

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:

- Facility receives runoff from private property that was developed or redeveloped in 2011 or later, and
- 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

Inspection Item	Yes	No	N/A	Comments:
Catch Basins				
Number of catch basins: _____				
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? [Ⓐ] _____				
[Ⓐ] For shallow catch basins, sediment no deeper than 1/2 the distance from the bottom to the outlet pipe.				
Drywells				
Number of drywells: _____				
Do drywells completely drain within 72 hours after rain? _____				
Are grates/inlets free of debris and vegetation? _____				
Is sediment in drywells less than 18" deep? _____				
Drywell barrel wall and floor are free of cracks which are likely to cause failure? _____				

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? [⚡] _____ 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? [⚡] _____ [⚡] 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 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? [⚡] _____ 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? [⚡] _____ [⚡] 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 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? [⚡] _____ [⚡] 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 _____			