

# 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  $\geq 1$  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 Department  
 909 East Sprague  
 Spokane, WA, 99202

**or**

Submit completed form online:

[aca.spokanepermits.org/CitizenAccess](http://aca.spokanepermits.org/CitizenAccess)

### 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 _____	Site Name _____
Phone _____	email _____
Physical 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 \_\_\_\_\_ WA 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

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

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

**STORMWATER FACILITY & COMPONENTS INSPECTION CHECKLISTS (continued)**

**Grassy Swales**

Number of grassy swales: \_\_\_\_\_ Yes No N/A

Do swales drain within 72 hours after rain? \_\_\_\_\_

Are inlets free of sediment, debris, and vegetation? \_\_\_\_\_

Are outlets clear and free of blockages? <sup>◊</sup> \_\_\_\_\_

Are swales free of debris and built up sediment? \_\_\_\_\_

Do swale sides and bottoms have grass coverage  $\geq$  90%? \_\_\_\_\_

Is grass in swales less than 10" high to maintain flow capacity? \_\_\_\_\_

Are noxious weeds and invasive species absent? <sup>◊</sup> \_\_\_\_\_

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

Comments:

**Bioretention Cells / Infiltration Ponds**

Number of bioretention cells: \_\_\_\_\_

Number of infiltration ponds: \_\_\_\_\_ Yes No N/A

Do cells/ponds drain within 72 hours after rain? \_\_\_\_\_

Are inlets free of sediment, debris, and vegetation? \_\_\_\_\_

Are outlets clear and free of blockages? <sup>◊</sup> \_\_\_\_\_

Are cells/ponds free of debris and built up sediment? \_\_\_\_\_

Is rill erosion absent, or less than 2" deep on bottom and side slopes? \_\_\_\_\_

Is vegetation and/or mulch coverage sufficient to prevent erosion? \_\_\_\_\_

Is vegetation managed to maintain design capacity? \_\_\_\_\_

Are noxious weeds and invasive species absent? <sup>◊</sup> \_\_\_\_\_

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

Comments:

**Wet Ponds**

Number of wet ponds: \_\_\_\_\_ Yes No N/A

Are inlets free of sediment, debris, and vegetation? \_\_\_\_\_

Are overflows/outlets clear and free of blockages? \_\_\_\_\_

Are pond banks stabilized with erosion controls? \_\_\_\_\_

Is rilling absent on pond banks or less than 2" deep? \_\_\_\_\_

Is sediment build-up less than 10% of pond depths? \_\_\_\_\_

Is vegetation managed to maintain capacity in the ponds? \_\_\_\_\_

Are noxious weeds and invasive species absent? <sup>◊</sup> \_\_\_\_\_

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

Comments:

**Flow Control/Discharge Structures**

Identify control (weir, orifice, pipe, etc.): \_\_\_\_\_ Yes No N/A

Are discharge structures free of sediment, debris, and other blockages? \_\_\_\_\_

Are flow control devices unaltered and operating per approved design? \_\_\_\_\_

Are discharge flows being controlled per system design without any bypass? \_\_\_\_\_

Are flow meters operational and in working order? \_\_\_\_\_

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.060 of the Spokane Municipal Code.

Signature \_\_\_\_\_

Date \_\_\_\_\_