

**Stormwater Best Management Practices  
Inspection and Maintenance Plan (IM Plan)**

**for:**

**Located at:**

**Prepared for and Party Responsible  
for Maintenance and Inspection:**

**Prepared by:**

Reference:

**This plan is adapted from various maintenance manuals developed in the Colorado Front Range**

## Appendix A

### General Location and Description of Stormwater Best Management Practices

#### A. General Site Description

#### B. General Stormwater Management Description

#### C. Stormwater Facilities Site Plan

Inspection or maintenance personnel may utilize the documents in Appendix F for locating the stormwater facilities within this development.

#### D. On-Site Stormwater Management Facilities

##### **Volume Reduction Facilities**

##### **Storage Facilities (Detention)**

##### **Water Quality Facilities**

##### **Source Control Best Management Practices**

**Stormwater Best Management Practices  
Inspection and Maintenance Plan (IM Plan) Procedures/Forms**

for:

***Porous Landscape Detention (PLD)***

Reference:

**This plan is adapted from various maintenance manuals developed in the Colorado Front Range**

**Stormwater Best Management Practices  
Inspection and Maintenance Plan Procedures/Forms for PLDs**

**Table of Contents**

- I. Compliance with Stormwater Best Management Practices Maintenance Requirements**
- II. Inspection & Maintenance- Annual Reporting**
- III. Preventative Measures to Reduce Maintenance Costs**
- IV. Access and Easements**
- V. Safety**
- VI. Field Inspection Equipment**
- VII. Inspecting Stormwater Best Management Practices**
  - A. Inspection Procedures
  - B. Inspection Report
  - C. Verification of Inspection and Form Submittal
- VIII. Maintaining Stormwater Best Management Practices**
  - A. Maintenance Categories
  - B. Maintenance Personnel
  - C. Maintenance Forms

**Maintenance Agreement** (included in IM Plan submittal to City)

**Appendices**

- Appendix A** - Description of Stormwater Best Management Practices (included in IM Plan submittal to City)
- Appendix B** - Standard Operation Procedures (SOP)
- Appendix C** - Inspection Form
- Appendix D** - Maintenance Form
- Appendix E** - Annual Inspection and Maintenance Submittal Form
- Appendix F** - Erosion and Stormwater Quality Control Plan/As-Builts (included in IM Plan submittal to City)
- Appendix G** - BMP Maintenance Cost Estimates (included in IM Plan submittal to City)
- Appendix H** - PE Certification (included in IM Plan submittal to City)

## **Stormwater Best Management Practices Inspection and Maintenance Plan Procedures/Forms for PLDs**

### **I. Compliance with Stormwater Best Management Practices Maintenance Requirements**

All property owners are responsible for ensuring that stormwater best management practices (BMPs) or facilities installed on their property are properly maintained and that they function as designed. In some cases, this maintenance responsibility may be assigned to others through special agreements. The maintenance responsibility for a stormwater facility may be designated on the subdivision plat, the site development plan, and/or within a maintenance agreement for the property. Property owners should be aware of their responsibilities regarding stormwater facility maintenance and need to be familiar with the contents of this Inspection and Maintenance Plan (IM Plan). Maintenance agreement(s) associated with this property are provided.

In some cases, the City of Colorado Springs may agree to provide the required inspection and maintenance for some stormwater facilities that once the warranty period has ended will become public. In these cases, a City of Colorado Springs maintenance agreement will be included for those facilities that are agreed to be included in the City of Colorado Springs routine maintenance program.

### **II. Inspection & Maintenance – Annual Reporting**

Requirements for the inspection and maintenance of stormwater facilities, as well as reporting requirements are included in this Stormwater Best Management Practices Inspection and Maintenance Plan.

**Verification that the stormwater BMPs have been properly inspected and maintained and submittal of the required Inspection and Maintenance Forms shall be provided to the City on an annual basis. The annual reporting form shall be provided to the City prior to May 31st of each year.**

Copies of the Inspection and Maintenance forms for each of the stormwater BMPs are located in Appendix C and D. A standard annual reporting form is provided in Appendix E. Each form shall be reviewed and submitted by the property owner or property manager to the City of Colorado Springs/Stormwater Team.

### **III. Preventative Measures to Reduce Maintenance Costs**

The most effective way to maintain your water quality facility is to prevent the pollutants from entering the facility. Common pollutants include sediment, trash & debris, chemicals, pet wastes, runoff from stored materials, illicit discharges into the storm drainage system and many others. A thoughtful maintenance program will include measures to address these potential contaminants and will save money and time in the long run. Key points to consider in your maintenance program include:

- Educate property owners/residents to be aware of how their actions affect water quality and how they can help reduce maintenance costs.
- Keep properties, streets and gutters, and parking lots free of trash, debris, and lawn clippings.
- Ensure the proper use, storage, and disposal of hazardous wastes and chemicals. Promptly clean up any spilled materials and dispose of properly.
- Plan lawn care to minimize and properly use chemicals and pesticides.
- Sweep paved surfaces and put the sweepings back on the lawn.
- Be aware of automobiles leaking fluids. Use absorbents such as cat litter to soak up drippings – dispose of properly.
- Encourage pet owners to clean up pet wastes.
- Re-vegetate disturbed and bare areas to maintain vegetative stabilization.
- Clean any private storm drainage system components, including inlets, storm sewers, and outfalls.
- Do not store materials outdoors (including landscaping materials) unless properly protected from runoff.

#### **IV. Access and Right to Enter**

All stormwater management facilities located on the site should have both a designated access location and the City has the right to enter for the purpose of inspecting and for maintaining BMPs where the owner has failed to do so.

#### **V. Safety**

Keep safety considerations at the forefront of inspection procedures at all times. Likely hazards should be anticipated and avoided. Never enter a confined space (outlet structure, manhole, etc) without proper training, number of personal, and equipment.

Potentially dangerous (e.g., fuel, chemicals, hazardous materials) substances found in the areas must be referred emergency services at 911 (non-emergency number is 444-7000). If a toxic or flammable substance is discovered, leave the immediate area and contact the local emergency services at 911.

Vertical drops may be encountered in areas located within and around the facility. Avoid walking on top of retaining walls or other structures that have a significant vertical drop. If a vertical drop is greater than 48" in height, make the appropriate note/comment on the maintenance inspection form.

**If any hazard is found within the facility area that poses an immediate threat to public safety, contact emergency services at 911 immediately.**

#### **VI. Field Inspection Equipment**

It is imperative that the appropriate equipment is taken to the field with the inspector(s). This is to ensure the safety of the inspector and allow the inspections to be performed as efficiently as possible. Below is a list of the equipment that may be necessary to perform the inspections of all Stormwater BMPs:

- Protective clothing and boots.
- Safety equipment (vest, hard hat, confined space entry equipment [if certified to perform confined space entry]).
- Communication equipment.

- IM Plan for the site.
- Clipboard.
- Stormwater BMP Inspection Forms (See Appendix C).
- Manhole Lid Remover
- Shovel.

Some of the items identified above need not be carried by the inspector (manhole lid remover, shovel, and confined space entry equipment), but should be available in the vehicle driven to the site. Specialized equipment may require specific training related to that equipment and should only be used by trained individuals.

## **VII. Inspecting Stormwater BMPs**

The quality of stormwater entering the waters of the state relies heavily on the proper operation and maintenance of permanent BMPs. Stormwater BMPs must be periodically inspected to ensure that they function as designed. The inspection will determine the appropriate maintenance that is required for the facility.

### A. Inspection Procedures

All Stormwater BMPs are required to be inspected a minimum of once per year. Inspections should follow the inspection guidance found in the SOP for the specific type of facility. (Appendix B of this manual).

### B. Inspection Report

The person(s) conducting the inspection activities shall complete the appropriate inspection report for the specific facility. Inspection reports are located in Appendix C. A copy of each inspection form shall be kept by the owner a minimum of 5 years.

The following information explains how to fill out the Inspection Forms:

### General Information

This section identifies the facility location, person conducting the inspection, the date and time the facility was inspected, and approximate days since the last rainfall. Property classification is identified as single-family residential, multi-family residential, commercial, or other.

The reason for the inspection is also identified on the form depending on the nature of the inspection. All facilities must be inspected on an annual basis at a minimum. In addition, all facilities should be inspected after a significant precipitation event to ensure the facility is draining appropriately and to identify any damage that occurred as a result of the increased runoff.

### Inspection Scoring

For each inspection item, a score must be given to identify the urgency of required maintenance. The scoring is as follows:

0 = No deficiencies identified.

- 1 = Monitor – Although maintenance may not be required at this time, a potential problem exists that will most likely need to be addressed in the future. This can include items like minor erosion, concrete cracks/spalling, or minor sediment accumulation. This item should be revisited at the next inspection.
  - 2 = Routine Maintenance Required – Some inspection items can be addressed through the routine maintenance program. This can include items like vegetation management or debris/trash removal.
  - 3 = Immediate Repair Necessary – This item needs immediate attention because failure is imminent or has already occurred. This could include items such as structural failure of a feature (outlet works, forebay, etc), significant erosion, or significant sediment accumulation. This score should be given to an item that can significantly affect the function of the facility.
- N/A This is checked by an item that may not exist in a facility. Not all facilities have all of the features identified on the form (forebay, micro-pool, etc.).

#### Inspection Summary/Additional Comments

Additional explanations to inspection items, and observations about the facility not covered by the form, are recorded in this section.

#### Overall Facility Rating

An overall rating must be given for each facility inspected. The overall facility rating should correspond with the highest score (0, 1, 2, 3) given to any feature on the inspection form.

#### C. Verification of Inspection and Form Submittal

The Stormwater BMP Inspection Form provides a record of inspection of the facility. Inspection Forms for each facility type are provided in Appendix C. Verification of the inspection of the stormwater facilities and the facility inspection form(s) shall be provided to the City of Colorado Springs/Stormwater Team on an annual basis. The verification and the inspection form(s) shall be reviewed and submitted by the property owner or property manager on behalf of the property owner.

Refer to Section II of this Manual regarding the annual reporting of inspections.

### **VIII. Maintaining Stormwater BMPs**

Stormwater BMPs must be properly maintained to ensure that they operate correctly and provide the water quality treatment for which they were designed. Routine maintenance performed on a frequently scheduled basis, can help avoid more costly rehabilitative maintenance that results when facilities are not adequately maintained.

#### A. Maintenance Categories

Stormwater BMP maintenance programs are separated into three broad categories of work. The categories are separated based upon the magnitude and type of the maintenance activities performed. A description of each category follows:



### Routine Work

The majority of this work consists of scheduled mowings and trash and debris pickups for stormwater management facilities during the growing season. This includes items such as the removal of debris/material that may be clogging the outlet structure well screens and trash racks. It also includes activities such as weed control, mosquito treatment, and algae treatment. These activities normally will be performed numerous times during the year. These items can be completed without any prior correspondence with the City of Colorado Springs/Stormwater Team; however, inspection and maintenance forms shall be completed with the information also being reported on the annual report forms that are submitted to the City.

### Restoration Work

This work consists of a variety of isolated or small-scale maintenance and work needed to address operational problems. Most of this work can be completed by a small crew, with minor tools, and small equipment. These items do not require prior correspondence with City of Colorado Springs/Stormwater Team, but do require that completed maintenance forms be submitted to City of Colorado Springs/Stormwater Team with the annual report forms.

### Rehabilitation Work

This work consists of large-scale maintenance and major improvements needed to address failures within the stormwater BMP. This work requires consultation with City of Colorado Springs/Stormwater Team and may require an engineering design with construction plans to be prepared for review and approval by the City. This work may also require more specialized maintenance equipment, surveying, construction permits or assistance through private contractors and consultants. These items require prior correspondence with City of Colorado Springs/Stormwater Team and require that completed maintenance forms be submitted to City of Colorado Springs/Stormwater Team with the annual report forms.

## B. Maintenance Personnel

Maintenance personnel should be qualified to properly maintain stormwater BMPs, especially for restoration or rehabilitation work. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs. Periodic training will be offered by the City of Colorado Springs/Stormwater Team (fees apply).

## C. Maintenance Forms

The Stormwater BMP Maintenance Form provides a record of maintenance activities and includes general cost information to assist property owners in budgeting for future maintenance. Maintenance Forms for each facility type are provided in Appendix D. Maintenance Forms shall be completed by the property owner, management company, or contractor completing the required maintenance items. The form shall then be reviewed by the property owner or an authorized agent of the property owner and submitted on an annual basis by May 31st to the following address:

City of Colorado Springs/Stormwater Team  
Attn: Ensure O&M Program Inspector  
PO Box 1575, MC 520  
Colorado Springs, CO 80901-1575

Refer to Section II of this Manual regarding the annual reporting of inspections and maintenance activities performed.

## Appendix B

# Standard Operation Procedures for Inspection and Maintenance

## Porous Landscape Detention (PLDs)

May 2008



CITY OF COLORADO SPRINGS  
**TABLE OF CONTENTS**

<b>PLD-1 BACKGROUND</b>	<b>3</b>
<b>PLD-2 INSPECTING POROUS LANDSCAPE DETENTION (PLD)</b>	<b>3</b>
PLD-2.1 ACCESS AND EASEMENTS	3
PLD-2.2 STORMWATER BEST MANAGEMENT PRACTICE (BMP) LOCATIONS	3
PLD-2.3 POROUS LANDSCAPE DETENTION (PLD) FEATURES	3
PLD-2.3.1 Inflow Points	4
PLD-2.3.2 Landscaping	5
PLD-2.3.3 Filter Media	6
PLD-2.3.4 Underdrain System	7
PLD-2.3.5 Overflow Outlet Works	7
PLD-2.3.6 Embankments	8
PLD-2.3.7 Miscellaneous	8
PLD-2.4 INSPECTION FORMS	9
<b>PLD-3 MAINTAINING POROUS LANDSCAPE DETENTIONS (PLD)</b>	<b>9</b>
PLD-3.1 MAINTENANCE PERSONNEL	9
PLD-3.2 EQUIPMENT	9
PLD-3.3 PLD MAINTENANCE FORMS	10
PLD-3.4 PLD MAINTENANCE CATEGORIES AND ACTIVITIES	10
PLD-3.5 ROUTINE MAINTENANCE ACTIVITIES	10
PLD-3.5.1 Mowing	11
PLD-3.5.2 Trash/Debris Removal	11
PLD-3.5.3 Overflow Outlet Works Cleaning	12
PLD-3.5.4 Weed Control	12
PLD-3.6 RESTORATION MAINTENANCE ACTIVITIES	12
PLD-3.6.1 Sediment/Pollutant Removal	13
PLD-3.6.2 Erosion Repair	14
PLD-3.6.3 Jet-Vac/Clearing Drains	15
PLD-3.7 REHABILITATION MAINTENANCE ACTIVITIES	15
PLD-3.7.1 Major Sediment/Pollutant Removal	16
PLD-3.7.2 Major Erosion Repair	17
PLD-3.7.3 Structural Repair	17
PLD-3.7.4 PLD Rebuild	17

## PLD-1 BACKGROUND

Porous Landscape Detention (PLD) is a common type of Stormwater BMP utilized within the Front Range of Colorado. PLDs consist of a low-lying vegetated area underlain by a sand and peat bed with an underdrain pipe. A shallow surcharge zone exists above the PLD for temporary storage of the Water Quality Capture Volume (WQCV). During a storm, accumulated runoff ponds in the vegetated zone and gradually infiltrates into the underlying sand and peat bed, filling the void spaces of the sand. The underdrain gradually dewateres the sand and peat bed and discharges the runoff to a nearby channel, swale, or storm sewer. The PLD provides for filtering, adsorption, and biological uptake of constituents in stormwater<sup>1</sup>. The popularity of PLDs has increased because they allow the WQCV to be provided on a site that has little open area available for stormwater management.

## PLD-2 INSPECTING POROUS LANDSCAPE DETENTION (PLD)

### **PLD-2.1 Access and Easements**

Inspection or maintenance personnel may utilize the figures located in Appendix F containing the locations of the access points and potential maintenance easements of the PLDs within this development.

### **PLD-2.2 Stormwater Best Management Practice (BMP) Locations**

Inspection or maintenance personnel may utilize the figures located in Appendix F containing the locations of the PLDs within this development.

### **PLD-2.3 Porous Landscape Detention (PLD) Features**

PLDs have a number of features that are designed to serve a particular function. Many times the proper function of one feature depends on another. It is important for maintenance personnel to understand the function of each of these features to prevent damage to any feature during maintenance operations. Below is a list and description of the most common features within a PLD and the corresponding maintenance inspection items that can be anticipated:

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<sup>1</sup> Design of Stormwater Filtering Systems, Centers for Watershed Protection, December 1996

**Table PLD-1  
Typical Inspection & Maintenance Requirements Matrix**

	Sediment Removal	Mowing Weed control	Trash/ Debris Removal	Erosion	Overgrown Vegetation Removal	Removal/ Replacement	Structure Repair
<b>Inflow Points</b>	X		X	X			X
<b>Landscaping</b>	X	X	X	X	X		
<b>Filter Media</b>	X	X	X	X	X	X	
<b>Underdrain System</b>						X	
<b>Overflow Outlet Works</b>	X		X				X
<b>Embankment</b>		X	X	X	X		

PLD-2.3.1 Inflow Points

Inflow points or outfalls into PLDs are the point of stormwater discharge into the facility. An inflow point is commonly a curb cut with a concrete or riprap rundown. In limited cases, a storm sewer pipe outfall with a flared end section may be the inflow point into the PLD.

An energy dissipater (riprap or concrete wall) is typically immediately downstream of the discharge point into the PLD to protect the PLD from erosion. In some cases, the storm sewer outfall can have a toe-wall or cut-off wall immediately below the structure to prevent undercutting of the outfall from erosion.

*The typical maintenance items that are required at inflow points are as follows:*

*a. Riprap Displaced* – Many times, because of the repeated impact/force of water, the riprap can shift and settle. If any portion of the riprap rundown or apron appears to have settled, soil is present between the riprap, or the riprap has shifted, maintenance may be required to ensure future erosion is prevented.

*b. Erosion Present/Outfall Undercut* – In some situations, the energy dissipater may not have been sized, constructed, or maintained appropriately and erosion has occurred. Any erosion within the vicinity of the inflow point will require maintenance to prevent damage to the structure(s) and sediment transport within the facility. It is imperative that material utilized to correct erosion problems within the filter media meets the requirements for filter media as shown on the approved construction drawings.

*d. Sediment Accumulation* – Because of the turbulence in the water created by the energy dissipater, sediment often deposits immediately downstream of the inflow point. To prevent a loss in performance of the infrastructure, sediment that accumulates in this area must be removed on a timely basis.

*e. Structural Damage* – Structural damage can occur at anytime during the life of the facility. Typically, for an inflow, the structural damage occurs to the concrete or riprap rundown or pipe flared end section (concrete or steel). Structural damage can lead to additional operating problems with the facility, including loss of hydraulic performance.

#### PLD-2.3.2 Landscaping

The landscaped area consists of specific plant materials and associated landscaping mulch in the bottom of the PLD. These plantings provide several functions for the PLD. Planting not only provides an aesthetic value for the PLD, but in many cases assists with biological uptake or removal of pollutants.

The plants are carefully selected for use in the PLDs. Plants utilized in PLDs must be able to grow in dry sandy soils but also be able to withstand frequent inundation by stormwater runoff. These plants also must be able to withstand a variety of pollutants commonly found in stormwater runoff. In addition, plants utilized in PLDs cannot have a deep extensive root system that may cause maintenance difficulty or damage to the facility.

*The typical maintenance activities that are required within the landscape areas are as follows:*

*a. Woody Growth/Weeds Present* – Undesirable vegetation can grow in and around the landscaped area in the PLD that can significantly affect the performance of the facility. This type of vegetation includes dense areas of shrubs (willows) and noxious weeds. If undesired vegetation is not routinely mowed/removed, the growth can cause debris/sediment to accumulate, resulting in blockage of the filter media. Also, shrub and weed roots can cause damage to the filter media and underdrain system. Routine management is essential to prevent more extensive and costly future maintenance.

*b. General Landscape Care* – The landscape elements of the PLD are the same as any other landscape area and need to be provided with regular care. Landscape mulch will need to be removed and replaced to ensure the aesthetics of the PLD.

### PLD-2.3.3 Filter Media

The filter media is the main pollutant removal component of the PLD. The filter media consists of 18-inches of a mixture of washed sand and peat. The filter media removes pollutants through several different processes, including sedimentation, filtration, absorption, infiltration and microbial uptake.

Sedimentation is accomplished by the slow release of stormwater runoff through the filter media. This slow release allows sediment particles to be deposited on the top layer of the filter media where they are easily removed through routine maintenance. Other pollutants are also removed through this process because many pollutants utilize sediment as a transport mechanism.

Filtration is the main pollutant removal mechanism of PLDs. When the stormwater runoff migrates down through the filter media, many of the particulate pollutants are physically strained out as they pass through the filter bed of sand and are trapped on the surface or among the pores of the filter media.<sup>2</sup>

Absorption results from the peat utilized in the filter media. Organic materials have a natural ability to attach to soluble nutrients, metals and organic pollutants. This attachment then prevents these pollutants from leaving the PLD.

PLDs that are not lined with an impervious liner allow for infiltration into the native soils. This process also allows for additional pollutant removal.

Microbes that naturally occur in the filter media can assist with pollutant removal by breaking down organic pollutants.

*The typical maintenance activities that are required within the filter media areas are as follows:*

*a. Infiltration Rate Check* – The infiltration rate of the PLD needs to be checked in order to ensure proper functioning of the PLD. Generally, a PLD should drain completely within 12-hours of a storm event. If drain times exceed the 12-hour drain time then maintenance of the filter media shall be required.

*b. Sediment Removal* – Although PLDs should not be utilized in areas where large concentrations of sediment may enter the PLD, it is inevitable that some sediment will enter the PLD.

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<sup>2</sup> Design of Stormwater Filtering Systems, Centers for Watershed Protection, December 1996

*c. Filter Replacement* - The top layers of the filter media are the most susceptible to pollutant loading and therefore may need to be removed and disposed of properly on a semi-regular basis when infiltration rates slow.

#### PLD-2.3.4 Underdrain System

The underdrain system consists of a layer of geotextile fabric, gravel storage area and perforated PVC pipes. The geotextile fabric is utilized to prevent the filter media from entering the underdrain system. The gravel storage area allows for storage of treated stormwater runoff prior to the discharge of the runoff through the perforated PVC pipe.

*The typical maintenance activities that are for the underdrain system are as follows:*

With proper maintenance of the landscape areas and filter media, there should be a minimum amount of maintenance required on the underdrain system. Generally the only maintenance performed on the underdrain system is jet-vac cleaning.

#### PLD-2.3.5 Overflow Outlet Works

Generally, the initial runoff (or WQCV) during the storm event contains the majority of the pollutants. PLDs are designed to treat only the WQCV and any amount over the WQCV is allowed to go to a detention facility without water quality treatment. The overflow outlet works allows runoff amounts over the WQCV to exit the PLD to the stormwater system. The outlet works is typically constructed of a reinforced concrete box in the embankment of the PLD. The concrete structure typically has a steel grate to trap litter and other debris from entering the storm sewer system. Proper inspection and maintenance of the outlet works is essential in ensuring the long-term operation of the PLD.

*The most typical maintenance items that are found with overflow outlet works are as follows:*

*a. Structural Damage* - The overflow outlet structure is primarily constructed of concrete, which can crack, spall, and settle. The steel grate on the overflow outlet structure is also susceptible to damage.

*b. Woody Growth/Weeds Present* – The presence of plant material not part of the original landscaping, such as wetland plants or other



woody growth, can clog the overflow outlet works during a larger storm event, causing flooding damage to adjacent areas. This plant material may indicate a clogging of the filter media and may require additional investigation.

*c. Trash/Debris* – Trash and debris can accumulate in the upper area after large events, or from illegal dumping. Over time, this material can clog the PLD outlet works.

#### PLD-2.3.6 Embankments

Some PLDs utilize irrigated turf grass embankment to store the WQCV.

*The typical maintenance activities that are required with the embankments areas are as follows:*

*a. Vegetation Sparse* – The embankments are one of the most visible parts of the PLD, and therefore aesthetics is important. Adequate and properly maintained vegetation can greatly increase the overall appearance of the PLD. Vegetation can reduce the potential for erosion and subsequent sediment transport to the filter media, thereby reducing the need for more costly maintenance.

*b. Erosion* – Inadequate vegetative cover may result in erosion of the embankments. Erosion that occurs on the embankments can cause clogging of the filter media.

#### PLD-2.3.7 Miscellaneous

There are a variety of inspection/maintenance issues that may not be attributed to a single feature within the PLD. This category on the inspection form is for maintenance items that are commonly found in the PLD, but may not be attributed to an individual feature.

*a. Access* – Access needs to be maintained.

*b. Graffiti/Vandalism* – Vandals can cause damage to the PLD infrastructure. If criminal mischief is evident, the inspector should forward this information to the local emergency agency.

*c. Public Hazards* – Public hazards include items such as containers of unknown/suspicious substances, and exposed metal/jagged concrete on structures. **If any hazard is found within the facility area that poses an immediate threat to public safety, contact the local emergency services at 911 immediately.**

*d. Other* – Any miscellaneous inspection/maintenance items not contained on the form should be entered here.

#### **PLD-2.4 Inspection Forms**

PLD Inspection forms are located in Appendix C. Inspection forms shall be completed by the person(s) conducting the inspection activities. Each form shall be reviewed and submitted by the property owner or property manager to the City of Colorado Springs/Stormwater Team per the requirements of the Inspection and Maintenance Plan. These inspection forms shall be kept a minimum of 5 years and made available to the City of Colorado Springs/Stormwater Team upon request.

### **PLD-3 MAINTAINING POROUS LANDSCAPE DETENTIONS (PLD)**

#### **PLD-3.1 Maintenance Personnel**

Maintenance personnel should be experienced to properly maintain PLDs. Inadequately trained personnel can cause additional problems resulting in additional maintenance costs.

#### **PLD-3.2 Equipment**

It is imperative that the appropriate equipment and tools are taken to the field with the operations crew. The types of equipment/tools will vary depending on the task at hand. Below is a list of tools, equipment, and material(s) that may be necessary to perform maintenance on a PLD:

- 1.) Mowing Tractors
- 2.) Trimmers (extra string)
- 3.) Shovels
- 4.) Rakes
- 5.) All Surface Vehicle (ASVs)
- 6.) Skid Steer
- 7.) Back Hoe
- 8.) Track Hoe/Long Reach Excavator
- 9.) Dump Truck
- 10.) Jet-Vac Machine
- 11.) Engineers Level (laser)
- 12.) Riprap (Minimum - Type M)
- 13.) Geotextile Fabric

- 14.) Erosion Control Blanket(s)
- 15.) Sod
- 16.) Illicit Discharge Cleanup Kits
- 17.) Trash Bags
- 18.) Tools (wrenches, screw drivers, hammers, etc)
- 19.) Confined Space Entry Equipment
- 20.) Approved Inspection and Maintenance Plan
- 21.) ASTM C-33 Sand
- 22.) Peat
- 23.) Wood Landscaping Mulch

Some of the items identified above may not be needed for every maintenance operation. However, this equipment should be available to the maintenance operations crews should the need arise.

### **PLD-3.3 PLD Maintenance Forms**

The PLD Maintenance Form provides a record of each maintenance operation performed by maintenance contractors. The PLD Maintenance Form shall be filled out in the field after the completion of the maintenance operation. Each form shall be reviewed and submitted by the property owner or property manager to the City of Colorado Springs/Stormwater Team per the requirements of the Inspection and Maintenance Plan. The PLD Maintenance form is located in Appendix D.

### **PLD-3.4 PLD Maintenance Categories and Activities**

A typical PLD Maintenance Program will consist of three broad categories of work: Routine, Restoration (minor), and Rehabilitation (major). Within each category of work, a variety of maintenance activities can be performed on a PLD. A maintenance activity can be specific to each feature within the PLD, or general to the overall facility. This section of the SOP explains each of the categories and briefly describes the typical maintenance activities for a PLD.

A variety of maintenance activities is typical of PLDs. The maintenance activities range in magnitude from routine trash pickup to the reconstruction of the PLD filter media or underdrain system. Below is a description of each maintenance activity, the objectives, and frequency of actions:

### **PLD-3.5 ROUTINE MAINTENANCE ACTIVITIES**

The majority of this work consists of scheduled mowings, trash and debris pickups and landscape care for the PLD during the growing season. It also includes activities such as weed control. These activities normally will be performed numerous times during the year. These items do not require any prior approval by City of Colorado Springs/Stormwater Team, however, completed inspection and maintenance forms shall be submitted to City of Colorado Springs/Stormwater Team for each inspection and maintenance activity.

The Routine Maintenance Activities are summarized below, and further described in the following sections.

**Table PLD-2  
Summary of Routine Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Look for:</b>	<b>Maintenance Action</b>
<b>Mowing</b>	Twice annually	Excessive grass height/aesthetics	2"-4" grass height
<b>Trash/Debris Removal</b>	Twice annually	Trash & debris in PLD	Remove and dispose of trash/debris
<b>Overflow Outlet Works Cleaning</b>	As needed - after significant rain events – twice annually minimum	Clogged outlet structure; ponding water above outlet elevation	Remove and dispose of debris/trash/sediment to allow outlet to function properly
<b>Weed Control</b>	As needed, based upon inspection	Noxious weeds; Unwanted vegetation	Treat w/herbicide or hand pull; consult a local Weed Inspector

PLD-3.5.1 Mowing

Routine mowing of the turf grass embankments is necessary to improve the overall appearance of the PLD. Turf grass should be mowed to a height of 2 to 4- inches and shall be bagged to prevent potential contamination of the filter media.

*Frequency* – Routine - Minimum of twice annually or depending on aesthetics.

PLD-3.5.2 Trash/Debris Removal

Trash and debris must be removed from the entire PLD area to minimize outlet clogging and to improve aesthetics. This activity must be performed prior to mowing operations.

*Frequency* – Routine – Prior to mowing operations and minimum of twice annually.

#### PLD-3.5.3 Overflow Outlet Works Cleaning

Debris and other materials can clog the overflow outlet work's grate. This activity must be performed anytime other maintenance activities are conducted to ensure proper operation.

*Frequency* - Routine – After significant rainfall event or concurrently with other maintenance activities.

#### PLD-3.5.4 Weed Control

Noxious weeds and other unwanted vegetation must be treated as needed throughout the PLD. This activity can be performed either through mechanical means (mowing/pulling) or with herbicide. Consultation with a local Weed Inspector is highly recommended prior to the use of herbicide. Herbicides should be utilized sparingly and as a last resort. All herbicide applications should be in accordance with the manufacturer's recommendations.

*Frequency* – Routine – As needed based on inspections.

### **PLD-3.6 RESTORATION MAINTENANCE ACTIVITIES**

This work consists of a variety of isolated or small-scale maintenance/operational problems. Most of this work can be completed by a small crew, hand tools, and small equipment. These items do not require approval by City of Colorado Springs/Stormwater Team. Completed inspection and maintenance forms shall be submitted to City of Colorado Springs/Stormwater Team for each inspection and maintenance period. In the event that the PLD needs to be dewatered, care should be given to ensure sediment, filter material and other pollutants are not discharged. All dewatering activities shall be properly permitted.

**Table PLD-3  
Summary of Restoration Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Look for:</b>	<b>Maintenance Action</b>
<b>Sediment/Pollutant Removal</b>	As needed; Based on infiltration test	Sediment build-up; decrease in infiltration rate	Remove and dispose of sediment
<b>Erosion Repair</b>	As needed, based upon inspection	Rills/gullies forming on embankments	Repair eroded areas & revegetate; address cause
<b>Jet Vac/Cleaning underdrain system</b>	As needed, based upon inspection	Sediment build-up /non draining system	Clean drains; Jet-Vac if needed

PLD-3.6.1 Sediment/Pollutant Removal

Sediment/Pollutant removal is necessary to ensure proper function of the filter media. The infiltration rate of the PLD needs to be checked in order to ensure proper functioning of the PLD. Generally, a PLD should drain completely within 12-hours of a storm event. If drain times exceed the 12-hour drain time then maintenance of the filter media shall be required.

Generally, the top 3-inches of filter media should be removed at each removal period. Additional amounts of filter media may need to be removed if deeper sections of the filter media are contaminated. New filter media will need to replace the removed filter media. It is critical that only sand that meets the American Society for Testing and Materials (ASTM) C-33 standard be utilized in the replacement of the filter media.

ASTM C-33 Sand Standard

<b>US Standard Sieve Size (Number)</b>	<b>Total Percent Passing (%)</b>
9.5 mm (3/8 inch)	100
4.75 mm (No. 4)	95-100
2.36 mm (No. 8)	80-100

1.18 mm (No. 16)	50-85
600µm (No. 30)	25-60
300µm (No. 50)	10-30
150µm (No. 100)	2-10

In addition, only Peat Moss that meets current City specifications (Drainage Criteria Manual, V. 2) and percentages shall be utilized with the filter media.

Other types of sand or soil material may lead to clogging of the PLD. The minor sediment removal activities can typically be addressed with shovels, rakes, and smaller equipment. Major sediment removal activities will require larger and more specialized equipment. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur. The major sediment removal activities will also require surveying with an engineer's level, and consultation with the City's Engineering staff to ensure design volumes/grades are achieved.

Stormwater sediments removed from PLDs do not meet the regulatory definition of "hazardous waste". However, these sediments can be contaminated with a wide array of organic and inorganic pollutants and handling must be done with care. Sediments should be transported by motor vehicle only after they are dewatered. All sediments must be taken to a licensed landfill for proper disposal. Should a spill occur during transportation, prompt and thorough cleanup and disposal is imperative.

*Frequency* – Non-routine – As necessary, based upon inspections and infiltration tests. Sediment removal in the forebay and trickle channel may be necessary as frequently as every 1-2 years.

#### PLD-3.6.2 Erosion Repair

The repair of eroded areas is necessary to ensure the proper functioning of the PLD, to minimize sediment transport, and to reduce potential impacts to other features. Erosion can vary in magnitude from minor repairs to filter media and embankments, to rills and gullies in the embankments and inflow points. The repair of eroded areas may require the use of excavators, earthmoving equipment, riprap, concrete, and sod. Extreme care should be taken when utilizing motorized or heavy equipment to ensure

damage to the underdrain system does not occur. Major erosion repair to the pond embankments, spillways, and adjacent to structures will require consultation with the City's Engineering staff.

*Frequency* – Non-routine – As necessary, based upon inspections.

#### PLD-3.6.3 Jet-Vac/Clearing Drains

A PLD contains an underdrain system that allows treated stormwater runoff to exit the facility. These underdrain systems can develop blockages that can result in a decrease of hydraulic capacity and create standing water. Many times the blockage to this infrastructure can be difficult to access and/or clean. Specialized equipment (jet-vac machines) may be necessary to clear debris from these difficult areas.

*Frequency* – Non-routine – As necessary, based upon inspections.

### **PLD-3.7 REHABILITATION MAINTENANCE ACTIVITIES**

This work consists of larger maintenance/operational problems and failures within the stormwater management facilities. All of this work requires consultation with the City's Engineering staff to ensure the proper maintenance is performed. This work requires that Engineering staff review the original design and construction drawings to assess the situation and assign the necessary maintenance. This work may also require more specialized maintenance equipment, design/details, surveying, or assistance through private contractors and consultants.



**Table PLD-4**

**Summary of Rehabilitation Maintenance Activities**

<b>Maintenance Activity</b>	<b>Minimum Frequency</b>	<b>Look for:</b>	<b>Maintenance Action</b>
<b>Major Sediment/Pollutant Removal</b>	As needed – based upon scheduled inspections	Large quantities of sediment; reduced pond capacity	Remove and dispose of sediment. Repair vegetation as needed
<b>Major Erosion Repair</b>	As needed – based upon scheduled inspections	Severe erosion including gullies forming, excessive soil displacement, areas of settlement, holes	Repair erosion – find cause of problem and address to avoid future erosion
<b>Structural Repair</b>	As needed – based upon scheduled inspections	Deterioration and/or damage to structural components – broken concrete, damaged pipes & outlet works	Structural repair to restore the structure to its original design
<b>PLD Rebuild</b>	As needed – due to complete failure of PLD	Removal of filter media and underdrain system	Contact City Engineering

**PLD-3.7.1 Major Sediment/Pollutant Removal**

Major sediment removal consists of removal of large quantities of pollutants/sediment/filter media/landscaping material. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur. Some PLDs also contain an impermeable liner that can be easily damaged if care is not taken when removing the filter media. Stormwater sediments removed from PLDs do not meet the regulatory definition of “hazardous waste”. However, these sediments can be contaminated with a wide array of organic and inorganic pollutants and handling must be done with care to ensure proper removal and disposal. Sediments should be transported by motor vehicle only after they are dewatered. All sediments must be taken to a

licensed landfill for proper disposal. Should a spill occur during transportation, prompt and thorough cleanup and disposal is imperative. Vegetated areas need special care to ensure design volumes and grades are preserved or may need to be replaced due to the removal activities.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### PLD-3.7.2 Major Erosion Repair

Major erosion repair consists of filling and revegetating areas of severe erosion. Determining the cause of the erosion as well as correcting the condition that caused the erosion should also be part of the erosion repair. Care should be given to ensure design grades and volumes are preserved. Extreme care should be taken when utilizing motorized or heavy equipment to ensure damage to the underdrain system does not occur.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### PLD-3.7.3 Structural Repair

A PLD generally includes a concrete overflow outlet structure that can deteriorate or be damaged during the service life of the facility. These structures are constructed of steel and concrete that can degrade or be damaged and may need to be repaired or re-constructed from time to time. Major repairs to structures may require input from a structural engineer and specialized contractors. Consultation with the City's Engineering staff shall take place prior to all structural repairs.

*Frequency* – Non-routine – Repair as needed, based upon inspections.

#### PLD-3.7.4 PLD Rebuild

In very rare cases, a PLD may need to be rebuilt. Generally, the need for a complete rebuild is a result of improper construction, improper maintenance resulting in structural damage to the underdrain system, or extensive contamination of the PLD. Consultation with the City's Engineering staff shall take place prior to any rebuild project.

*Frequency* – Non-routine – As needed based upon inspections.



CITY OF COLORADO SPRINGS

## POROUS LANDSCAPE DETENTION (PLD) INSPECTION FORM

Date: \_\_\_\_\_

Subdivision/Business Name: \_\_\_\_\_ Inspector: \_\_\_\_\_

Subdivision/Business Address: \_\_\_\_\_

Weather: \_\_\_\_\_

Date of Last Rainfall: \_\_\_\_\_ Amount: \_\_\_\_\_ Inches

**Property Classification:** Residential    Multi Family    Commercial    Other: \_\_\_\_\_  
(Circle One)

**Reason for Inspection:** Routine                  Complaint                  After Significant Rainfall Event  
(Circle One)

**INSPECTION SCORING** - For each facility inspection item, insert one of the following scores:  
0 = No deficiencies identified                          2 = Routine maintenance required  
1 = Monitor (potential for future problem)        3 = Immediate repair necessary  
N/A = Not applicable

### FEATURES

**1.) Inflow Points**

- Rip Rap Displaced/Rundown or Pipe Damage
- Erosion Present/Outfall Undercut
- Sediment Accumulation
- Structural Damage

**2.) Filter Media**

- Infiltration Rate Check
- Sediment Removal
- Filter Replacement

**3.) Landscaping**

- Woody Growth/Weeds Present
- General Landscape Care

**4.) Underdrain System**

- Evidence of clogged system  
(jet-vac cleaning required)

**6.) Embankments**

- Vegetation Sparse
- Erosion Present

**5.) Overflow Outlet Works**

- Structural Damage
- Woody Growth/Weeds Present
- Trash/Debris

**7.) Miscellaneous**

- Encroachment in Easement Area
- Graffiti/Vandalism
- Public Hazards
- Other

Inspection Summary / Additional Comments: \_\_\_\_\_

**OVERALL FACILITY RATING (Circle One)**

- 0 = No Deficiencies Identified                          2 = Routine Maintenance Required
- 1 = Monitor (potential for future problem exists)        3 = Immediate Repair Necessary

This inspection form shall be kept a minimum of 5 years and made available to the City of Colorado Springs upon request.



CITY OF COLORADO SPRINGS

# POROUS LANDSCAPE DETENTION (PLD) MAINTENANCE FORM

Subdivision/Business Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Subdivision/Business Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

<b>Maintenance Category:</b> (Circle all that apply)	Routine	Restoration	Rehabilitation
---------------------------------------------------------	---------	-------------	----------------

## MAINTENANCE ACTIVITIES PERFORMED

### ROUTINE WORK

- MOWING
- TRASH/DEBRIS REMOVAL
- OUTLET WORKS CLEANING (TRASH RACK/WELL SCREEN)
- WEED CONTROL (HERBICIDE APPLICATION)

### RESTORATION WORK

- SEDIMENT REMOVAL
  - INFLOW POINT
  - OUTLET WORKS
  - FILTER MEDIA
- EROSION REPAIR
  - INFLOW POINT
  - EMBANKMENTS
  - OUTLET WORKS
- REVEGETATION
  - EMBANKMENTS
- JET-VAC/CLEARING DRAINS
  - OUTLET WORKS
  - INFLOWS
  - UNDERDRAIN SYSTEM

### REHABILITATION WORK

- SEDIMENT REMOVAL (DREDGING)
  - FILTER MEDIA
  - INFLOW POINT
- EROSION REPAIR
  - OUTLET WORKS
  - EMBANKMENTS
  - BOTTOM STAGE
- STRUCTURAL REPAIR
  - INFLOW
  - OUTLET WORKS
  - FILTER MEDIA

OTHER \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ESTIMATED TOTAL MANHOURS: \_\_\_\_\_

COSTS INCURRED (include description of costs): \_\_\_\_\_

EQUIPMENT/MATERIAL USED (include hours of equipment usage and quantity of material used):  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMENTS/ADDITIONAL INFO:  
 \_\_\_\_\_  
 \_\_\_\_\_

# Appendix E: Annual Inspection and Maintenance Submittal Form



Annual Inspection and Maintenance Reporting Form  
for  
Stormwater BMPs

*(This form to be submitted to City of Colorado Springs prior to May 31 of each year)*

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

**To: City of Colorado Springs/Stormwater Team**  
**Attn: Ensure Operations and Maintenance Program Inspector**  
**PO Box 1575, MC 520**  
**Colorado Springs, CO 80901-1575**

**Re: Certification of Inspection and Maintenance; Submittal of forms**

Property/Subdivision Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

I verify that the required stormwater facility inspections and required maintenance have been completed in accordance with the Stormwater BMP Maintenance Agreement and the Inspection and Maintenance Manual associated with the above referenced property.

The required Stormwater Facility Inspection and Maintenance forms are attached to this form.

\_\_\_\_\_  
Name of Party Responsible for Inspection  
& Maintenance

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Signature

**Appendix F**  
**As-Built Plans**  
(When Complete)

## Appendix G

### BMP Maintenance Cost Estimates (2007)

Routine maintenance costs can usually be predicted for an annual budget and may range from four percent of original capital construction costs per year for an EDB to nine percent of original capital costs per year for an infiltration BMP.

A general rule of thumb is that annual maintenance costs may run from \$100 per acre for minor maintenance, such as mowing, to \$500 per acre for more intensive maintenance including weed control, debris removal, etc.

Non-routine maintenance costs, however, can be substantial over the long run, especially when considering the possibility of eventual BMP replacement. To lessen the immediate financial impact of non-routine costs, it is advised that a BMP maintenance fund, with annual contributions, be established.

As an example, for EDBs, which need to have sediment removed once every two to ten years, ten to 50 percent of anticipated dredging costs should be collected annually. In addition, the average EDBs has a life expectancy of 20 to 50 years. A separate fund that collects two to five percent a year should be established for replacement. Anticipated interest may be used to offset the effects of inflation.

Type of BMP	Sediment Removal Frequency	Facility Life Span*
Retention Pond	5 to 15 years	20 to 50 years
EDB	2 to 10 years	20 to 50 years
Sand Filter	Every 6 months or as required	20 to 50 years
PLD	5 to 10 years	10 to 25 years
Grass Swale/Grass Buffer	As needed	10 to 25 years
Porous Paving	3 to 4 times per year	25 years

\*Assumes the facility is maintained on a regular basis.

#### Estimating and Planning for Non-routine Costs for BMPs

Costs for non-routine maintenance of BMPs are highly specific and will vary depending upon:

- the type, size, and depth of the facility;
- the volume of the sediment trapped in the BMP;
- the accessibility of the BMP; and
- whether or not on-site disposal of the sediment is possible.

## Retention Pond and EDB Sediment Removal

The technique used to remove sediment from a retention pond or EDB is very site-specific. The information below provides an estimate of costs associated with the dredging process.

### 🔥 Mobilization and Demobilization of Machinery

*Associated Costs: \$1,000 to \$10,000*

Large retention ponds or regional facilities will often require a waterborne operation during which an excavator or a crane must be mounted to a floating barge and moved into position. For smaller ponds, larger ponds that can be drained or dredged from the shore, and extended detention basins, a perimeter or dry operation will usually suffice. In this case, a backhoe, truck equipment, or crane may be used to scoop out the sediment. Additional costs for the construction and restoration of access roads for trucks and heavy equipment may be accrued.

### 🔥 Dredging

*Associated Costs: \$10 per cubic yard to \$20 per cubic yard*

The cost of dredging a BMP depends on the volume of sediment removed. The cost (expressed by cubic yard) is largely influenced by the depth of the water and the distance between the excavation area and the “staging area” where sediment is transferred to trucks for removal. Another consideration is whether equipment can easily access the BMP bottom. The following equation can be used to estimate the volume of sediment in cubic yards.

#### **Equation to Estimate the Volume of Sediment in a BMP (in cubic yards)**

surface area \_\_\_\_\_ (acres) x depth of sediment \_\_\_\_\_ (feet) x 43,560 = \_\_\_\_\_ cubic feet  
cubic feet \_\_\_\_\_ / 27 = \_\_\_\_\_ **cubic yards**

### 🔥 Disposal

*Associated Costs: \$5 per cubic yard - on-site to \$47 per cubic yard - off-site*

The primary determinant of disposal costs is whether on-site disposal is an option. If on-site disposal is not available, then locating a landfill or large area to apply the spoils may prove challenging and transportation costs may increase considerably. Dredged materials will require special disposal if found to contain hazardous materials.

Adding the likely costs of the sediment removal components establishes a range in which an owner can expect to pay for sediment/pollutant removal. For a facility with a small surface area (0.25 acres) overall costs can range from \$4,000 to \$10,000+. For a large facility (10 acres) overall costs can range from \$170,000 to \$550,000+.



	<b>Maintenance</b>	<b>Annual Associated Cost</b>
<b>PLD</b>	Removal of sediments and replacement of some level of soil is required periodically. Mulch should be replaced annually, or as needed.	Between \$1,500 and \$2,000, depending upon the size and complexity of the facility.
<b>Grass Swale/ Grass Buffer</b>	Remove sediments, replace check dams (usually made of earth, riprap, or wood), reseed or sod (if grassed) or replace dead plants, every two years.	
<b>Porous Paving</b>	Vacuum sediments from surface, twice a year.	Between \$500 and \$1,000, depending on the size of the facility.
<b>Sand Filter</b>	Remove the top filter cloth and remove/replace the filter gravel, when a semiannual inspection reveals that it is necessary. Remove and replace the filter cloth and gravel every three to five years.	Between \$3,000 to \$10,000, depending on the type and size of the sand filter and the amount of impervious surface draining to it.

If an oil sheen is present in the facility, it should be removed by a qualified oil recycler, which increases costs. Other expenses, such as removal of trash and hydrocarbons from water traps may also be required.

Removing sediment from stormwater facilities can be a considerable expense. Look for opportunities to reduce the amount of sediment entering the pond from the surrounding drainage area.

**Reference:** Information adapted from “Maintaining Stormwater Systems, A Guidebook for Private Owners and Operators in Northern Virginia”, January 2007, Northern Virginia Regional Commission

## Appendix H

### Civil Engineer Stormwater Best Management Practice (permanent) Certification Letter

(date)

City of Colorado Springs  
City Engineering Division, Stormwater Enterprise  
30 S. Nevada Avenue, Suite 502  
PO Box 1575, MC 520  
Colorado Springs, CO 80901-1575

Attn.: Lisa Ross, P.E.  
Stormwater Engineering Interim Manager

Gentlemen:

The permanent stormwater Best Management Practices (BMPs) for *(Name of project & Subdivision Name (required) & address)* consist of *(description of the BMPs, e.g., type, WQCV, drainage area, etc.)*. *(Name of Civil Engineering Firm)* has reviewed the attached letter(s) from *(Name of Geotechnical Engineering Firm)* and from *(Name(s) Landscape Architect Firm and/or Other Involved Firms)*, as appropriate. Based upon this information and information gathered during periodic site visits to the project during significant/key phases of the stormwater BMP installation, *(Name of Engineering Firm)* is of the opinion that the stormwater BMPs have been constructed in general compliance with the approved Erosion and Stormwater Quality Control Plan, Construction Plans, and Specifications as filed with the City.

#### **Statement Of Engineer In Responsible Charge:**

I, \_\_\_\_\_ *(print name)*, a registered Professional Engineer in the State of Colorado, in accordance with Sections 5.2 and 5.3 of the Bylaws and Rules of the State Board of Registration for Professional Engineers and Professional Land Surveyors, do hereby certify that I or a person under my responsible charge periodically observed the construction of the above mentioned project. Based on the on-site field observations and review of pertinent documentation, it is my professional opinion that the required permanent BMPs have been installed and are in general compliance with the approved Erosion and Stormwater Quality Control Plan, Construction Plans, and Specifications as filed with the City of Colorado Springs. For BMPs with a Water Quality Capture Volume (WQCV), I have attached the post-construction As-Built drawings. The As-Built drawings accurately depict the final installation of the stormwater BMPs and verify the WQCV.

*(Name of Engineer, P.E.)* Colorado No. XXXXX

*Seal & Signature of P.E. Goes Here*