

STORMWATER CONTROL MEASURE ANNUAL INSPECTION REPORT

Town of Carrboro, North Carolina

(Revised June 14th, 2022)

Project Name: _____

Inspection Date: _____

The Town of Carrboro Land Use Ordinance (Section 15-263.1) requires that Stormwater Control Measures (SCMs) be inspected annually to certify they are being maintained properly and are functioning as originally designed and intended.

- A. **General Information: (Fill out ALL information).** Use one cover sheet per site and one inspection checklist per SCM by type. If multiple SCMs exist at a site, submit multiple inspection checklists. Also, attach digital photographs of the site, structures, and devices as applicable. See “Submittal Requirements” below. **COMPLETE ALL BOXES – LEAVE NOTHING BLANK.**

Project Name: (as found in Town of Carrboro Files)	Legal Owner of Record: (entity or individual)
Alternate Name if applicable:	Legal Owner of Record Mailing Address:
Physical Address/Location of SCM:	Owner Telephone Number w/ Area Code: ()
	Owner Email Address:
Name of Inspection Company:	Site Contact Entity: (Owner, Management Company, or HOA)
SCM Inspector Name: (a person’s name - not a company name)	Site Contact Person Name/Title:
Inspection Company Mailing Address:	Site Contact Entity Mailing Address:
SCM Inspector Telephone Number: ()	Site Contact Person Telephone Number: ()
SCM Inspector Email Address:	Site Contact Person Email Address:
Qualification/Credentials of Inspector:	
Type	Seal/proof of credentials (optional):
Name	
State	
#	
Registered Landscape Architect:	
Licensed Professional Engineer:	
NCSU SCM Maintenance and Inspection Certification:	Year: <i>(for NCSU cert. only)</i>
Attached Documents: (list documents attached to this report, e.g. “April 2020 Maintenance Records”, “Repair Proposal” etc.)	

B. Stormwater Control Measures On Site: Use ONE SCM inspection checklist for each SCM device found at the site. For example: if a given site has four dry ponds and four level spreaders, you need to submit one inspection report cover sheet (this document) along with four Dry Pond sheets and four Level Spreader sheets. Templates are available for download at the Town’s website.

Fill in the actual number of SCM devices on the table below that exist at a given site. Attach digital low-res digital color photos as appropriate, to show areas of interest or areas that need attention. See “Submittal Requirements” below.

Device Type	Number of SCMs per Site	SCM ID# (required) and Description (optional)
Bioretention Areas		
Constructed Wetlands		
Dry Ponds		
Filterrras		
Hydrodynamic Separators		
Level Spreaders		
Sand Filters		
StormFilters		
Underground Detention		
Vegetated Swales		
Wet Ponds		
Other (Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe))		

C. The results of this inspection are as follows:

- NON-COMPLIANT**
Visual inspection found apparent issues which need immediate attention. Complete the repair items indicated on the attached checklists within 120 days of the Certification Date. Re-inspection and certification within the 120-day repair period will follow satisfactory completion of all repairs. See Note #1 below.
- COMPLIANT WITH MAINTENANCE**
Visual inspection found deficiencies that need attention. Complete the maintenance items indicated on the attached checklists within 60 days of the Certification Date. See Note #2 below.
- COMPLIANT**
Visual inspection found no apparent issues. See Note #3 below.

D. CERTIFICATION

I, _____, as a qualified professional Stormwater Control Measure (SCM) inspector in the State of North Carolina, hereby state that, to the best of my abilities, the condition and attributes of the SCM device(s) have been accurately documented and characterized, and that the resulting status of the SCM(s) as selected above is true based on my professional judgment and expertise.

Seal:

Signature: _____

Date: _____

Note: The date of signature by the SCM inspector constitutes the Certification Date and is used as the beginning of the repair periods outlined below.

MAINTENANCE AND REPAIR FUNDS CERTIFICATION

Town of Carrboro Land Use Ordinance Article XVI. Flood Damage Prevention, Stormwater Management, and Watershed Protection – Section 16-263.1 Maintenance of Structural BMPs:

“(d) The owner of each structural BMP shall ensure that, in accordance with the Operation and Maintenance Agreement, funds are set aside in an escrow account, sinking fund, or other arrangement, sufficient to pay for costs associated with keeping such BMPs in proper operational condition, such as the cost of sediment removal, structural, biological, or vegetative replacement, major repair, or reconstruction. The owner shall submit annually to the administrator a report certifying that such funds have been set aside. The report shall be in a format and shall contain the information prescribed by the administrator. The first report shall be due one year from the date of the as-built certification required by Subsection 15-263(i) and subsequent reports shall be due on or before that anniversary date.”

Project Name <i>(as found in Town of Carrboro files):</i>	
SCM ID #s <i>(as found in Town of Carrboro files):</i>	
Parcel Identification Numbers:	
Funding Type:	<input type="checkbox"/> Escrow account <input type="checkbox"/> Sinking fund <input type="checkbox"/> Other (<i>describe</i>):
Institution Name <i>(where funds are held):</i>	
Institution Address:	

Certification Statement:

I certify that I am the owner, or duly authorized representative thereof, of the Stormwater Control Measures located in the above-mentioned Project. I certify that funds are set aside in an escrow account, sinking fund, or other arrangement, sufficient to pay for costs associated with keeping such SCMs in proper operational condition, and that such funds are located in at the Institution and via the arrangement named above. I certify that all information provided above is correct and true to the best of my knowledge. I certify that the above-mentioned funds will not be used for any expense other than the costs associated with maintaining and repairing the Stormwater Control Measures that are part of the Project.

Name:	
Title/Authority:	
Signature:	
Date:	

SUBMITTAL REQUIREMENTS

- 1) **SUBMITTAL DEADLINE.** Maintenance inspection reports are due annually for all SCMs by the end of the anniversary month of original certification or as-built certification. If this date is unknown, a submittal date will be assigned by the Town.
- 2) **SUBMITTAL FORMAT.** Submittals shall be in the form of an electronic copy sent via email as a PDF file. Include the following components:
 - **Stormwater Control Measure Annual Inspection Report Cover Sheet** – completed and signed by the inspector.
 - **Inspection checklists** – specific to the type of SCM. Include as necessary based upon actual numbers of SCM's at a site. As an example, if a given site has four SCM's dry ponds and four level spreaders connected to the ponds, you need to submit one annual inspection report cover sheet along with four dry pond checklists and four level spreader checklist attachment sheets.
 - **Maintenance and Repair Funds Certification page** – completed and signed by the owner.
 - **Maintenance and Inspection records** – include inspections conducted at required NCDEQ intervals (e.g. monthly or quarterly, after 1" storm event, etc.) and maintenance conducted such as trash/debris removal, mowing and repairs. Records should include inspections and maintenance from the previous year.
 - **Color digital photographs** of the SCM features and areas of interest/concern. At a minimum, submit pictures of the overall SCM, berms, riser structure, outfall looking up into the riser to see the flow path, and dissipators. Full page size or textbook quality digital pictures are not needed or desired. However, all pictures shall be submitted in COLOR – no black and white pictures are desired.All of the above shall be submitted as one PDF. Do **NOT** submit separate digital photos separately – make it all one PDF submittal. Note that the Town's email servers do not accept attachments larger than 20 MB. If you need to shrink or reduce the size of the electronic file, use low resolution scanning and put approximately 3-4 pictures on one page.
- 3) **PAPER COPIES.** Paper copy submittals are no longer required or desired. All submittals should be submitted electronically to the Stormwater Division at the following email address: stormwater@carrboronc.gov. Please CC the responsible party if submitting on their behalf. Additional submittal questions may be answered by Stormwater Division staff by leaving a voicemail at 919-913-2999.

IMPORTANT NOTES REGARDING COMPLIANCE STATUS

Note #1: Inspections that are Not in Compliance: The “NON-COMPLIANT” box should be checked under item “C”. Re-inspection and certification will be required after the repairs. **The Owner has a maximum of 120 days from the signature date on the inspection report to make all repairs, correct all deficiencies, and submit a certification to the TOC in order to avoid enforcement actions.** It is strongly encouraged that the inspector be part of the repair and maintenance process in a QA/QC role in order to ensure that repairs are being performed properly. Owners may submit a written request for a grace period extension of an additional 60 days, to be granted only if reasonable, measurable progress has been made toward repairs in the initial 60 repair period. **If the assigned repair period has elapsed and no repairs have been made AND communicated to the Town, a Notice of Violation may be issued.**

Note #2: Inspections that are Compliant with Minor Maintenance: The “COMPLIANT WITH MAINTENANCE” box should be checked. The inspection forms along with specific SCM check-off attachments summarizing the maintenance need to be submitted to the town. **The Owner has a maximum of 60 days from the signature date on the inspection report to perform all maintenance and send a follow-up notification (email with pictures) to the Town.** Owners may submit a written request for a grace period extension of an additional 60 days, to be granted only if reasonable, measurable progress has been made toward repairs in the initial repair period. **If the assigned repair period has elapsed and no repairs have been made AND communicated to the Town, a Notice of Violation may be issued.**

Note #3: Inspections With No Deficiencies: The “COMPLIANT” box should be checked under item “C”. The inspection form should be submitted to the TOC before the established inspection report due date. Attach the applicable SCM check-off sheets and confirmatory digital photographs accordingly.

Please refer to the SCM Owner Guide on the Town's [SCM Forms, Templates and Documents webpage](#) for additional details.