# Appendix C. Sample Maintenance and Management Report

| City of Toledo Stormwater Credit ProgramMaintenance and Management Report |
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| Owner Information |
| Date: *1/1/2018* |
| Company Name: *ABC Company* |
| Contact Name: |
| Email: | Phone: |
| Mailing address: |
| City: | State: | ZIP Code: |
| Stormwater/Water Account Number: |
| site Information |
| Name: *ABC Building* |
| Property address: *10 Elm St.* |  |
| City: | State: | ZIP Code: |
| Current ERUs: *5* | Current Credit (%): *50%* |
| Total Area of Property (Square Fee): *20,000* | Total Impervious Area of Property (Square Feet):*12,500* |
| Certification |
| I hereby certify that the stormwater management practice described herein is in service at the above address and is being maintained according to the Maintenance Management Plan submitted with the original credit application.  |
| Signature of owner: | Date: |

Description of stormwater management practice currently receiving credit (attach recent photographs):

*Extended detention stormwater basin, with permanent pool forebay, grass sides and bottom, 12” inlet pipe, 6” perforated underdrain, outlet manhole with 4” orifice and overflow grate, and 12” outlet pipe.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credit Option Practices | Available Credit | Impervious Area Tributary to Practice (Square Feet) | Percent of Property Impervious Area Tributary to Practice (%) | Total Credit for Practice(%) |
| 1. Detention/Retention
 | 30% | *12,500* | *100%* | *30%* |
| 1. Swales/Bioswales/Bioretention Cells
 | 30% |  |  |  |
| 1. Wetpond & Extended Detention
 | 30% | *12,500* | *100%* | *30%* |
| 1. Riparian Setback/Forested Buffer
 | 30% |  |  |  |
| 1. Grass Filter Strip
 | 20% |  |  |  |
| 1. Direct Discharge
 | 10% |  |  |  |
| 1. Industrial NPDES
 | 10% |  |  |  |
| 1. Open-Channel Maintenance
 | 30% |  |  |  |
|  Additional Credit for Priority Area | 10% |  |  |  |
| 1. Total Credit for Property
 | 50% | ----------------- | ----------------- | *50%* |

Modifications to the practice or the property impervious areas since the previous Maintenance and Management Report (attach drawings or sketches):

*Downward facing elbow was placed on orifice inlet to outlet manhole to prevent floatables from plugging the orifice.*

*2000 square foot building addition into parking lot with no change in impervious surface.*

Required Maintenance Activities:

*Debris removal – clean litter and debris from basin on a monthly basis.*

*Mowing – mow sides and bottom of basin as needed in growing season to keep grass below 6” long. Forebay area may be mowed less frequently when conditions allow.*

*Check and clean outlet structure – at least twice a year, and after storms exceeding 1.0” check the outlet manhole for debris and remove any debris. Pay particular attention to the orifice in the outlet structure which will be prone to plugging.*

*Sediment removal – every two years remove built up sediment from forebay area and bottom of basin. None was noted.*

Maintenance Records:

|  |
| --- |
| Enter Date of Maintenance Activity and Initial Below Each Activity |
| *Remove debris from basin (monthly)* | *Mow basin (as needed in growing season)* | *Check and clean outlet structure and orifice plate (twice per year and after each storm over 1.0”)* |
| *2/15/15 AC* | *5/1/15 AC* | *2/15/15 AC* |
| *3/15/15 AC* | *520/15 AC* | *4/22/15 AC* |
| *4/15/15 AC* | *6/10/15 AC* | *8/16/15 AC* |
| *5/15/15 AC* | *6/30/15 AC* | *11/15/15 AC* |
| *6/15/15 AC* | *7/30/15 AC* |  |
| *7/15/15 AC* | *8/30/15 AC* |  |
| *8/15/15 AC* | *9/20/15 AC* |  |
| *9/15/15 AC* | *10/10/15 AC* |  |
| *10/15/15 AC* |  |  |
| *11/15/15 AC* |  |  |
| *12/15/15 AC* |  |  |
|  |  |  |