



The purpose of this template is to provide guidance and set the minimum submittal requirements for the Stormwater Post-Construction Control Operations & Maintenance Plan Template.

In 2021, new permit requirements for controls were included in the City's Municipal Separate Storm Sewer System (MS4). The City is now required to inventory, inspect, and track for permanent stormwater post-construction controls. Authority to administer this program is granted in Phoenix City Code (PCC) Chapters 32A and 32C.

This template shall be completed and submitted in conjunction with the Grading & Drainage (G&D) plans for projects that meet the criteria below:

- Private or public development and redevelopment project
- Application was submitted on or after July 1, 2023
- Area of disturbance is one (1) acre or greater in size
- Project contains a stormwater post-construction control
- Control discharges or has the potential to discharge to the City's MS4

Maintenance of stormwater post-construction controls is not a new requirement. PCC and the current Stormwater Policies and Standards require permanent controls to be maintained to design standards. Regular inspections of controls and addressing maintenance needs early is the most reliable approach to meet this standard. This approach also benefits the property owner; identifying and resolving issues when they are small is more cost effective than waiting until a major control failure occurs.

The template will serve as a guide for the property owner or their designee by addressing the most common types of maintenance activities for each control type. Sections Two through Six of the template should be completed by the applicant or their designee (consultant, designer, etc.) using industry best management practices. It will be charged the "Analysis of Master Drainage or Storm Management Report" fee as outlined in Phoenix City Code, Chapter 9, Appendix A.2.

Questions about this template should be directed to the Stormwater Post Construction Program Manager at 602-534-1672 (voice), 7-1-1 (TTY), or postconstruction.storm@phoenix.gov.



CITY OF PHOENIX
STORMWATER POST CONSTRUCTION CONTROL
OPERATIONS & MAINTENANCE PLAN TEMPLATE

PROJECT NAME:

Project Number:

Prepared for:

Owner Name

Owner Street Address

Owner Street Address 2

Owner City, State, and Zip Code

Owner Phone Number

Owner Fax Number

Prepared by:

Company Name

Company Street Address

Company Street Address 2

Company City, State, and Zip Code

Company Phone Number

Company Fax Number

Date

REVISIONS

At least once per year, as permit requirements change, or as substantive program modifications are made, this document will be reviewed and updated following the procedures outlined in City of Phoenix Planning and Development Document #TRT 00403.

Date	Description
January 25, 2023	Draft Provided for Public Comment
February 22, 2023	Updated with Public Comments
April 5, 2023	Updated with Staff Comments

Disclaimer: This Plan is not intended to be a substitute for legal or other professional advice. Regulations and permit requirements are subject to change. Applicants should consult with the City of Phoenix to ensure that they are following the current program requirements. For corrections or additions, contact the Stormwater Post Construction Program at postconstruction.storm@phoenix.gov or 602-534-1672 (voice), 7-1-1 (TTY).

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ACRONYMS & ABBREVIATIONS	
ADEQ	Arizona Department of Environmental Quality
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best Management Practice(s)
City	City of Phoenix
GSI	Green Stormwater Infrastructure
LID	Low-Impact Development
MS4	Municipal Separate Storm Sewer System
PCC	Phoenix City Code
PDD	Planning and Development Department
Plan	Stormwater Post-Construction Maintenance Plan

DEFINITIONS

Best Management Practice (BMP) means schedules of activities, prohibition of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of protected surface waters. BMPs also include treatment requirements, operating procedures, and practices to control storm runoff, spillage or leaks, sludge, or waste disposal, or draining from raw material storage

Bioretention basin means a landscaped depression or planter used to slow and infiltrate stormwater

Bioswale means an open shallow channel that may have trees, grasses, or low lying vegetation covering the swale bottom and side slopes with pervious surface planting materials (decomposed granite, larger rock, or mulch). It is designed to slow runoff and accommodate landscaping.

Catch basin means a drainage structure that collects water.

Control means a permanent device or feature used to limit surface runoff and reduce pollutant loadings and include features such as retention/detention basins, drywells, green stormwater infrastructure, permeable pavement, catch basins with inserts, and stormwater pretreatment devices. (See also Stormwater Post-Construction Control)

Curb Extension (also known as a chicane, bulb, bump-out, neckdown) means a device used to narrow the width of a roadway visually and physically, with the available space used for a bioretention basin or vegetated planter.

Detention Basin means a control that delays the downstream progress of stormwater runoff in a controlled manner, typically by using temporary storage areas and a metered outlet device.

Green Stormwater Infrastructure means infrastructure constructed with a range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspire

stormwater and reduce flows to the public storm drain system or to surface waters. These features are also sometimes referred to as **low impact development (LID)**.

Retention Basin means a control that stores stormwater to prevent it from leaving the development site; may be temporary or permanent.

Dry well means a well which is a bored, drilled, or driven shaft or hole whose depth is greater than its width and is designed and constructed specifically for the disposal of storm water.

Permeable Pavement means pervious concrete, porous asphalt, or permeable interlocking pavers that infiltrates, treats, and/or stores rainwater where it falls.

Sediment Basin / Trap means a device for removing sediment from water flows; usually installed at outfall points.

Stormwater means precipitation and surface runoff that accumulates from a storm event and/or snow melt runoff.

Stormwater Harvesting is a device to collect, accumulate, treat, and/or store stormwater for its eventual reuse.

Stormwater Post-Construction Control (Control) means any device or feature permanently installed and designed to manage or treat stormwater, including but not limited to retention, detention, storage, infiltration, or treatment systems.

Underground Stormwater Storage means a vessel, usually of corrugated metal pipe, aluminum, steel, plastic, fiberglass, or pre-cast or poured-in-place concrete that allows for high volume storage of storm water runoff in a small footprint area.

1. INTRODUCTION

1.1 Requirements

The City of Phoenix (City) operates under a Phase I Municipal Separate Storm Sewer System (MS4) permit from the Arizona Department of Environmental Quality. As a result, the City must manage discharges to the MS4 to reduce the discharge of pollutants to protected surface waters. In 2021, new permit requirements for stormwater post-construction controls (controls) were included in the MS4 permit which requires the implementation of a new inventory, inspection, and tracking program for permanent stormwater post-construction controls.

Authority to administer this program is granted in Phoenix City Code (PCC) Chapters 32A and 32C. Program details and program requirements are located on the Planning and Development Department's (PDD's) website:

<https://www.phoenix.gov/administration/departments/pdd/site-development/stormwater-post-construction-program.html> . This post-construction program is not a substitute for any current application, permitting, inspection, or approval process.

1.2 Applicability

This operations and maintenance plan (Plan) shall be developed for private and public development and redevelopment projects July 1, 2023, that meet the following criteria:

- Project is a private or public development or redevelopment project
- Area of disturbance is one (1) acre or greater in size
- Project contains a stormwater post-construction control
- Control discharges or has the potential to discharge to the City's MS4

1.3 Purpose of Maintenance Plan

All controls owned and operated by private and public entities, including Homeowner's Associations, shall be properly maintained to promote performance consistent with the original design intent. Taking proactive steps to help stormwater get to its intended location without causing excessive erosion, flooding or other damage can save on costly repairs and help preserve water quality.

This Plan will be used by the property owner or their designee in the long-term monitoring and maintenance activities. It should be updated to reflect the conditions of the site, property, or project to assist with on-going operations and maintenance. It does not need to be resubmitted to the City after it has been received and approved.

2. LOCATION AND SITE DESCRIPTION

Add location information for the full extent of the project.

2.1 Location Information

Physical Address

Cross Streets / Intersection

Project Extents (if there is no physical address)

Arizona Parcel Number (APN):

City of Phoenix Quarter Section:

2.2 General Site Description

Provide a summary of the project/site to include type of project (single family residential, multi-family residential, number of units, size of project (in acres)).

2.3 Site Map

Include a general site map, indicating the property boundaries, and planned locations of permanent controls as a separate figure as Appendix A. Note if there are any existing permanent controls that will remain in place upon completion of the project.

Submit additional page(s) as necessary. Label roads and other features that help identify the site location. If roads are not available, provide coordinates for all the corners of the site. This document should be used for on-going inspection and maintenance activities.

3. STORMWATER POST-CONSTRUCTION CONTROLS

3.1 Inventory of Controls

Complete the table below for each of the types of controls that will be present on the site. Do not include temporary best management practices utilized during construction or those permanent structures that only convey water (i.e., culverts). Add or remove lines as needed to capture all the permanent post-construction controls. If you are unsure if a control should be listed below, please contact the City representative.

Control Type	Number of Features Present on Project	Comments or Additional Information
Bioretention Basin		
Catch Basin (only with Filter Insert or Treatment Device)		
Curb Extension		
Detention Basin		
Dry well		
Permeable Pavement		
Proprietary Device		
Retention Basin		
Sediment Basin / Trap		
Stormwater Harvesting		
Underground Stormwater Storage		
Vegetated Rock / Bioswale		
Other		

3.2 Description of Controls

- *Provide a description of each permanent control type that will be on site (existing and new).*
- *Copy the tables as needed if there are multiple of the same control type.*
- *In the description, be sure to include the site-specific intent and function of each control.*
- *Add or remove sections and renumber as needed to include all the permanent post-construction controls.*

3.2.1 Bioretention Basin

Item	Information
Number	<i>As labeled on the as-builts, Bio-retention basin A, Bio-retention basin 1, etc.</i>
General Location on Project	<i>NW Corner of Administration Building</i>
Coordinates	<i>Latitude and longitude or state plane coordinates</i>
Dimensions of Feature (Depth, Width, Length)	
General Description	
Intended Function	
Proprietary Device Information (If applicable)	
Comments or Additional Information	

3.2.2 Catch Basin with Treatment

3.2.3 Curb Extension

3.2.4 Detention Basin

3.2.5 Dry Well

3.2.6 Permeable Pavement

3.2.7 Proprietary Device

3.2.8 Retention Basin

3.2.9 Sediment Basin / Trap

3.2.10 Stormwater Harvesting

3.2.11 Underground Stormwater Storage

3.2.12 Vegetated / Rock Bioswale

3.2.13 Other

4. MAINTENANCE

Maintenance of stormwater post-construction controls is not a new requirement. PCC Chapters 32A, Chapter 32C, and the current City Stormwater Policies and Standards and associated amendments outline the requirements for long-term maintenance of controls. Regular inspections of controls and addressing maintenance needs early is the most reliable approach to meet this standard. This approach also benefits the property owner; identifying and resolving issues when they are small is more cost effective than waiting until a major control failure occurs. This section serves as a guide for the property owner or their designee by addressing the most common types of maintenance activities for each control type.

4.1. Compliance

A control will be considered in compliance with the City's Stormwater Post-Construction Program when it is functioning as it was originally designed and constructed. The property owner or their designee shall inspect controls and/or allow for the inspection of controls by City staff and conduct the necessary maintenance activities as outlined in the Plan and in the appropriate PCC.

4.2. Responsibility

Property owners or their designees are responsible for maintaining the original design intent for detention, retention, or treatment.

Provide the contact information for the party(ies) who will be responsible for the property upon completion of construction (if known).

- Company / Agency Name:
- Point of Contact:
- Address:
- Email Address:
- Phone Number:

4.3. Maintenance Recommendations

Provide recommendations for routine and corrective maintenance below for each control type included on this site. Provide the recommended frequency of routine maintenance activities. If needed, consult with a professional contractor to complete this section. Add or remove sections and renumber as needed to capture all the permanent post-construction controls that will be on the site.

4.3.1 Maintenance of Bioretention Basin

Item	Description
Responsible Party	<i>Property owner, property management company, contractor</i>
Maintenance Frequency	<i>Weekly, Monthly, Quarterly, Semi-Annually, Annually, As Needed, Other</i>
Routine Maintenance Activities	<i>List activities conducted during periodic maintenance (i.e. litter/debris removal, unclogging of outlet, vegetation control, etc.)</i>
Non-Routine (Corrective) Maintenance	<i>Include activities needed if control is not functioning as it was designed (i.e. major pollutant removal and disposal, reconstruction, replacement, etc.)</i>
Easements or Covenants for Maintenance Needed?	<i>Yes / No If Yes, list</i>
Funding Source	

4.3.2 Maintenance of Catch Basin with Treatment

4.3.3 Maintenance of Curb Extensions

4.3.4 Maintenance of Detention Basin

4.3.5 Maintenance of Dry Well

4.3.6 Maintenance of Permeable Pavement

4.3.7 Maintenance of Proprietary Device

4.3.8 Maintenance of Retention Basin

4.3.9 Maintenance of Sediment Basin / Trap

4.3.10 Maintenance of Stormwater Harvesting

4.3.11 Maintenance of Underground Stormwater Storage

4.3.12 Maintenance of Vegetated / Rock Bioswale

4.3.13 Maintenance of Other

5. INSPECTIONS AND MONITORING

5.1 Purpose

Inspections and monitoring promote performance of the control, maintain the aesthetics of the property, and can help prevent more costly repairs in the future. The city requires a routine inspection of controls by the property owner, their designee, or a contractor. An inspection form template for the most common control types is included as Appendix B.

5.2 Safety and Equipment

Use this list as an example and detail the type of equipment needed for inspection of the permanent post-construction stormwater controls that will be on site. Add or remove equipment as needed and appropriate for the type of controls that will be present.

5.2.1 Tools and Equipment

- ☐ Clipboard
- ☐ Inspection sheets
- ☐ Manhole lid remover / pick
- ☐ Shovel
- ☐ First aid kit
- ☐ Communication equipment (two-way radio)
- ☐ Tripod & harness
- ☐ Air monitoring device
- ☐ Other

5.2.2 Personal Protective Equipment

- ☐ Safety shoes
- ☐ Hardhat
- ☐ Safety vest
- ☐ Gloves
- ☐ Other

5.2.3 Other Considerations

- ☐ Confined space entry

- ☐ Traffic control plan
- ☐ Other

5.3. Inspection Procedures

Detail the appropriate inspection procedure for each type of control, including the inspection steps and frequency needed. The information provided in the table below is an example of the level of detail expected.

5.3.1 Inspection of Bioretention Basin

Item	Information
Responsible Party	<i>Property owner, property management company, contractor?</i>
Inspection Frequency	<i>Semi-Annually, Annually</i>
Inspection Criteria	<i>Standing water, Scour, Erosion Plant distribution, health, mulch Sediment</i>

5.3.2 Inspection of Catch Basin with Treatment Device

5.3.3 Inspection of Curb Extension

5.3.4 Inspection of Detention Basin

5.3.5 Inspection of Dry Well

5.3.6 Inspection of Permeable Pavement

5.3.7 Inspection of Proprietary Device

5.3.8 Inspection of Retention Basin

5.3.9 Inspection of Sediment Basin / Trap

5.3.10 Inspection of Stormwater Harvesting

5.3.11 Inspection of Underground Stormwater Storage

5.3.12 Inspection of Vegetated Rock / Bioswale

5.3.13 Inspection of Other

6. REPORTING AND RECORDKEEPING

6.1 Reporting

Annual self-monitoring of the permanent controls by the property owner or their designee is required. Each year, the City will randomly select a percentage of property owners to receive an inspection request to complete and return to PDD by the listed deadline. This is necessitated due to the City's permit requirement to track the inspection, maintenance, and functionality of these controls.

6.2 Recordkeeping

The property owner or their designee should be prepared to maintain copies of all inspections (including those that are not requested by the city in its annual random selection), maintenance records, and any enforcement documents received from ADEQ. Such documents may be request and be able to provide copies if requested by a City representative. Records must be kept for a minimum of five (5) years.

Detail who will be maintaining all records associated with the control including but not limited to inspections, cleaning, repair, calibration, maintenance, etc., and where they will be stored.

Records will be maintained by (if known):

Name and Title

Phone Number

E-mail Address

Records will be stored:

Location of storage:

Type of Storage: ☐ Hard copy ☐ Electronic

References and Resources

(This information is provided only as reference)

City of Phoenix 2013 Stormwater Policies and Standards

<https://www.phoenix.gov/content/dam/phoenix/streetssite/documents/107171.pdf>

City of Phoenix 2013 Stormwater Policies and Standards Revisions

[https://www.phoenix.gov/content/dam/phoenix/streetssite/documents/storm-water-policies/Revision%20to%20\(headwalls\)%20SW%20Policies%20and%20Standards_040422.pdf](https://www.phoenix.gov/content/dam/phoenix/streetssite/documents/storm-water-policies/Revision%20to%20(headwalls)%20SW%20Policies%20and%20Standards_040422.pdf)

Flood Control District of Maricopa County Drainage Design Manual – Erosion Control

<https://www.maricopa.gov/DocumentCenter/View/2368/Drainage-Design-Manual-for-Maricopa-County-Volume-III-Erosion---revised-73018-PDF>

Flood Control District of Maricopa County Drainage Design Manual – Hydraulics

<https://www.maricopa.gov/DocumentCenter/View/2371/Drainage-Design-Manual-for-Maricopa-County-Volume-II-Hydraulics---revised-121418-PDF>

Flood Control District of Maricopa County Drainage Design Manual – Hydrology

<https://www.maricopa.gov/DocumentCenter/View/2370/Drainage-Design-Manual-for-Maricopa-County-Volume-I-Hydrology---revised-121418-PDF>

Flood Control District of Maricopa County - Drainage Policies and Standards for Maricopa County

<https://www.maricopa.gov/DocumentCenter/View/2369/Drainage-Policies-and-Standards-Manual-for-Maricopa-County---revised-82218-PDF>

Greater Phoenix Metro Green Infrastructure Handbook: Low-Impact Development Details for Alternative Stormwater Management, January 2019

<https://globalfutures.asu.edu/sustainable-cities/greater-phoenix-green-infrastructure-and-lid-handbook/>

Stormwater Equipment Manufacturers Association

<https://www.stormwaterassociation.com/bmp-resources-suppliers>

US Environmental Protection Agency Stormwater Maintenance

<https://www.epa.gov/npdes/stormwater-maintenance#descriptions>

Appendix A Site Map

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Appendix B



Stormwater Post-Construction Control Inspection and Maintenance Report

Section 1 - General Information					
Project / Property Name					
Property Owner / Manager					
Address					
Date of Inspection		Start/End Time			
Inspector's Name(s)					
Inspector's Title(s)					
Inspector's E-mail					
Date(s) Constructed					
Date of Last Inspection					
Type of Inspection: <input type="checkbox"/> Routine <input type="checkbox"/> Issue / Complaint <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event					
Section 2 - Weather Information					
Has there been a storm event in the last 36 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide: Storm Start Date & Time: Storm Duration (hrs): Approximate Amount of Precipitation (in):					
Weather at time of this inspection? <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Partly Cloudy <input type="checkbox"/> Sunny <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> High Winds Temperature: Other Comments:					
Section 3 – Inspection and Maintenance Information					
ID #	Post-Construction Control	Functioning As Designed?	Maintenance Required?	If Yes, Type of Maintenance / Corrective Action Conducted	Date Completed
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

ID #	Post-Construction Control	Functioning As Designed?	Maintenance Required?	If Yes, Type of Maintenance / Corrective Action Conducted	Date Completed
11		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
14		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
17		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
18		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
19		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
20		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Section 4 – Overall Site Conditions					
	Conditions	Response	Maintenance Required?	Note Control Number(s), Corrective Action Needed, and Notes	
1	Are controls stabilized and free of erosive activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Are areas free of standing water 36 hours following a storm event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Are controls clear of weeds and unwanted vegetation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Are controls clear of trash, sediment, and debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 5 – Photos	

Section 5 – Photos	

Section 6 – Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name:

Title:

Date Report Certified:

Stormwater-Post Construction Control Inspection and Maintenance Report INSTRUCTIONS

Section 1 – General

Complete this section in its entirety. If the information is not known, enter N/A in the box.

Section 2 – Weather

Note if a storm event was experienced at the project or property within the 36 hours prior to the inspection. If the information is not known, utilize an on-line tool to locate weather history information. Sources include:

<https://www.weather.gov/help-past-weather>

<https://www.almanac.com/weather/history/AZ/Phoenix>,

<https://www.timeanddate.com/weather/usa/phoenix/historic>

Section 3 – Inspection and Maintenance

To streamline the reporting process and to maintain consistency with future inspections, utilize the site map provided in the City of Phoenix Stormwater Post-Construction Control Maintenance Plan (Plan) – Appendix A.

Number the post-construction controls on site map and list each of them individually in the table. Add additional lines or pages as necessary to capture each individual control. A full list of all the controls should also be included in Section 3 of the Plan.

Carry a copy of the numbered site map with you during your inspections. This list will help verify that you are inspecting all controls on your property. Note if the control is functioning as it was designed. A full description of the controls and their intended functions is listed in Section 3 of the Plan.

If maintenance is needed for a control, provide a summary of the actions taken and the date the work was completed. Maintenance recommendations are provided in Section 4 of the Plan. If you are unsure if the device is functioning correctly or if maintenance is required, consultation with a professional may be required.

Section 4 – Overall Site Conditions

This section contains general site issues that may be assessed during inspections. Refer to Sections 3 and 4 of the Plan for specifics of your property or project.

Section 5 – Photos

Take at least one photo of each control if it is functioning as it was intended. If a control is damaged and/or requires maintenance, provide additional photos to document the areas of concern. Use additional pages as necessary. Include the ID number from Section 3 for reference.

Section 6 – Certification

The property owner or their designee should certify that the information provide is true, accurate, and complete.