

## **ANNUAL INSPECTION REPORT FORM**

**NEW:** As of 03/20/2013 ALL Stormwater Permits will use this form for Annual Inspections

Annual Inspections shall be completed between the conclusion of spring snow melt and June 15, and the inspection report shall be submitted by July 15<sup>th</sup> of each year (or by July 30<sup>th</sup> if performed by a utility of municipality pursuant to a duly adopted storm water management ordinance)

Please refer to the Authorization to Discharge for specific information regarding the frequency of maintenance, inspection, and reporting requirements.

Permit Number: \_\_\_\_\_ - \_\_\_\_\_

Project Name: \_\_\_\_\_

- Has ownership changed since previous authorization? N Y - *If yes, please complete a transfer application available at <http://dec.vermont.gov/watershed/stormwater/>*
- Has project name changed since previous authorization? N Y - *If yes, attach explanation*
- Has amount of impervious area changed since previous authorization? N Y - *If yes, attach explanation*
- *Has the project been constructed? N Y-if yes continue to Part I, if no, skip to Part III; all permit terms and conditions including operating fees, are applicable.*

### **Part I- Maintenance Inspection Checklist**

Please consider the items listed below:

- Are there any vegetated areas that require mowing or other maintenance? N Y - *If yes, attach an explanation and schedule for mowing or maintenance to be completed.*
- Do catch basins need maintenance or sediment removed from sumps? N Y - *If yes, attach an explanation and schedule for maintenance or cleaning to be completed.*
- To the best of your knowledge, have there been any illicit discharges to the system (illicit discharges would include dumping of oil, gas, detergent, vehicle wash water, etc)? N Y - *If yes, attach an explanation and preventative measures taken.*
- Has there been any re-routing of stormwater to avoid the system? N Y - *If yes, attach an explanation.*
- Was any erosion noted during inspection (for example in areas of exposed soil in channels, outlets, or on pond berms)? N Y - *If yes, provide explanation and schedule for repair.*
- Was any accumulation of sediment noted in the basins, ponds, or constructed wetlands? N Y - *If yes, provide an explanation and schedule for cleaning.*
- Is there any additional maintenance or repairs needed at this time? N Y - *If yes, provide an explanation and schedule for maintenance or repairs to be completed.*

Revised February 2016

**Part II- Statement of Compliance (check only one below)**

Based on the above observations, and to the best of my knowledge, this report can serve as confirmation that the stormwater system **is** being maintained and operated in general conformance with the approved plans and the discharge permit referenced above, and that the stormwater system is in good operating condition.

Based on the above observations, and to the best of my knowledge, this report can serve as notification that the stormwater system **is not** being maintained and operated in general conformance with the approved plans and the discharge permit referenced above, and that the stormwater system is **not** in good operating condition. *(If checked, attach an explanation noting any deficiencies as well as a schedule for correction of the deficiencies. Note: Any deficiencies noted during inspection shall be corrected as soon as possible, but not later than sixty (60) days after detection).*

**Part III- Signatures**

\_\_\_\_\_  
Signature of Inspector  
(May be owner, authorized rep. or designer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print or Type Name and Address

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Inspector's Contact Phone and/or Email

**[INCOMPLETE FORMS WILL BE RETURNED]**

**Please mail this completed form to:**

**DEC – Watershed Management Division  
Stormwater Management Program  
1 National Life Drive, Main 2  
Montpelier, VT 05620-3522**

**Or email to:** [anr.wsmdstormwatergeneral@vermont.gov](mailto:anr.wsmdstormwatergeneral@vermont.gov)

Additional information can be found at:  
[dec.vermont.gov/watershed/stormwater](http://dec.vermont.gov/watershed/stormwater)  
802-828-1535