

Private Stormwater Facility Annual Certification Form

All stormwater facilities must be maintained to properly function in order to minimize flooding and provide the required treatment of stormwater. Spokane Municipal Code Section 17D.060.140 requires stormwater facilities located on applicable private property to be inspected and certified annually to ensure that adequate maintenance has been performed, and that the facilities are operating as designed. Private stormwater facilities require annual inspection and certification if:

- Stormwater facility receives runoff from private property;
- Private property was developed or redeveloped in 2011 or later; and
- Development was ≥ 1 acre, or part of a larger development plan.

Inspection and certification by a qualified third party stormwater professional is required for applicable private stormwater facilities. In order for a facility to be certified, this form must be completed and returned to the address provided.

Mail completed form to:

Stormwater Facility Certifications
 Wastewater Management Dept.
 909 East Sprague
 Spokane, WA, 99202

INSTRUCTIONS

- Private stormwater facility certification inspections should occur between the months of *March and October*, when the facility is not blanketed in snow.
- This certification form must be completed by a qualified third party stormwater professional/inspector, with demonstrable education and/or experience managing stormwater.
- The completed certification form should be returned to the address listed above within **90 days** of the date of the certification inspection.
- The checklist for each set of components needs to be filled out for the stormwater facility. **Yes** responses indicate acceptable conditions. **No** responses indicate conditions that must be addressed. **N/A** responses indicate that the component is not present. Include any additional observations in the comments section.
- Conditions identified by "No" responses need to be addressed *before* returning this certification form to the address above. If the conditions cannot be corrected within the 90 days following the inspection, include a corrective action schedule with this form that indicates how and when the conditions will be corrected, and the city will follow up.

SITE INFORMATION

Site Owner/Operator _____

Phone _____ email _____

Facility Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

City _____ State _____ Zip Code _____

CERTIFYING THIRD PARTY INFORMATION

Certifying Business _____

Certifying Inspectors Name _____

Certifying Inspectors Title _____

Phone _____ email _____ Business License _____

STORMWATER FACILITY INFORMATION

Provide a facility description that identifies the facility components, how they are linked, the estimated dimensions of the treatment area(s), and the runoff area being served:

STORMWATER FACILITY & COMPONENTS INSPECTION CHECKLISTS

Catch Basins	Yes	No	N/A	Comments:
Number of catch basins: _____				
Are catch basin inlets free of sediment and debris? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are catch basins free of structural damage? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the catch basins free of non-stormwater liquids? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is sediment in catch basins less than 18" deep? [Ⓢ] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Ⓢ] For shallow catch basins, sediment no deeper than 1/2 the distance from the bottom to the outlet pipe.				

Drywells	Yes	No	N/A	Comments:
Number of drywells: _____				
Do drywells completely drain within 72 hours after rain? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are grates/inlets free of debris and vegetation? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drywells free of built up sediment/debris? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there cracks more than 0.50" wide and 3-ft long in the drywell barrel wall? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there cracks more than 0.50" wide and 1-ft long in the drywell barrel floor? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STORMWATER FACILITY & COMPONENTS INSPECTION CHECKLISTS (continued)

Grassy Swales

	Yes	No	N/A
Number of grassy swales: _____			
Do swales drain within 72 hours after rain? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inlets free of sediment, debris, and vegetation? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outlets clear and free of blockages? [◊] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are swales free of debris and built up sediment? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do swale sides and bottoms have grass coverage ≥ 90%? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is grass in swales less than 10" high to maintain flow capacity? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are noxious weeds and invasive species absent? [◊] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[◊] Use the drywell checklist on this form to inspect any drywells
[◊] See Spokane County Noxious Weeds List at: <https://www.spokanecounty.org/1102/Noxious-Weed-List>

Comments:

Bioretention Cells / Infiltration Ponds

	Yes	No	N/A
Number of bioretention cells: _____			
Number of infiltration ponds: _____			
Do cells/ponds drain within 72 hours after rain? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inlets free of sediment, debris, and vegetation? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outlets clear and free of blockages? [◊] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cells/ponds free of debris and built up sediment? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is rill erosion absent, or less than 2" deep on bottom and side slopes? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vegetation and/or mulch coverage sufficient to prevent erosion? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vegetation managed to maintain design capacity? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are noxious weeds and invasive species absent? [◊] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[◊] Use the drywell checklist on this form to inspect any drywells
[◊] See Spokane County Noxious Weeds List at: <https://www.spokanecounty.org/1102/Noxious-Weed-List>

Comments:

Wet Ponds

	Yes	No	N/A
Number of wet ponds: _____			
Are inlets free of sediment, debris, and vegetation? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are overflows/outlets clear and free of blockages? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pond banks stabilized with erosion controls? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is rilling absent on pond banks or less than 2" deep? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is sediment build-up less than 10% of pond depths? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vegetation managed to maintain capacity in the ponds? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are noxious weeds and invasive species absent? [◊] _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[◊] See Spokane County Noxious Weeds List at: <https://www.spokanecounty.org/1102/Noxious-Weed-List>

Comments:

Flow Control/Discharge Structures

	Yes	No	N/A
Identify control (weir, orifice, pipe, etc.): _____			
Are discharge structures free of sediment, debris, and other blockages? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flow control devices unaltered and operating per approved design? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are discharge flows being controlled per system design without any bypass? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flow meters operational and in working order? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

CERTIFICATION STATEMENT

I hereby certify and attest as follows:

I am a qualified third party stormwater professional with appropriate and demonstrable education and/or experience assessing and managing stormwater.

I have duly inspected the private stormwater facilities and their associated components identified on this form, and the facilities are being maintained and appear to function as designed to appropriately manage stormwater.

I understand that the City of Spokane Wastewater Management Department has enforcement authority to ensure that stormwater facilities are fully functioning, and that misrepresenting inspection observations is an enforceable violation of Chapter 17D of the Spokane Municipal Code.

Signature _____

Date _____