



**TOWN OF BLUFFTON
STORMWATER BMP ANNUAL
MAINTENANCE INSPECTION
SUBMISSION FORM**

Growth Management Customer Service Center
20 Bridge Street Bluffton, SC 29910
(843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

THE TOWN OF BLUFFTON UNIFIED DEVELOPMENT ORDINANCE (UDO) REQUIRES ALL STRUCTURAL BEST MANAGEMENT PRACTICES (BMPs) CONSTRUCTED AFTER NOVEMBER 11, 2011, TO BE INSPECTED FOR VERIFICATION THAT THESE BMPs ARE BEING MAINTAINED AND OPERATING AS DESIGNED. STRUCTURAL BMPs CONSTRUCTED PRIOR TO NOVEMBER 11, 2011, SHOULD CONDUCT AND DOCUMENT ROUTINE MAINTENANCE AND INSPECTIONS BY UTILIZING THIS FORM AND PERTINENT CHECKLIST(S).

<p>Instructions: Review the submittal requirements and complete sections A, B, and C of this form. This form is to accompany applicable Annual BMP Inspection Checklist(s) and BMP photograph(s). Submit the completed package digitally to applicationfeedback@townofbluffton.com.</p>
<p>Submittal Requirements</p>
<p>1. SUBMITTAL TIMELINE. All inspections - passed and/or failed must be submitted to the Town of Bluffton electronically one (1) year from the date of as-built certification and thereafter every three (3) years on or before the date of the as-built certification.</p>
<p>2. ELECTRONIC PDF SUBMITTALS. All submittals, unless otherwise approved, shall be submitted electronically via email as ONE (1) pdf via email to applicationfeedback@townofbluffton.com.</p>
<p>3. PDF FILE NAMING. Create the pdf file name using the following template: "[site name] - [day/month/year]".</p>
<p>A complete submittal package will include this form, all applicable BMP Checklist(s), and BMP Photographs. The number of inspection checklist(s) shall match the total number provided in <i>Section B</i>. Photographs shall capture the overall BMP condition and any areas of concern and 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.</p>

A. General Information: (ALL fields are required)	
Project Name:	Project Address:
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:
Inspector(s) Name:	Inspector Credentials: (Select One) <input type="checkbox"/> <i>Certified Post-Construction BMP Inspector</i> <input type="checkbox"/> <i>Landscape Architect</i> <input type="checkbox"/> <i>Registered South Carolina Professional Engineer</i>
Inspector(s) Email:	*All BMPs Inspected (Y/N):

*EACH BMP ON-SITE REQUIRES A SEPARATE INSPECTION REPORT.

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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(s) noted above shall match the number of inspection checklist(s) submitted.	

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

Actions by the Town of Bluffton
Municipal follow-up actions can be triggered by the following:
<ol style="list-style-type: none"> 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.

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Disclaimer:		The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by accepting this report.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Owner Signature:		Date:	
**Inspector(s) Signature:		Date:	
<i>For Office Use</i>			
Application Number:		Date Received:	
Received By:		Date Approved:	

****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**