

**STORMWATER CONTROL MEASURE ANNUAL INSPECTION REPORT**  
**Town of Carrboro, North Carolina** **(Revised September 14<sup>th</sup>, 2021)**

**Project Name:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

The Town of Carrboro Land Use Ordinance (Section 15-263.1) requires that stormwater control devices/structures 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 only one inspection form per site with as many accompanying SCM checklist attachment sheets as needed. If multiple SCMs exist at a site, submit multiple check-off attachment sheets along with the standard 2-page form. Also, attach digital photographs of the site, structures, and devices as applicable. **COMPLETE ALL BOXES – LEAVE NOTHING BLANK.**

<b>Project Name:</b> (as found in Town of Carrboro Files)	<b>Legal Owner of Record:</b> (entity or individual, owner of legal record)
<b>Alternate Name if applicable:</b>	<b>Legal Owner of Record Mailing Address:</b>
<b>Physical Address/Location of SCM:</b>	<b>Owner Telephone Number w/ Area Code:</b> (     )
	<b>Owner Email Address:</b>
<b>Name of Inspection Company:</b>	<b>Site Contact Entity:</b> (Owner, Management Company, or HOA)
<b>SCM Inspector Name:</b> (a person's name - not a company name)	<b>Site Contact Person Name/Title:</b>
<b>Inspection Company Mailing Address:</b>	<b>Site Contact Entity Mailing Address:</b>
<b>SCM Inspector Telephone Number:</b> (     )	<b>Site Contact Person Telephone Number:</b> (     )
<b>SCM Inspector Email Address:</b>	<b>Site Contact Person Email Address:</b>
<b>Qualification/Credentials of Inspector:</b>	
<b>Type</b>	<b>Name of Entity</b>
	<b>State</b>
	<b>#</b>
<b>Registration:</b>  <b>Licensure:</b>  <b>Certification:</b>  <u><i>For NCSU SCM Maintenance and Inspection Certification</i></u> <b>Certification Year:</b>  <b>Certification #:</b>	Seal/proof of credentials (optional):
<b>Attached Documents:</b> (list documents attached to this report, e.g. "April 2020 Maintenance Records", "Repair Proposal" etc.)	

**B. Stormwater SCM device checklists to be used & attached to this report. Use ONE SCM checklist sheet for each specific type of SCM device** found at each SCM site location. As an example if a given site has four dry ponds and four level spreaders, you need to submit one standard form (i.e., this 2-page form) along with four Dry Pond sheets and four Level Spreader sheets. 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.

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

**C. The results of this inspection are as follows:**

<input type="checkbox"/>	<p><b>NON-COMPLIANT</b>            Visual inspection found apparent issues which need immediate attention. Complete the repair items indicated on the attached checklists within 60-days of the date of this report. Re-inspection and certification prior to or at the 60-day interval will follow satisfactory completion of all repairs. Reports not received within 60-days will lead into enforcement actions. See item “D” below regarding enforcement.</p>
<input type="checkbox"/>	<p><b>COMPLIANT WITH MAINTENANCE</b>            Visual inspection found deficiencies that need attention. Complete the maintenance items indicated on the attached checklists within 30-days of the date of this report. The town shall be notified of the repairs have been performed with photos of maintenance performed. If notification has not been received within 30-days this will be considered a violation. See item “D” below.</p>
<input type="checkbox"/>	<p><b>COMPLIANT</b>            Visual inspection found no apparent issues (also check here if initial inspection was non-compliant and this is a re-inspection). See item “E” Certification below.</p>

**D. NOTICE OF VIOLATIONS.** Violations are triggered as follows:

- 1) When an annual inspection is 30-days past due and no efforts have been documented (submitted) to the TOC indicating that the inspection has taken place; or
- 2) When a site inspection does take place and is non-compliant, and the follow-up 60-day repair window outlined above elapses and no repairs and/or follow-up certification is received by the TOC or we have not received request for an extension on repairs;
- 3) When a site inspection does take place but is complaint with maintenance and then, after 30-days, only some (but not all) of the maintenance issues have been rectified and notification to the town has not been received.

**E. CERTIFICATION** (performed when SCM is functional and is compliant)

I, \_\_\_\_\_, as a duly registered Professional in the State of North Carolina, herby state that, to the best of my abilities the stormwater control measure (SCM) device(s) is/are fully functioning and operating as designed and intended.

Seal:

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. The TOC's standard *Stormwater Control Measure Annual Inspection Report* form shall be submitted with as many applicable SCM attachment check-off sheets 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 standard form (i.e., the 2-page form) along with four 'dry pond checklist attachments and four 'level spreader checklist attachment sheets. Additionally, color digital photographs of the SCM features and areas of interest/concern shall be submitted as well. ALL of the above shall be submitted as ONE pdf – preferably no more than (5) megabytes in size. Do **NOT** submit separate digital photos as a pdf, separate attachment sheets as a PDF – make it all one PDF submittal. 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. Full size page pictures are not needed or desired. Text book quality digital pictures likewise are not needed. However, all pictures shall be submitted in COLOR – no black and white pictures are desired. **We need pictures of the overall SCM, berms, riser structure, outfall looking up into the riser to see the flow path, and dissipators at a minimum.**
- 3) **HISTORICAL MAINTENANCE/INSPECTION RECORDS.** Please attach maintenance and inspection records from the previous year. These should be also be submitted in PDF format, and may be attached to the inspection report or submitted as a separate file. Records should document all 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.
- 4) **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@townofcarrboro.org](mailto:stormwater@townofcarrboro.org). 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”. The failed inspection form along with the specific SCM check-off attachments summarizing required repairs must be submitted to the TOC within 48-hours following the inspection. Re-inspection and certification will be required after the repairs. **The Owner has a maximum of 60 days from the date of the preliminary inspection 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 days.

**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. Maintenance should be performed and a follow-up notification (email with pictures) sent to the town.

**Note #3: Inspections With No Deficiencies:** The “COMPLIANT” box should be checked under item “C”. The inspection form should be signed, stamped, and sealed by the appropriate professional and submitted to the TOC within the same month of, on or before the established inspection due date. Attach the applicable SCM check-off sheets and confirmatory digital photographs accordingly.