



# Annual Report Checklist for Inspection and Maintenance of Private Stormwater Management Facilities

Property owners in Hendersonville are required to inspect and maintain Private Stormwater Management Facilities (SMF)/Stormwater Control Measures (SCM) annually (or as specified in their LTMP) and submit an annual report to demonstrate compliance. Below is a checklist of required items to include in the annual report:

## 1. Property and SMF/SCM Identification

- Property owner's name, address, and contact information.
  - Include phone number and email for all points of contact (e.g., HOA/POA Board point(s) of contact, property management contacts).
- Site address and parcel identification number.
- Description of the SMF(s)/SCM(s) installed on the property (e.g., detention ponds, rain gardens, infiltration trenches, storm sewer, permeable pavers, etc.).
- The recorded Inspection and Maintenance Agreement (IMA)/Long-Term Maintenance Plan (LTMP) document (include recording details from the Sumner County Register of Deeds).

## 2. Inspection Details

- Date(s) of the annual inspection(s) conducted.
- Name, qualifications, and certification of the inspector (must be a licensed engineer, licensed landscape architect, or a person with an active Tennessee Stormwater Management Training SCM Inspection and Maintenance Course Certification, as required by Municipal Code 18-206.2a).
- Completed [Hendersonville Inspection and Maintenance Checklist\(s\)](https://www.hvilletn.org/311/Post-Construction-Permanent-Stormwater-M) specific to each SCM type (available at <https://www.hvilletn.org/311/Post-Construction-Permanent-Stormwater-M>).
- SMF/SCM location(s) and brief description of SMF/SCM(s) type and basic design characteristics.

## 3. Maintenance Activities Performed

- Detailed description of maintenance activities conducted during the reporting period (e.g., debris removal, vegetation management, oil and floatable removal, sediment cleanout, structural repairs).
- Dates of maintenance activities.
- Documentation of any repairs or modifications to SMFs/SCMs, including supporting photos or receipts for work performed.

## 4. SMF/SCM Condition Assessment

- Statement confirming that each SMF/SCM is functioning as designed, according to the approved Stormwater Management Plan (SWMP) and site plan/construction plan.
- Description of any observed issues (e.g., erosion, clogging, vegetation overgrowth, structural damage).
- If issues were identified, include a corrective action plan with a timeline for resolution.

## 5. As-Built Plan Updates (if applicable)

- If modifications were made to the SMFs/SCMs, include updated as-built plans reflecting current conditions.



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- Where applicable, provide an updated Hendersonville Stormwater Asset Management Workbook, including details of modified SMFs/SCMs, connections to the MS4, outfalls, and infrastructure in the right-of-way.

## 6. Certification and Compliance

- Signed statement by the qualified inspector certifying that the SMFs/SCMs were inspected and maintained in accordance with the IMA/LTMP and City requirements.
- Confirmation that the SCMs meet the Total Suspended Solids (TSS) removal rates.

## 7. Supporting Documentation

- Copies of any infiltration testing results (required for infiltration-based SCMs).
- Photographs of the SMFs/SCMs taken during the inspection, showing their condition.
- Maintenance logs or records, including contractor invoices or receipts for maintenance work.

## 8. Submission Information

- Submit the annual report to the City of Hendersonville's Stormwater Division through the Hendersonville Citizen Self Service (CSS) Portal at <https://css.hvilletn.org>. If you are not registered as a CSS user and linked to your Post-Construction Stormwater Permit, you will need to contact the Stormwater Coordinator (Helen Morrison, [hmorrison@hvilletn.org](mailto:hmorrison@hvilletn.org)) to get added as a contact.
- Ensure the report is submitted by **July 1** of each year.

### Additional Guidance:

**5-year Comprehensive Inspection:** Comprehensive inspections must be performed once every five (5) years by a registered professional engineer (PE) or registered professional landscape architect (LA). In addition to the requirements set forth in this checklist, the PE/LA will provide a stamped and sealed certificate of compliance or certification letter certifying that the SFMs/SCMs are functioning as originally designed, that the SFMs/SCMs meet original design capacity, and water quality treatment requirements. The comprehensive inspection report must be submitted to the City by July 1 of the applicable year.

**Inspection Frequency:** At a minimum, inspections must occur annually, but some LTMPs may require more frequent inspections. Verify the specific requirements in your recorded IMA/LTMP.

**Change in Ownership:** The City shall be notified within thirty (30) days of any change in ownership for the subject property Post-Construction Stormwater Permit.

**Resources:** Visit <https://www.hvilletn.org/311/Post-Construction-Permanent-Stormwater-M> for additional information and forms for post-construction inspection and maintenance.

### **Enforcement:**

**Failure to submit the Annual Stormwater Inspection and Maintenance Report by July 1 of each year will result in escalated enforcement action including but not limited to assessment of civil penalties. Civil penalties can range from \$50 up to \$5,000 per violation per day.**