

DATE

Site ID # XXXXX  
Inspector: NAME

Name of Business/HOA  
Attn: [Owner / Site Rep / Board Member]  
Street Address  
City, State Zip

Subject: Annual Stormwater Management Facilities Inspection Results  
SITE NAME  
SITE ADDRESS

Dear [Full Name / Board Member],

Surface Water Management staff inspected the site's stormwater management facilities and pollution prevention activities on DATE and identified the following required maintenance:

Required Maintenance and Repairs: *(use if BMPs are also required)* Required Maintenance, Repairs, and Best Management Practices (BMPs):

1. **Flow Control Structure** (refer to maintenance checklist number and name, enclosed)
  - a. XXX
2. **Source BMP – Outside Vehicle Washing** (refer to BMP number and name, enclosed)
  - a. XXX

The inspection may not have identified all maintenance and repairs needed to ensure the stormwater facilities function as designed. Additional maintenance and repairs may be found once the required maintenance and repairs are completed.

*(use if standard maintenance)* Inspection staff will verify that the required maintenance has been completed during the 20XX inspection. To protect water quality, required BMPs must be implemented immediately. Contact your inspector when the requirements are completed, and a follow-up inspection will be scheduled to verify. Failure to complete the required maintenance and BMPs may lead to enforcement actions.

*(use if CB maintenance needed)* You have six (6) months to complete the required maintenance on the catch basins. To protect water quality, required BMPs must be implemented immediately. Contact your

inspector when the requirements are completed, and a follow-up inspection will be scheduled to verify. Failure to complete the required maintenance and BMPs may lead to enforcement actions.

*(use if ONLY BMPs are needed)* To protect water quality, the required BMPs must be implemented immediately. Contact your inspector when the required BMPs are implemented and a follow-up inspection will be scheduled to verify implementation.

If you have questions or concerns I can be reached at [REDACTED]  
[REDACTED]

Thank you in advance for protecting water quality in [REDACTED]. For more information regarding stormwater system maintenance please visit our website at:  
[REDACTED]

Sincerely,

Your Name  
Water Quality Specialist

Inspector Initials:

Enc: Inspection Results Map, Checklists, BMP

Cc: File