



Annual Inspection Instructions for Operational Stormwater Discharge Permits Due July 15th Every Year

Purpose. Annual Inspection Reports are a compliance requirement for all Operational Stormwater Discharge Permits issued by the Vermont Department of Environmental Conservation (DEC). An Annual Inspection report may be completed by the permittee, an authorized representative, or a stormwater system designer, provided the person completing the inspection and report is qualified to do so. The Annual Inspection report then must be submitted through DEC's electronic reporting system, ANRonline, by July 15th annually.

Method of Reporting. With the Annual Inspection Report form moving to the Department of Environmental Conservation's electronic reporting platform, ANRonline, this list of questions serves as a copy of what will be asked and information that will be needed to adequately complete the online form. Once you've completed your inspection and can answer the below questions, please go to ANRonline (<https://anronline.vermont.gov/>) to create an account if you are a new user, and to submit the Annual Inspection Report.

This list of questions below are not intended to limit or otherwise preclude the person completing the annual inspection from reviewing and inspecting all components of the stormwater management system necessary to ensure that the system is maintained as required by the authorization to discharge stormwater runoff.

Timing of Annual Inspection. The inspection itself shall be conducted between the conclusion of spring snow melt and June 15th. A complete inspection report is due by July 15th of each year (or by July 30th if performed by a municipal utility pursuant to a duly adopted stormwater management ordinance).

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

ANNUAL INSPECTION REPORT QUESTIONS:

1. Has ownership changed since previous authorization?
 - If yes, you must complete and submit an Application for Transfer of Stormwater Operational Permits available at:
http://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/Permitinformation/sw_Transfer_Application.pdf
2. Has project name changed since previous authorization?
 - *If yes, provide the updated project name.*
3. Has amount of impervious area changed since previous authorization?
 - If yes, provide an explanation.

4. Has the project been constructed?
 - If no, you may mark the remaining questions as “Not Constructed”.
5. Are there any vegetated areas that require mowing or other maintenance?
 - If yes, provide an explanation and schedule for mowing or maintenance to be completed.
6. Do catch basins need maintenance or sediment removed from sumps?
 - If yes, provide an explanation and schedule for maintenance or cleaning to be completed.
7. 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.)?
 - If yes, provide an explanation and preventative measures taken.
8. Has there been any re-routing of stormwater to avoid the system?
 - If yes, provide an explanation.
9. Was any erosion noted during inspection (for example in areas of exposed soil in channels, outlets, or on pond berms)?
 - If yes, provide an explanation and schedule for repair.
10. Was any accumulation of sediment noted in the basins, ponds, or constructed wetlands?
 - If yes, provide an explanation and schedule for cleaning.
11. Is there any additional maintenance or repairs needed at this time?
 - If yes, provide an explanation and schedule for maintenance or repairs to be completed.

Conclusion of Annual Inspection

Based on the information gathered during the inspection, the inspector must select one of the following statements at the conclusion of the inspection.

- 1- **Maintained:** 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.

Or

- 2- **Not Maintained:** 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. **NOTE: If checked, attach an explanation noting any deficiencies as well as a schedule for correction of the deficiencies. Any deficiencies noted during inspection shall be corrected as soon as possible, but not later than sixty (60) days after detection.**