

## **Example Inspection and Maintenance Plan for: Hypothetical Retail Store at 1234 Any Street, Springfield, OH 45502**

Hypothetical Retail is a convenience store selling a wide variety of foods, snack items, and household goods. Stormwater is managed onsite by 3 parking lot catch basins that send runoff to a detention pond. From there, the stormwater enters the city system through a 4” outlet.

Inspection of all permanent structures All structures should be inspected annually or as needed. Table 1 highlights what needs to be the focus of each inspection.

**Table 1: Inspection**

<b>Structure</b>	<b>What to look for</b>
Catch basin grate	Grate should sit securely in its frame and not be cracked or broken
Catch basin interior	Debris reaching the bottom of either the basin’s inlet or outlet pipe needs to be removed.
Pond inlet	Accumulated sediment in the forebay needs to be removed. If the inlet has stone, make sure it is not covered in sediment. Replace as necessary.
Pond sides and bottom	Any erosion needs to be repaired. Accumulated sediment and trash must be removed. If water is not flowing across the pond bottom, regrading may be necessary.
Pond vegetation	Mow the turf grass as needed. The native vegetation in the pond bottom must be cut back in the spring and the cuttings removed. Dead patches of vegetation must be replaced. Spot spray with Round Up or similar to control unwanted vegetation.
Pond outlet	Accumulated sediment in the micropool needs to be removed. If the outlet has stone, make sure it is not covered in sediment. Replace as necessary.
Outlet orifice	The outlet pipe must have a 4” orifice. Replace as necessary.

Debris/clogging control The pipes in the catch basins may clog if accumulated debris is not removed. Likewise, the inlet and outlet of the pond must be kept free of accumulated debris. Follow the inspection plan to ensure clogging does not occur.

Vegetation control The sides of the pond are planted with turf grass. The grass should not be mowed shorter than 3”. At a minimum, mow the grass once a month during the growing season. Healthy grass needs 1” of water a month during the growing season. This can come from irrigation or precipitation. The native plants in the bottom of the pond must be watered during the first growing season. However, once established, they will survive in normal conditions on the water that enters the pond. Non-desirable plants should be removed with Round Up or a similar herbicide. To keep the native plants healthy, cut them back (2-4” from the ground) in early spring and remove the cuttings.

Erosion repair Erosion is most likely to occur near the pond inlet. The stones near the inlet are designed to slow down the water. To maintain their effectiveness, keep the stones free of accumulated sediment and trash. Replace them as necessary. To repair erosion, lay clean fill to the surrounding grade and plant with surrounding vegetation (grass or natives). Spots of persistent erosion can be layered with stone.

Non-routine maintenance Catch basin grates can sometimes break or become cracked. While this does not affect stormwater, it is a safety concern and should be fixed immediately. Other non-routine

maintenance includes ensuring that the outlet orifice is still in place and that the concrete headwalls in the pond are still in good condition.

Disposal of pollutants Hypothetical Retail is unlikely to generate pollutants that cannot be disposed of in the on-site dumpster. The only expected pollutants are trash, sediments, and vegetation. It is suggested that Hypothetical Retail mulches the vegetation rather than land filling it.

Funding inspection and maintenance Hypothetical Retail’s corporate office will work with District Managers to schedule and fund any and all needed inspections and maintenance of the stormwater facilities.

As part of this Inspection and Maintenance Plan, Hypothetical Retail affirms the following:

- i). The City of Springfield has the authority and right to enter upon the development area to conduct inspections as necessary to verify that the stormwater management practices are being maintained and operated in accordance with this regulation.
- ii). The City of Springfield maintains public records of the results of site inspections for the period of time specified in the City of Springfield’s record retention schedule, and shall inform the site owner(s) or organization responsible for maintenance (by written notice served on the tax mailing address for the subject land) of the inspection results, and shall specifically indicate any corrective actions required to bring the stormwater practices into proper working condition.
- iii). If the City of Springfield notifies the site owner(s), or other entity responsible for maintenance, of maintenance deficiencies that require correction, the specific corrective actions shall be taken within thirty (30) days of the service of the notice; unless the City Engineer grants an extension of time to complete correcting deficiencies due to the impracticality of completing the correction of deficiencies within thirty (30) days.
- iv). Maintenance deficiencies not corrected within thirty (30) days shall be declared a public nuisance in accordance with Chapter 1323 of the city of Springfield’s codified ordinances.

Owner Certification:

*I certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stormwater control facilities in good working condition. I hereby release the City of Springfield from any maintenance responsibility whatsoever on the above mentioned stormwater control facilities. I agree to provide corrected information should there be any changes in the information provided herein.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date