



Stormwater Management Measures Maintenance Plan

Dear Business or Property owner:

In accordance with the provisions of the New Jersey Department of Environmental Protection Tier A Municipal Stormwater General Permit currently held by the municipality, the Borough of Lindenwold is required to inspect and/or verify that the privately owned stormwater facilities are in compliance with the New Jersey Stormwater Regulations.

Stormwater facilities include, but are not limited to, catch basins, extended detention basins, low flow bypasses, underground detention, dry wells, manufactured treatment devices, pervious paving, riparian buffers, infiltration basins/trenches, sand filters, constructed wetlands, wet ponds, bioretention, rooftop vegetated cover, vegetative filters, and stormwater conveyance systems. The stormwater facility inventory attached should indicate the type, function, and location of the facility and must be kept on-site and available for inspection or upon request in a format provided by the Department.

You are being sent this notice because municipal records indicate that you are the owner of such a facility and, therefore, you are required to perform annual facility maintenance and keep maintenance records. All maintenance records must be available for inspection by the Borough and/or the N.J.D.E.P. in the event an audit by the Department is conducted.

For a description of all stormwater maintenance requirements, we recommend that you visit the N.J.D.E.P. Website at njstormwater.org and click on "Maintenance Guidance" on the left of the webpage.

If you have any questions or comments, please feel free to contact me at 856-783-1848 (Ext. 653).

Sincerely,

Craig Wells

Superintendent
Lindenwold D.P.W.
861 Gibbsboro Rd.
Lindenwold, N.J. 08021

Stormwater Management Measures Maintenance Plan

Maintenance Logs and Inspection Records

Development Name: _____

Address: _____

Block(s) / Lot(s): _____

Township, County: _____

Party Responsible for Maintenance:

Address: _____

Contact Person(s): _____ Phone: _____

Prepared by: _____ Date: _____

NOTE

This Maintenance Logs and Inspection Records are intended to be editable and adjustable in accordance with the design of stormwater management measures, the site conditions, and the special needs of responsible party. The Engineer should supplement information and best management practice to assist the responsible party to perform maintenance.

Blue text indicates information may be deleted and or replaced as necessary.

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Inspection Checklist Log

1. The responsible party shall report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.
2. The maintenance crew should fill out the checklist in the field manual when performing each inspection/maintenance task.
3. After the maintenance task is performed, the checklist should be filed in the Maintenance Plan and recorded in the log below.

Cycle of Inspection	Stormwater Management Measure No.	Checklist No.	Date(s) of Inspection
(1st Quarter) MM/DD/YYYY	(Basin #1, GS #1, GS#2)		
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter)			

Cycle of Inspection	Stormwater Management Measure No.	Checklist No.	Date(s) of Inspection
MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			

Continue the table when necessary.

Attach the Inspection Checklist after each inspection

Preventative Maintenance Log

Maintenance Schedule	Stormwater Management Measure No.	Preventative Maintenance Record No.	Date(s) of Maintenance
(1st Quarter) MM/DD/YYYY	(Basin #1, GS #1, GS#2)		
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Maintenance work; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			

Continue the table when necessary.

**Attach the Preventative Maintenance Record after each
maintenance task performed**

Corrective Maintenance Log

Maintenance Schedule	Stormwater Management Measure No.	Corrective Maintenance Record No.	Date(s) of Maintenance
(1st Quarter) MM/DD/YYYY	(Basin #1, GS #1, GS#2)		
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Maintenance work; e.g., after 1" rain) MM/DD/YYYY			
(1st Quarter) MM/DD/YYYY			
(2nd Quarter) MM/DD/YYYY			
(3rd Quarter) MM/DD/YYYY			
(4th Quarter) MM/DD/YYYY			
(Unscheduled Inspection; e.g., after 1" rain) MM/DD/YYYY			

Continue the table when necessary

**Attach the Corrective Maintenance Record after each
maintenance task performed**