

Private Stormwater Facility Annual Certification Form

Spokane Municipal Code Section 17D.060.140 requires annual certifications for applicable private stormwater facilities in order to ensure that adequate maintenance has been performed and that the facilities are operating as designed to protect water quality.

Private stormwater facilities need to be certified annually if:

- the facility receives runoff from private property that was developed or redeveloped in 2011 or later, and
- the property development/redevelopment project was ≥ 1 acre in size, or part of a larger development plan.

This certification form must be completed by a qualified third-party stormwater professional following an inspection of the facility, and then returned to the Wastewater Management Department. The completed form can be submitted online or by mail.

Municipal stormwater infrastructure should not be included with the private facility certification submissions. A map that displays the elements of the city's storm sewer system can be accessed online at spokane.maps.arcgis.com/apps/webappviewer/index.html.

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

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 _____ WA Business License # _____

Certifying Inspectors Name and Title _____

Phone _____ email _____

STORMWATER FACILITY INFORMATION

Identify the facility components, conveyances, estimated dimensions of the treatment area(s), and the runoff area being served in the space provided, or attach a detailed map.

STORMWATER FACILITY & COMPONENTS INSPECTION CHECKLISTS

Catch Basins				Comments:
	Yes	No	N/A	
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				Comments:
	Yes	No	N/A	
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"/>	
Is sediment in drywells less than 18" deep? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drywell barrel wall and floor are free of cracks which are likely to cause failure? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STORMWATER FACILITY & COMPONENTS INSPECTION CHECKLISTS (continued)																											
Grassy Swales <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Number of grassy swales: _____ Do swales drain within 72 hours after rain? _____ Are inlets free of sediment, debris, and vegetation? _____ Are outlets clear and free of blockages? [♦] _____ Are swales free of debris and built up sediment? _____ Do swale sides and bottoms have grass coverage ≥ 90%? _____ Is grass in swales less than 10" high to maintain flow capacity? _____ Are noxious weeds and invasive species absent? [♦] _____ <div style="font-size: 0.8em; margin-top: 5px;"> [♦] 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 </div> </div> <div style="width: 35%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; border-bottom: 1px solid black;">Yes</th> <th style="width: 33%; border-bottom: 1px solid black;">No</th> <th style="width: 33%; border-bottom: 1px solid black;">N/A</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> </div>			Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:			
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Bioretention Cells / Infiltration Ponds <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Number of bioretention cells: _____ Number of infiltration ponds: _____ Do cells/ponds drain within 72 hours after rain? _____ Are inlets free of sediment, debris, and vegetation? _____ Are outlets clear and free of blockages? [♦] _____ 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? [♦] _____ <div style="font-size: 0.8em; margin-top: 5px;"> [♦] 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 </div> </div> <div style="width: 35%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; border-bottom: 1px solid black;">Yes</th> <th style="width: 33%; border-bottom: 1px solid black;">No</th> <th style="width: 33%; border-bottom: 1px solid black;">N/A</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> </div>			Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
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Wet Ponds <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Number of wet ponds: _____ 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? [♦] _____ <div style="font-size: 0.8em; margin-top: 5px;"> [♦] See Spokane County Noxious Weeds List at: https://www.spokanecounty.org/1102/Noxious-Weed-List </div> </div> <div style="width: 35%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; border-bottom: 1px solid black;">Yes</th> <th style="width: 33%; border-bottom: 1px solid black;">No</th> <th style="width: 33%; border-bottom: 1px solid black;">N/A</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> </div>			Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:			
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Flow Control/Discharge Structures <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Identify control (weir, orifice, pipe, etc.): _____ 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? _____ </div> <div style="width: 35%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; border-bottom: 1px solid black;">Yes</th> <th style="width: 33%; border-bottom: 1px solid black;">No</th> <th style="width: 33%; border-bottom: 1px solid black;">N/A</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div> </div>			Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:									
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CERTIFICATION STATEMENT																											
<p>I hereby certify and attest as follows:</p> <p>I am a qualified third-party stormwater professional with appropriate and demonstrable education and/or experience assessing and managing stormwater.</p> <p>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.</p> <p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;">Signature _____</div> <div style="width: 35%;">Date _____</div> </div>																											