



## Town of Indian Trail

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November 29<sup>th</sup>, 2018

### **SUBJECT: Annual SCM Inspections**

Owners of Stormwater Control Measures (SCM),

Per the Town's Post-Construction Administrative Manual; all developments within Town limits is required to have an Operations and Maintenance Agreement for all SCMs (Stormwater Control Measures) formally called SCMs. The purpose of this agreement is to ensure that each SCM receives adequate maintenance so that it can satisfactorily perform its pollutant removal function. The agreement also designates the responsible party that will be accountable for maintaining the SCM. It serves as a legal document to ensure routine maintenance that outlines specific activities that should be completed for each SCM.

This Agreement requires that each SCM be inspected by a N.C. Registered Professional Engineer on an annual basis. The owner is responsible for hiring the Professional Engineer to conduct an annual inspection of the SCMs (wet pond, bioretention, etc.) in your control or ownership. State and local regulations require an annual inspection of all structural SCM(s) to ensure the proper function of these structures. This inspection will focus on key structural components, sediment capacity, and maintenance practices. The Professional Engineer will notify you of the results of the inspection and any recommendations or requirements to ensure the proper functioning of your SCM. If there are any recommendations or requirements, you will have 90 days to complete those maintenance items. Town Staff will also be available to offer technical assistance and answer any questions you may have concerning your SCM(s).

**Please be advised that the following is required of ALL Annual SCM Maintenance Inspection Reports submitted to the Town of Indian Trail**

1. Inspection reports may be submitted in electronic format to the following email account: Adrian Moritz [alm@indiantrail.org](mailto:alm@indiantrail.org) or mailed to the Town of Indian Trail, P.O Box 2430, Indian Trail, NC 28079 ATTN: Engineering Department.
2. Submit inspection report file(s) for only one site per submittal. If site has multiple SCMs, all SCMs for one site may be included in same inspection report and emailed/mailed. **(Maximum file size per email is limited to 10 MB)**
3. Each inspection report file must include the following:
  - A. SCM Annual Inspection - Requirements & Forms
  - B. Copy of the site's Operations and Maintenance (O&M) Agreement & Declaration of Covenants
  - C. \$300 Review Fee payable to the Town of Indian Trail **(Office Drop Off)**
4. Upon inspecting SCMs, the Professional Engineer should submit inspection reports as soon as practical after completing the inspections. The Town will not accept inspection reports which are submitted more than 2 weeks beyond the date of inspection.
5. The initial SCM inspection can have one of the outcomes listed below:
  - A. Pass/certified/ minor issues which can be corrected through routine year-round maintenance
  - B. Fail –repairs can be completed within 90 days
  - C. Fail –repairs cannot be completed within 90 days
6. Inspection reports are due by July 1<sup>st</sup>, but the Town will begin accepting inspection reports on May 1<sup>st</sup>. Permittees/ Owners may be subject to enforcement actions when inspection reports are not received by July 1<sup>st</sup>. **(Enforcement Actions – Maximum Civil Penalty for each violation is \$27,500.00)**
7. The Town will not accept reports linked to a file hosting service/cloud storage site (Drop Box, Google Drive, Microsoft One Drive, etc.), or a company FTP server. All forms must be converted from a native file format to a PDF format.
8. If you have any questions concerning your SCM(s) or the enclosed information, please feel free to contact the Town of Indian Trail Engineering Department at (704) 821-5401.

Sincerely,

Todd Huntsinger  
Director of Engineering