



Columbus Consolidated Government
Stormwater & Floodplain Programs
Annual Compliance Report Submission Instructions

Dear Stormwater Management Facility Owner/Operator:

The Owners/Operators of Privately Owned and Operated Stormwater Management Best Management Practices (BMPs) are responsible for performing routine inspections and maintenance on their facilities. All Stormwater BMPs are to be inspected at least twice per year (January-June and July-December) using one or more of the CCG-provided forms and maintained at least once per year.

Requirements of BMP owners under Unified Development Ordinance 7.12.7

Inspection Standards

1. All Stormwater Management Facilities shall be inspected on at least a semi-annual basis. This requirement includes stormwater ponds, vaults, inlet inserts, etc.
2. The appropriate BMP Inspection Form (available at www.columbusga.org/engineering) shall be completed at least once from January 1 thru June 30 and at least one other time from July 1 thru December 31 of any calendar year.

An individual Inspection Form is required for each BMP.

Maintenance Standards

1. Depending on the type of facility, maintenance requirements will differ. However, commonalities exist. For example, all BMPs will accumulate sediment/sand/litter in them over time. These materials are classified as common solid waste and must be disposed of in an appropriate manner.
2. Use the answers on the inspection form to guide your facility's individual maintenance needs.
3. All cut vegetation must be removed from the facility.
4. Keep a record of all maintenance activities performed (invoices, receipts, before-after date-stamped photographs, etc.)
5. Necessary maintenance (determined by the inspection results) must be performed on each BMP each calendar year.

Reporting Standards

1. The owner shall provide to CCG the following documents as evidence that the inspection activities and maintenance have occurred.
 - a. **CCG BMP Inspection Form (to be completed semi-annually)**
 - b. **Electronically Date-Stamped Color photos taken during the inspection**
 - c. **Electronically Date-Stamped Color photos of before and after maintenance activities were performed**

2. In addition, the BMP owner is required to submit any invoices, receipts or manifests associated with the maintenance of their BMPs to the City (for each BMP facility, should the site have more than one) by January 31st, chronicling the prior year's Maintenance activities.

3. Email the forms (or photos of the forms), photos and maintenance records to:

stormwater@columbusga.org

4. Email subject line should include the name of the facility and the road on which it is located. For example: Subject:

Acme Supply, Whitesville Rd

NOTES

- Stormwater control measures or BMPs must be properly and regularly maintained to function correctly. It is the responsibility of the owner(s) to maintain BMPs in good working order.
- Inspection form(s) have been developed for use by the BMP inspector(s) or owner. The provided form(s) will help the inspector determine maintenance needs.
- A knowledgeable and qualified person or company may perform maintenance and inspection of the BMP facilities. However, the program has been designed so that the facility's manager/owner or one of the employees may perform the required inspections and reporting responsibilities.
- A landscaping or property maintenance company with BMP experience may have the expertise to perform the inspections, maintenance and reporting.
- It is important that routine maintenance and non-routine repair of stormwater BMPs be done according to a schedule or as soon as a problem is discovered. Because many BMPs are rendered ineffective for runoff control if not installed and maintained properly, it is essential that maintenance schedules are maintained and repairs made promptly.
- **During each semi-annual inspection, take electronically date-stamped, color photographs of each BMP (3 or 4 photos per BMP).**
- **Take electronically date-stamped, color photographs before and after all maintenance activities.**
- Keep records of each maintenance activity. Records that will be accepted include receipts or invoices from landscaping companies, manifests from waste handlers, etc. If the work is performed by the owner/operator or his/her employees, please provide a letter or memo to that effect.
- Questions about the reporting process and/or to obtain additional information about your facility's BMPs should be directed to:
 - ✓ Engineering Department, Stormwater Inspector - 706-225-4441 or stormwater@columbusga.org
- ***If you choose to take your compliance photos with the camera built into your phone, there are several free apps available for Apple, Microsoft and Android phones that will date and time stamp your photos for you.***