



PRIVATE STORMWATER SYSTEM MAINTENANCE PROGRAM COMPLETION CHECKLIST

Please use the checklist provided below to assist you in tracking and completing maintenance requirements for your stormwater system. Please have all maintenance requirements completed within the time frame established by the City.

1. Please contact the City Inspector prior to the inspection date if you wish to be present during the inspection.
 - Most inspections are in the parking or grass/landscaping areas. Occasionally, inspections may be in an enclosed fenced off area or in an enclosed dumpster area.
2. Secure a licensed stormwater system maintenance/repair contractor of your choice:
 - 3 separate bids are recommended.
 - Please ensure maintenance and repairs completed prior to City's reinspection date.
 - If you need an extension please notify the inspection contact listed below.
 - Please contact the city once you have chosen a contractor.
3. After maintenance is completed:
 - Get copies of [Vector Tracking Form](#) and waste disposal receipts for your records and forward copies to the City (disposal quantities must be listed in tons).
 - Please contact the inspection contact listed below on completion of maintenance requirements.
4. You will be notified by mail that your system is in compliance, or that additional requirements remain for your system to be approved.

Contact: **Scott McQuary, Water Quality Inspection**
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