Private Stormwater Management
Operation and Maintenance (O&M) Manual

for:

All Privately Owned Stormwater Controls

Located in:

Highland City

Prepared for:

Operators & Owners of Private Stormwater Controls

Private Stormwater Management
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Private Stormwater Management
Operation and Maintenance (O&M) Manual

I. Compliance with Requirements

All property owners are responsible for ensuring that stormwater controls installed on their property are properly maintained and that they function as designed. In some cases, this maintenance responsibility may be assigned to others through special agreements. The maintenance responsibility for a stormwater control may be designated on the subdivision plat, the site development plan, and/or within a maintenance agreement for the property. Property owners should be aware of their responsibilities regarding stormwater control maintenance. This document shall be referenced in all Stormwater Controls Maintenance Agreements within Highland City.

II. Inspection & Maintenance – Annual Reporting

Requirements for the inspection and maintenance of stormwater controls, as well as reporting requirements are included in this Private Stormwater Management Control Operation and Maintenance (O&M) Manual.

Verification that the Stormwater controls have been properly inspected and maintained; submittal of the required Inspection and Maintenance Forms and Inspector qualifications shall be provided to Highland City on an annual basis. The annual reporting form shall be provided to Highland City prior to July 15th of each year.

Copies of the Inspection and Maintenance forms for each of the stormwater controls are located in Appendix B and C. A standard annual reporting form is provided in Appendix D. Each form shall be reviewed and submitted by the property owner or property manager to Highland City.

Property owners are not required to provide Inspection and Maintenance Reports for stormwater controls that have been agreed to be maintained by Highland City. These reports will be generated through Highland City's inspection & maintenance program.

III. Preventative Measures to Reduce Maintenance Costs

The most effective way to maintain your water quality control is to prevent the pollutants from entering the control in the first place. Common pollutants include sediment, trash & debris, chemicals, dog wastes, runoff from stored materials, illicit discharges into the storm drainage system and many others. A thoughtful maintenance program will include measures to address these potential contaminants and will save money and time in the long run. Key points to consider in your maintenance program include:

- Educate property owners/residents to be aware of how their actions affect water quality, and how they can help reduce maintenance costs.
- Keep properties, streets and gutters, and parking lots free of trash, debris, and lawn clippings.
- Ensure the proper disposal of hazardous wastes and chemicals.
- Plan lawn care to minimize the use of chemicals and pesticides.
- Sweep paved surfaces and put the sweepings back on the lawn.
- Be aware of automobiles leaking fluids. Use absorbents such as cat litter to soak up drippings – dispose of properly.
- Re-vegetate disturbed and bare areas to maintain vegetative stabilization.
- Clean out the upstream components of the storm drainage system, including inlets, storm sewers and outfalls.
- Do not store materials outdoors (including landscaping materials) unless properly protected from runoff.

IV. Access and Easements

All stormwater management controls located on the property have both a designated access location as well as a maintenance easement. For site specific access and easement locations, refer to the Stormwater Controls Maintenance Agreement for the site.

V. Safety

Keep safety considerations at the forefront of inspection procedures at all times. Likely hazards should be anticipated and avoided. Never enter a confined space (outlet structure, manhole, etc) without proper training or equipment. A confined space should never be entered without at least one additional person present.

If a toxic or flammable substance is discovered, leave the immediate area and contact the local Sheriff at 911.

Potentially dangerous (e.g., fuel, chemicals, hazardous materials) substances found in the areas must be referred to the local Sheriff's Office immediately for response by the Hazardous Materials Unit. The emergency contact number is 911.

Vertical drops may be encountered in areas located within and around the control. Avoid walking on top of retaining walls or other structures that have a significant vertical drop. If a vertical drop is identified within the pond that is greater than 48" in height, make the appropriate note/comment on the maintenance inspection form.

If any hazard is found within the control area that poses an immediate threat to public safety, contact the Lone Peak Police.

VI. Field Inspection Equipment

It is imperative that the appropriate equipment is taken to the field with the inspector(s). This is to ensure the safety of the inspector and allow the inspections to be performed as efficiently as possible. Below is a list of the equipment that may be necessary to perform the inspections of all Stormwater Management Controls:

- Protective clothing and boots.
- Safety equipment (vest, hard hat, confined space entry equipment).
- Communication equipment.
- Operation and Maintenance Manual for the site including stormwater management control location maps.
- Clipboard.
- Stormwater Control Maintenance Inspection Forms (See Appendix B).
- Manhole Lid Remover
- Shovel.

Some of the items identified above need not be carried by the inspector (manhole lid remover, shovel, and confined space entry equipment). However, this equipment should be available in the vehicle driven to the site.

VII. Inspecting Stormwater Management Controls

The quality of stormwater entering the waters of the state relies heavily on the proper operation and maintenance of permanent best management practices. Stormwater management controls must be periodically inspected to ensure that they function as designed. The inspection will determine the appropriate maintenance that is required for the control.

A. Inspection Procedures

All stormwater management controls are required to be inspected by a qualified individual at a minimum of once per year. Inspections should follow the inspection guidance found in the Standard Operating Procedure (SOP) for the specific type of control. (Appendix A of this manual).

B. Inspection Report

The person(s) conducting the inspection activities shall complete the appropriate inspection report for the specific control. Inspection reports are located in Appendix B.

The following information explains how to fill out the Inspection Forms:

General Information

This section identifies the control location, person conducting the inspection, the date and time the control was inspected, and approximate days since the last rainfall. Property classification is identified as single-family residential, multi-family residential, commercial, or other.

The reason for the inspection is also identified on the form depending on the nature of the inspection. All controls should be inspected on an annual basis at a minimum. In addition, all controls should be inspected after a significant precipitation event to ensure the control is draining appropriately and to identify any damage that occurred as a result of the increased runoff.

Inspection Scoring

For each inspection item, a score must be given to identify the urgency of required maintenance. The scoring is as follows:

0 = No deficiencies identified.

1 = Monitor – Although maintenance may not be required at this time, a potential problem exists that will most likely need to be addressed in the future. This can include items like minor erosion, concrete cracks/spalling, or minor sediment accumulation. This item should be revisited at the next inspection.

2 = Routine Maintenance Required – Some inspection items can be addressed through the routine maintenance program (See SOP in appendix A). This can include items like vegetation management or debris/trash removal.

3 = Immediate Repair Necessary – This item needs immediate attention because failure is imminent or has already occurred. This could include items such as structural failure of a feature (outlet works, forebay, etc), significant erosion, or significant sediment accumulation. This score should be given to an item that can significantly affect the function of the control.

N/A This is checked by an item that may not exist in a control. Not all controls have all of the features identified on the form (forebay, micro-pool, etc.).

Inspection Summary/Additional Comments

Additional explanations to inspection items, and observations about the control not covered by the form, are recorded in this section.

Overall Control Rating

An overall rating must be given for each control inspected. The overall control rating should correspond with the highest score (0, 1, 2, 3) given to any feature on the inspection form.

C. Verification of Inspection and Form Submittal

The Stormwater Management Control Inspection Form provides a record of inspection of the control. Inspection Forms for each control type are provided in Appendix B. Verification of the inspection of the stormwater controls, the control inspection form(s), and Inspector Qualifications shall be provided to Highland City on an annual basis. The verification and the inspection form(s) shall be reviewed and submitted by the property owner or property manager.

Refer to Section II of this Manual regarding the annual reporting of inspections.

VIII. Maintaining Stormwater Management Controls

Stormwater management controls must be properly maintained to ensure that they operate correctly and provide the water quality treatment for which they were designed. Routine maintenance performed on a frequently scheduled basis, can help avoid more costly rehabilitative maintenance that results when controls are not adequately maintained.

A. Maintenance Categories

Stormwater management control maintenance programs are separated into three broad categories of work. The categories are separated based upon the magnitude and type of the maintenance activities performed. A description of each category follows:

Routine Work

The majority of this work consists of scheduled mowings and trash and debris pickups for stormwater management controls during the growing season. This includes items such as the removal of debris/material that may be clogging the outlet structure well screens and trash racks. It also includes activities such as weed control, mosquito treatment, and algae treatment. These activities normally will be performed numerous times during the year. These items can be completed without any prior correspondence with Highland City; however, completed inspection and

maintenance forms shall be submitted to Highland City for each inspection and maintenance activity.

Restoration Work

This work consists of a variety of isolated or small-scale maintenance and work needed to address operational problems. Most of this work can be completed by a small crew, with minor tools, and small equipment. These items require prior correspondence with Highland City and require that completed maintenance forms be submitted to Highland City for each maintenance activity.

Rehabilitation Work

This work consists of large-scale maintenance and major improvements needed to address failures within the stormwater management controls. This work requires consultation with Highland City and may require an engineering design with construction plans to be prepared for review and approval. This work may also require more specialized maintenance equipment, surveying, construction permits or assistance through private contractors and consultants. These items require prior correspondence with Highland City and require that completed maintenance forms be submitted to Highland City for each maintenance activity.

B. Maintenance Personnel

Maintenance personnel must be qualified to properly maintain stormwater management controls. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

C. Maintenance Forms

The Stormwater Management Control Maintenance Form provides a record of maintenance activities. Maintenance Forms for each control type are provided in Appendix C. Maintenance Forms shall be completed by the contractor completing the required maintenance items. The form shall then be reviewed by the property owner or an authorized agent of the property owner and submitted on an annual basis to Highland City.

Refer to Section II of this Manual regarding the annual reporting of inspections and maintenance activities performed.

APPENDIX A
Standard Operating Procedures (SOP) for control type

DETENTION POND MAINTENANCE

1. PURPOSE

    a. Develop standard operating procedures for maintaining detention ponds.

2. PROCESS

    a. Schedule

        - City detention ponds are to be maintained per the Storm Drain Maintenance Plan schedule.
        - Private detention ponds are to be maintained per Maintenance Agreement.
        - Schedule the pond maintenance work for a time when dry weather is expected.

    b. Inspection and Cleaning

        - Do visual inspection of grates and lids to identify any cleaning or repairs needed.
        - Do visual inspection on inside of structures to identify any cleaning or repairs needed.

            1. Look for sediment, debris, cracks, and missing or broken pieces in the walls of the structure.

        - If possible, do a visual inspection of inside the storm drain pipe.

            1. Look for sediment, debris, cracks, sags, and missing or broken pieces in the pipe.

        - Perform a video inspection as necessary to identify any cleaning or repairs needed.
        - Remove sediment and trash from grates, placing in a truck for disposal.
        - Provide outlet protection where feasible to minimize the amount of debris that might leave the pond during cleaning process.
        - Grub and remove debris with backhoe as needed.
        - Finish cleaning structure and pond bottom as necessary by sweeping and shoveling.
        - Put all material removed from the pond into a dump truck.
        - After cleaning pond, clean off the concrete pads using dry methods (sweeping and shoveling) as needed.
        - Some structures and pipe may require use of a vacuum truck. If so, follow the procedures of the Cleaning Process of SOP – Storm Drain Structure Maintenance and SOP – Storm Drain Pipe Maintenance.

c. Repair

- Any needed repairs are to be documented in the appropriate inspection forms. Once repairs are performed they are to be documented within the maintenance forms.

3. CLEAN-UP

   a. Make sure pond concrete pads are swept up and clean.

   b. Solids are to be disposed of in a landfill.

4. DOCUMENTATION

   a. City projects to be documented through GIS and Utility Work Order Tracking Software

   b. Private facilities to document structure maintenance in ComplianceGO database and provided to City annually.

SUMPS MAINTENANCE

*This includes underground detention structures.

1. PURPOSE

    a. Develop standard operating procedures for maintaining sumps/underground retention structures.

2. PROCESS

    a. Schedule

        - City sumps are to be maintained per the Storm Drain Maintenance Plan schedule.
        - Private sumps are to be maintained per Maintenance Agreement.

    b. Inspection and Cleaning

        - Do visual inspection on outside of structure including grate, hood, collar, and lid to identify any cleaning or repairs needed.
        - Determine how water is supposed to drain from the structure and assess the ability of the structure to allow water to drain as designed.
        - If possible, do visual inspection of inside of sump/injection well to identify any cleaning or repairs needed.

            1. Look for sediment, debris, cracks, and missing or broken pieces in the walls of the structure.

        - Clean sediment and trash off inlet to sump/injection well as required.
        - Clean inside of structure using a high powered vacuum truck by cleaning the wall of the structure and sides of the pipe and sucking out sediment on the bottom.
        - Use a high pressure washer to break up any remaining material while capturing the slurry with the vacuum.
        - Remove fine sediments that might inhibit the drainage of water if the structure is designed such that the water drains out the bottom.
        - Clean those places where the water drains if the structure is designed to drain out the sides of the sump/injection well.
        - Clean inlets and overflow outlets.

    c. Repair

        - Any needed repairs are to be documented in the appropriate inspection forms. Once repairs are performed they are to be documented within the maintenance forms.

3. CLEAN-UP

    a. When cleaning operation is complete or the vacuum truck is full, take sediment to an approved dewatering area. The liquids are to be discharged to the sanitary sewer.

    b. Once the material in the dewatering area has dried, the solids are to be disposed of in a landfill.

4. DOCUMENTATION

    a. City projects to be documented through GIS and Utility Work Order Tracking Software

    b. Private facilities to document structure maintenance in ComplianceGO database and provided to City annually.

STORM DRAIN PIPE MAINTENANCE

1. PURPOSE

    a. Develop standard operating procedures for maintaining storm drain pipes.

2. PROCESS

    a. Schedule

        - City storm drain pipes are to be maintained per the Storm Drain Maintenance Plan schedule.

        - Private storm drain pipes are to be maintained per Maintenance Agreement.

    b. Inspection and Cleaning

        - If possible, do a visual inspection of inside the storm drain pipe.

        - Perform a video inspection as necessary to identify any cleaning or repairs needed.

        - Look for sediment, debris, cracks, sags, and missing or broken pieces in the pipe.

        - Send a high pressure hose down pipe and pull back any sediment.

        - Clean inlets and outlets.

    c. Repair

        - Any needed repairs are to be documented in the appropriate inspection forms. Once repairs are performed they are to be documented within the maintenance forms.

3. CLEAN-UP

    a. When cleaning operation is complete or the vacuum truck is full, take sediment to an approved dewatering area. The liquids are to be discharged to the sanitary sewer.

    b. Once the material in the dewatering area has dried, the solids are to be disposed of in a landfill.

4. DOCUMENTATION

    a. City projects to be documented through GIS and Utility Work Order Tracking Software

    b. Private facilities to document structure maintenance in ComplianceGO database and provided to City annually.

STORM DRAIN STRUCTURE MAINTENANCE

1. PURPOSE

    a. Develop standard operating procedures for maintaining storm drain structures (inlet boxes, combo boxes, junction boxes, and manholes).

2. PROCESS

    a. Schedule

        - City structures are to be maintained per the Storm Drain Maintenance Plan schedule.

        - Private structures are to be maintained per Maintenance Agreement.

    b. Inspection and Cleaning

        - Do visual inspection on outside of structure including grate, hood, collar, and lid to identify any cleaning or repairs needed.

        - Do visual inspection on inside of structure to identify any cleaning or repairs needed.

            1. Look for sediment, debris, cracks, and missing or broken pieces in the walls of the structure.

        - When a video is performed on storm drain pipe, connecting structures are to be inspected.

        - Remove sediment and trash from grate, hood, and lid as required, placing in a truck for disposal.

        - Clean inside of structure using a high powered vacuum truck by cleaning the walls and sucking out sediment on the bottom.

        - Use a high pressure washer to break up any remaining material while capturing the slurry with the vacuum.

        - After structure is clean, remove any sediment that might have entered the pipe.

    c. Repair

        - Any needed repairs are to be documented in the appropriate inspection forms. Once repairs are performed they are to be documented within the maintenance forms.

3. CLEAN-UP

    a. When cleaning operation is complete or the vacuum truck is full, take sediment to an approved dewatering area. The liquids are to be discharged to the sanitary sewer.

    b. Once the material in the dewatering area has dried, the solids are to be disposed of in a landfill.

4. DOCUMENTATION

   a. City projects to be documented through GIS and Utility Work Order Tracking Software

   b. Private facilities to document structure maintenance in ComplianceGO database and provided to City annually.

APPENDIX B
Inspection Form(s)

CATCH BASIN / MANHOLE / SUMP
INSPECTION FORM

Date:_____

Subdivision/Business Name:_____ Inspector:_____

Subdivision/Business Address:_____

Weather: _____

Date of Last Rainfall:_____ Amount:_____Inches

Property Classification: Residential Multi Family Commercial Other:_____
(Circle One)

Reason for Inspection: Routine Complaint After Significant Rainfall Event
(Circle One)

INSPECTION SCORING - For each facility inspection item, insert one of the following scores:

0 = No deficiencies identified
1 = Monitor (potential for future problem)
2 = Routine maintenance required
3 =Immediate repair necessary
N/A = Not applicable

FEATURES

Catch Basin Location _____

1.) Grate

____Blocked
____Damaged
____Missing
____Other
_____

2.) Basin

____Sediment/Debris Accumulation
____Concrete Damage
____Woody Growth/Weeds Present
____Approximate % Full

Inspection Summary / Additional Comments:_____

OVERALL FACILITY RATING (Circle One)

0 = No Deficiencies Identified
1 = Monitor (potential for future problem exists)
2 = Routine Maintenance Required
3 = Immediate Repair Necessary

This inspection form shall be kept indefinitely and made available to City upon request.

DETENTION BASIN
INSPECTION FORM

Date:_____

Subdivision/Business Name:_____ Inspector:_____

Subdivision/Business Address:_____

Weather: _____

Date of Last Rainfall:_____ Amount:_____Inches

Property Classification: Residential Multi Family Commercial Other:_____
(Circle One)

Reason for Inspection: Routine Complaint After Significant Rainfall Event
(Circle One)

INSPECTION SCORING - For each facility inspection item, insert one of the following scores:

0 = No deficiencies identified
1 = Monitor (potential for future problem)
2 = Routine maintenance required
3 =Immediate repair necessary
N/A = Not applicable

FEATURES

1.) Inflow Points
- ____Riprap Displaced
- ____Erosion Present/Outfall Undercut
- ____Sediment Accumulation
- ____Structural Damage (pipe, end-section, etc.)
- ____Woody Growth/Weeds Present

2.) Forebay
- ____Sediment/Debris Accumulation
- ____Concrete Cracking/Failing
- ____Drain Pipe/Wier Clogged (not draining)
- ____Wier/Drain Pipe Damage

3.) Trickle Channel (Low-flow)
- ____Sediment/Debris Accumulation
- ____Concrete/Riprap Damage
- ____Woody Growth/Weeds Present
- ____Erosion Outside Channel

4.) Bottom Stage (Micro-Pool)
- ____Sediment/Debris Accumulation
- ____Woody Growth/Weeds Present
- ____Bank Erosion
- ____Mosquitoes/Algae Treatment
- ____Petroleum/Chemical Sheen

5.) Outlet Works
- ____Trash Rack/Well Screen Clogged
- ____Structural Damage (concrete,steel,subgrade)
- ____Orifice Plate(s) Missing/Not Secure
- ____Manhole Access (cover, steps, etc.)
- ____Woody Growth/Weeds Present

6.) Emergency Spillway
- ____Riprap Displaced
- ____Erosion Present
- ____Woody Growth/Weeds Present
- ____Obstruction/Debris

7.) Upper Stage (Dry Storage)
- ____Vegetation Sparse
- ____Woody Growth/Undesirable Vegetation
- ____Standing Water/Boggy Areas
- ____Sediment Accumulation
- ____Erosion (banks and bottom)
- ____Trash/Debris
- ____Maintenance Access

8.) Miscellaneous
- ____Encroachment in Easement Area
- ____Graffiti/Vandalism
- ____Public Hazards
- ____Burrowing Animals/Pests
- ____Other

Inspection Summary / Additional Comments:_____

OVERALL FACILITY RATING (Circle One)

0 = No Deficiencies Identified
1 = Monitor (potential for future problem exists)
2 = Routine Maintenance Required
3 = Immediate Repair Necessary

This inspection form shall be kept indefinitely and made available to City upon request.

STORM DRAIN PIPE(S)
INSPECTION FORM

Date:_____

Subdivision/Business Name:_____ Inspector:_____

Subdivision/Business Address:_____

Weather: _____

Date of Last Rainfall:_____ Amount:_____Inches

Property Classification: Residential Multi Family Commercial Other:_____
(Circle One)

Reason for Inspection: Routine Complaint After Significant Rainfall Event
(Circle One)

INSPECTION SCORING - For each facility inspection item, insert one of the following scores:

0 = No deficiencies identified
1 = Monitor (potential for future problem)
2 = Routine maintenance required
3 =Immediate repair necessary
N/A = Not applicable

FEATURES

PIPE LABEL/LOCATION_____

1.) Pipe

____Blocked
____Damaged
____Deteriorating in any way
____Other
_____

Inspection Summary / Additional Comments:_____

OVERALL FACILITY RATING (Circle One)

0 = No Deficiencies Identified
1 = Monitor (potential for future problem exists)
2 = Routine Maintenance Required
3 = Immediate Repair Necessary

This inspection form shall be kept indefinitely and made available to City upon request.

APPENDIX C
Maintenance Form(s)

CATCH BASIN / MAHHOLE / SUMP
MAINTENANCE FORM

Subdivision/Business Name:_____ Completion Date:_____

Subdivision/Business Address:_____ Contact Name:_____

Maintenance Category: Routine Restoration Rehabilitation
(Circle All That Apply)

MAINTENANCE ACTIVITIES PERFORMED

STRUCTURE LOCATION & DESCRIPTION_____

ROUTINE WORK

____ MOWING AROUND INLET OR OUTLET
____ TRASH/DEBRIS REMOVAL
____ OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN)
____ WEED CONTROL (HERBICIDE APPLICATION)
____ MOSQUITO TREATMENT
____ ALGAE TREATMENT

RESTORATION WORK

____ SEDIMENT REMOVAL

____ EROSION REPAIR
- ____ INFLOW POINT
- ____ OUTFLOW POINT

____ VEGETATION REMOVAL/TREE THINNING

____ REVEGETATION

____ JET-VAC/CLEARING DRAINS
- ____ OUTLET WORKS
- ____ INFLOWS

REHABILITATION WORK

____ EROSION REPAIR
- ____ INFLOW POINT

____ STRUCTURAL REPAIR
- ____ INFLOW

OTHER_____
_____
_____

ESTIMATED TOTAL MANHOURS: _____

EQUIPMENT/MATERIAL USED: _____

_____

_____

COMMENTS/ADDITIONAL INFO:

_____

_____

This Maintenance Activity Form shall be kept indefinitely and made available to City upon request.

DETENTION BASIN
MAINTENANCE FORM

Subdivision/Business Name:_____ Completion Date:_____

Subdivision/Business Address:_____ Contact Name:_____

Maintenance Category: Routine Restoration Rehabilitation
(Circle All That Apply)

MAINTENANCE ACTIVITIES PERFORMED

ROUTINE WORK

____ MOWING
____ TRASH/DEBRIS REMOVAL
____ OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN)
____ WEED CONTROL (HERBICIDE APPLICATION)
____ MOSQUITO TREATMENT
____ ALGAE TREATMENT

RESTORATION WORK

____ SEDIMENT REMOVAL
- ____ FOREBAY
- ____ TRICKLE CHANNEL
- ____ INFLOW

____ EROSION REPAIR
- ____ INFLOW POINT
- ____ TRICKLE CHANNEL

____ VEGETATION REMOVAL/TREE THINNING
- ____ INFLOW(S)
- ____ TRICKLE CHANNEL
- ____ UPPER STAGE
- ____ BOTTOM STAGE

____ REVEGETATION
____ JET-VAC/CLEARING DRAINS
- ____ FOREBAY
- ____ OUTLET WORKS
- ____ INFLOWS

REHABILITATION WORK

____ SEDIMENT REMOVAL (DREDGING)
- ____ BOTTOM STAGE
- ____ UPPER STAGE

____ EROSION REPAIR
- ____ OUTLET WORKS
- ____ UPPER STAGE
- ____ BOTTOM STAGE
- ____ SPILLWAY

____ STRUCTURAL REPAIR
- ____ INFLOW
- ____ OUTLET WORKS
- ____ FOREBAY
- ____ TRICKLE CHANNEL

OTHER_____
_____
_____

ESTIMATED TOTAL MANHOURS: _____

EQUIPMENT/MATERIAL USED: _____

_____

_____

COMMENTS/ADDITIONAL INFO: _____

_____

This Maintenance Activity Form shall be kept indefinitely and made available to City upon request.

STORM DRAIN PIPE
MAINTENANCE FORM

Subdivision/Business Name:_____ Completion Date:_____

Subdivision/Business Address:_____ Contact Name:_____

Maintenance Category: Routine Restoration Rehabilitation
(Circle All That Apply)

MAINTENANCE ACTIVITIES PERFORMED

PIPE LABEL/LOCATION_____

ROUTINE WORK

____ MOWING AROUND INLET OR OUTLET
____ TRASH/DEBRIS REMOVAL
____ OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN)
____ WEED CONTROL (HERBICIDE APPLICATION)
____ MOSQUITO TREATMENT
____ ALGAE TREATMENT

RESTORATION WORK

____ SEDIMENT REMOVAL
____ EROSION REPAIR
- ____ INFLOW POINT
- ____ OUTFLOW POINT

____ VEGETATION REMOVAL/TREE THINNING
- ____ INFLOW(S)
- ____ TRICKLE CHANNEL
- ____ UPPER STAGE
- ____ BOTTOM STAGE

____ REVEGETATION
____ JET-VAC/CLEARING DRAINS
- ____ FOREBAY
- ____ OUTLET WORKS
- ____ INFLOWS

REHABILITATION WORK

____ EROSION REPAIR
- ____ INFLOW POINT
- ____ OUTFLOW POINT

____ STRUCTURAL REPAIR
- ____ INFLOW
- ____ OUTLET WORKS
- ____ PIPE

OTHER_____
_____
_____

ESTIMATED TOTAL MANHOURS: _____

EQUIPMENT/MATERIAL USED: _____

_____

_____

COMMENTS/ADDITIONAL INFO: _____

_____

This Maintenance Activity Form shall be kept indefinitely and made available to City upon request.

APPENDIX D
Annual Inspection and Maintenance Submittal Form

Annual Inspection and Maintenance Reporting Form
for
Stormwater Control

(This form to be submitted to Highland City prior to July 15 of each year)

Date: _____

To: **Highland City**
Attn: Stormwater Manager
5400 W. Civic Center Dr., Suite 1
Highland, UT 84003

Re: **Certification of Inspection and Maintenance; Submittal of forms**

Property/Subdivision Name: _____

Property Address: _____

Contact Name: _____

I verify that the required stormwater control inspections and required maintenance have been completed in accordance with the Stormwater Controls Maintenance Agreement and the Private Stormwater Operation and Maintenance (O&M) Manual associated with the above referenced property.

The required Stormwater Control Inspection and Maintenance forms are hereby provided.

_____ _____
Name of Party Responsible for Inspection & Maintenance | Property Owner

_____ _____
Authorized Signature | Signature