



Town of Bluffton
STORMWATER BMP ANNUAL MAINTENANCE INSPECTION REPORT
THIS FORM IS TO ACCOMPANY ANNUAL BMP CHECKLIST(S)

THE TOWN OF BLUFFTON UNIFIED DEVELOPMENT ORDINANCE REQUIRES ALL STRUCTURAL BMP CONSTRUCTED AFTER NOVEMBER 11, 2011, TO BE INSPECTED ANNUALLY TO VERIFY ALL SITE STRUCTURAL BEST MANAGEMENT PRACTICES (BMP) ARE BEING MAINTAINED AND OPERATING AS DESIGNED. *Systems constructed prior to November 11, 2011, should conduct and document routine maintenance and inspections by utilizing this form and pertinent checklist.*

Instructions: Complete sections A and B of this form. Attach each applicable BMP Inspection Checklist(s). Submit the completed package digitally to the Town of Bluffton Watershed Management Division.	
A. General Information: (Fill out ALL information)	
Original Project Name: (Original Approved Plan Set)	Current/Modified Project Name:
Address and Property ID (PIN):	Owner: (as stated in Beaufort County Records)
Site Contact: (Owner, Property Management or HOA)	Owner E-mail:
Site Contact E-mail:	Owner Phone Number:
Site Contact Phone Number:	Owner Mailing Address:
Site Contact Mailing Address:	Weather Conditions:
Inspector(s) Name:	Inspector Credentials: (Circle One) <i>South Carolina Professional Engineer</i> <i>Landscape Architect</i> <i>Registered South Carolina Professional Engineer</i>
Inspector(s) Email:	Date and Time:
*All BMPs Inspected (Y/N):	**Inspector(s) Signature:

*EACH BMP ONSITE REQUIRES A SEPARATE INSPECTION REPORT.

** BASED UPON MY INSPECTION OF THE PROJECT/SITE BMP, I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE STORMWATER BEST MANAGEMENT PRACTICE INSPECTED IS COMPLIANT WITH THE ORIGINAL OR MOST RECENT APPROVED DESIGN PLANS, MAINTENANCE STANDARDS, AND THE TERMS AND CONDITIONS OF THE APPROVED OPERATIONS AND MAINTENANCE AGREEMENT (IF APPLICABLE). *IF NOTED IN THE INSPECTION CHECKLIST THAT THE BMP IS PARTIALLY FUNCTIONAL OR NOT FUNCTIONAL A RE-INSPECTION OF THE SITE WILL BE COMPLETED AND AN UPDATED INSPECTION REPORT SHALL BE SUBMITTED TO THE TOWN OF BLUFFTON WITHIN 60 DAYS OF THIS INSPECTION.*

NOTE: THIS FORM IS TO ACCOMPANY APPLICABLE ANNUAL BMP CHECKLIST(S). KEEP THIS REPORT IN THE PERMANENT SITE RECORD OR LOG. THE TOWN OF BLUFFTON MAY REQUEST THESE RECORDS AT ANY TIME.

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B. Site BMP Information

BMP Identification	Number of BMPs on Site
Wet Pond	
Wetland	
Grass Swale	
Bioretention Area	
Infiltration Area	
Filtration Area	
Dry Swale	
Permeable Pavement	
Dry Detention Basin	
Underground Detention	
Green Roof	
Rainwater Harvesting	
Impervious Surface Disconnection	
Other	-

If Other, provide BMP identification below:

Other BMP Identification	Number of BMPs on Site

*Total Number of BMPs on Site

* The number of BMP noted above shall match the number of inspection checklist submitted.

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Submittal Requirements

1. SUBMITTAL TIMELINE. All inspections - passed and/or failed must be submitted to the Town of Bluffton electronically by the end of the month the inspection is due.

2. ELECTRONIC PDF SUBMITTALS. ALL application materials shall be **submitted as ONE pdf via email.** Additionally, a minimum of five (5) color digital photographs shall be included with each BMP Checklist. Photographs shall capture the overall BMP condition and any areas of concern. A complete submittal package will include one report, all applicable BMP Checklist(s) and BMP Photographs. The number of inspection checklist(s) shall match the total number provided in *Section B*. Digital photos are required to be formatted as a pdf with 2-4 photos per page. Do **NOT** submit individual digital photos, full page photos or black and white photos. The appropriate staff member can be found on the Town's website (Staff Directory - Engineering - Watershed Management Division).

3. PDF FILE NAMING. Create the pdf file name using the following template: "[site name] - [day/month/year]".

4. PAPER COPIES. All submittals, unless otherwise approved, shall be submitted electronically via email to the Watershed Management Division.

ALL NON-COMPLIANT ITEMS - Corrective action and submission of certification must be completed or communicated within 60-days of inspection.

Actions by the Town of Bluffton

Municipal follow-up actions can be triggered by the following:

1. When an annual inspection is 60-days past due and no efforts have been documented (submitted) to the Town indicating that the inspection has taken place; or
2. When a site inspection does take place but fails, and the follow-up 60-day communication of the property owner's plan to schedule repairs outlined above elapses and no repairs and/or follow-up is received by the Town;
3. When a site inspection does take place but fails and then, after 60-days, only some (but not all) of the necessary repairs have been rectified the issue may be revisited based upon the plan/ schedule provided;
4. Water quality violations or alterations to the performance of the designed system are found during a Town inspection and information is provided to the owner – and no corrective measures are initiated in the timeframes indicated in the correspondence.