSYLVANIA

DRAWN BY	APS
CHECKED BY	
SCALE	N.T.S.
DATE	OCTOBER 2011
DWG. NO.	086690001_A
FILE NO.	0666.9.00.01

UPI No. _____
 [Street Address, Municipality]

**STORMWATER OPERATION AND MAINTENANCE
 AND RIGHT-OF-WAY AGREEMENT**

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by and among _____ [Builder], its/his/her successors, heirs, personal representatives and assigns, including specifically any future lot owner ("Landowner"), and _____ Borough, York County; Pennsylvania, ("Borough").

WITNESSETH

WHEREAS, the Landowner is the owner of real property located in _____ Borough, York County, commonly known as [street address], with a UPI No. _____ (the "Property").

WHEREAS, the Landowner is proceeding to build on and/or further develop impervious surface on the Property; and

WHEREAS, the SWM Site Plan (the "SWM Site Plan") which is expressly made a part hereof, as approved or to be approved by the Borough, provides for the management of stormwater within the confines of the Property; and

WHEREAS, the SWM Site Plan includes a SWM Operation and Maintenance Plan approved by the Borough (the "O&M Plan") for the Property, [which is attached hereto as Appendix A and made a part hereof/which is on file at the Borough offices and made a part hereof] which provides for the establishment, operation and maintenance of SWM facilities and BMPs; and

WHEREAS, the Borough and the Landowner agree that the health, safety and welfare of the residents of the Borough and the protection and maintenance of water quality require that SWM facilities and BMPs be established, constructed and maintained on the Property; and

WHEREAS, the requires, through the implementation of the Borough's Stormwater Management Ordinance, Ordinance No. ____-2011 (the "Stormwater Ordinance"), that SWM facilities and BMPs as required by the SWM Site Plan and the Stormwater Ordinance be established, constructed and adequately operated and maintained by the Landowner in accordance with the O&M Plan.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

Section 1. Unless otherwise defined in this Agreement, the terms used herein shall have the meaning given to them in the Stormwater Ordinance, as amended.

Section 2. The Landowner shall establish and/or construct the SWM facilities and BMPs in accordance with the terms, conditions and specifications identified in the SWM Site Plan. Except when expressly allowed by the Stormwater Ordinance, the Landowner shall not alter, modify, replace, relocate or in any way interfere with any SWM facilities or BMPs without the prior written permission of the Borough.

Section 3. The Landowner shall adequately maintain the SWM facilities and BMPs shown on the SWM Site Plan in good working order in accordance with the specific O&M requirements set forth in the O&M Plan. This includes all swales, pipes, channels built to convey and control stormwater, as well as all SWM BMP structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate O&M is defined as good working condition, acceptable

to the Borough, so those facilities are performing their design functions and not having any adverse effects on water quality or adjoining or nearby roads, structures or properties. Adequate O&M will not be demonstrated merely by strict compliance with the SWM Site Plan or O&M Plan where the SWM Site Plan and O&M Plan are inadequate for stormwater management in the field.

Section 4. The Landowner hereby grants to the Borough an easement appurtenant for the periodic inspections by the Borough and repair of the SWM facilities and BMPs, if necessary. The Landowner may choose and periodically modify the easement location so long as the Landowner at all times maintains or provides an unobstructed means for access to and emergency maintenance of the SWM facilities and BMPs. The Borough shall not be liable for restoration of the Property in the event of emergency maintenance or for any damages due to failure of the Landowner to provide unobstructed access to the SWM facilities and BMPs. Whenever possible, the Borough shall notify the Landowner prior to entering the Property.

Section 5. In the event the Landowner fails to maintain the SWM facilities and/or BMPs in accordance with Section 3, the Borough or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain the SWM facilities and BMPs. It is expressly understood and agreed that the Borough is under no obligation to maintain or repair said SWM facilities and BMPs, and in no event shall this Agreement be construed to impose any such obligation on the Borough.

Section 6. The Landowner hereby conveys to the Borough an easement in gross for the periodic inspections by the Borough and repair of the SWM facilities, if necessary. The Landowner shall at all times maintain or provide an unobstructed means for access to the SWM facilities and BMPs.

Section 7. In the event the Borough, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like on account of the Landowner's failure to perform such work, the Landowner shall reimburse the Borough upon demand, within 30 days of receipt of invoice thereof, for all costs, including engineer and attorney fees, incurred by the Borough hereunder. If not paid within said 30-day period, the Borough may enter a municipal lien against the property in the amount of such costs, or may proceed to recover his costs through proceedings in equity or at law as authorized under the provisions of the Municipal Claims and Tax Lien Act, 53 P.S. § 7101 *et seq.*

Section 8. The Landowner shall release the Borough, its officials, employees, officers, agents and representatives, from all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said persons from the construction, presence, existence or maintenance of the SWM facilities and BMPs by Landowner or Borough. The Borough disclaims all liability for design, construction, installation or operation defects. The grant of a permit or approval of a subdivision and/or land development plan shall not constitute a representation, guarantee, or warranty of any kind or liability upon the Borough, its officials, or employees. None of the conditions or covenants contained in this Agreement shall be deemed a waiver of Borough's rights or immunities granted by statute.

Section 9. Should any provision of this Agreement be interpreted to conflict with the Stormwater Ordinance, as amended or superseded, the provisions and requirements of the Stormwater Ordinance shall control interpretation. Should any provision of this Agreement be determined by a court to be unenforceable, such provision of this Agreement shall be deemed to be void; provided, however, the balance of the Agreement shall remain in full force and effect.

Section 10. This Agreement shall be recorded in the land records of York County, Pennsylvania and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, its/his/her successors, receivers, heirs, personal representatives and assigns, in perpetuity. Landowner will reference this Agreement and recording information in any deeds transferring or conveying the Property or any subdivided outparcels thereof.

Section 11. A violation or breach of this Agreement shall be deemed a violation of the Stormwater Ordinance, as amended, which shall be subject to all remedies and enforcement set forth therein. Landowner shall be responsible for all costs of enforcement (including attorney fees) of this Agreement, which costs shall be reimbursed to the Borough upon demand within 30 days of the receipt of an invoice thereof. All invoiced amounts due under this Agreement for administration, maintenance, enforcement or otherwise that remain unpaid after 30 days from the date of invoice shall be assessed interest at the rate of 12% per annum until paid in full.

Section 12. This Agreement may only be amended by a written amendment executed by the party against whom enforcement is sought.

ATTEST/WITNESS:

_____ BOROUGH

, Secretary

, President

[LANDOWNER]

COMMONWEALTH OF PENNSYLVANIA :

: SS

COUNTY OF YORK :

On this the ____ day of _____, 20__, before me, the undersigned officer, personally appeared _____, who acknowledged himself to be the President of _____ Borough Council, organized and existing under the laws of Pennsylvania, and that he as such President, being authorized to do so, executed the foregoing document for the purposes therein contained by signing the name of the Borough by himself as President.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

COMMONWEALTH OF PENNSYLVANIA :

: SS

COUNTY OF YORK :

On this the ____ day of _____, 20__, before me, the undersigned officer, personally appeared _____, who executes this document and acknowledges he is authorized to do so and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

Sample Operation & Maintenance Plan for DIA and Equivalent DIA Regulated Activities

*For Seepage Beds and Trenches only. All other facilities will need an O&M Plan developed by the property owner.

Construction:

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact Borough for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.
5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

Maintenance

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event.
 - a. If water is encountered, the facility may need to be modified. Notification of the Borough is required if facility is not functioning and before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

Inspection Reports

1. Submit the provided Inspection Reports to the Borough on the following schedule:
 - a. One year from the date of installation.
 - b. Every year following the initial inspection.
 - c. After any 10-year rain event (i.e. after an rain event that results in over 4 inches of rain in a 24 hour period)
2. Keep a record of all inspections.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance, and filing the proper inspection reports for the SWM Facility. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge me the appropriate fees. Nonpayment of the fees may result in a lien against my property.

 Property Owner Name (Printed)

 Signature

 Date

Sample Inspection Form

*For Seepage Beds and Trenches only. All other facilities will need an Inspection Form developed by the property owner.

- 1. Property Owner: _____
- 2. Property Address: _____
- 3. SWM Permit No: _____
- 4. SWM Facility: ___ At Grade Seepage Bed/Trench ___ Below Grade Seepage Bed/Trench

All facilities

- 1. SWM Facility
 - a. Is Facility functioning as designed? ___ Yes ___ No (If No, attach explanation)
 - b. No standing water exists after 3 days without rain? ___ Yes ___ No
- 2. Area surrounding SWM Facility
 - a. Are there signs that the facility is not functioning properly?
 - i. Channels or erosion occurring on the downstream side of the facility, indicating overflow?
 - ___ Yes ___ No
 - ii. If Yes, have the channels been stabilized? ___ Yes ___ No
 - b. Has any damage or increased runoff occurred across the property line?
 - ___ Yes ___ No

At Grade Seepage Bed/Trench

- 1. SWM Facility
 - a. Are sediment, leaves, grass clippings, or similar accumulations present in the facility?
 - ___ Yes ___ No
 - i. If Yes, have they been removed? ___ Yes ___ No
- 2. Area surrounding SWM Facility
 - a. Has any of the Seepage Bed/Trench stone washed away? ___ Yes ___ No
 - i. Has the stone been replaced? ___ Yes ___ No
 - ii. If a continuing problem, has larger stone been placed on Bed/Trench for stabilization?
 - ___ Yes ___ No

Below Grade Seepage Bed/Trench

- 1. SWM Facility
 - a. Overflow piping on downspouts have been inspected and, if necessary, cleaned? ___ Yes ___ No
 - b. Cleanouts have been inspected and, if necessary, cleaned? ___ Yes ___ No

Property Owner Name (Printed)

Signature

Date