CITY OF SEQUIM

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PRIVATE STORMWATER FACILITY INSPECTION PROGRAM

In 2020 the Sequim Public Works initiated a program to aid in the proper and timely maintenance of stormwater facilities designed to manage runoff from private and non-city property. This **Fact Sheet** conveys the importance of inspections and maintenance as well as outlines pertinent regulations found in **Sequim Municipal Code 13.108**.

Stormwater Facilities – What are they?

They come in many shapes and sizes and are a common feature on urban streets, capturing runoff from rainstorms and conveying it into the ground or a pond. In Sequim, common facilities include:

- **Catch basins** (box or vault under a storm drain)
- **Drywells** (a cistern with holes in the wall or bottom)
- **Infiltration trenches and perforated pipes**
- **Retention and detention ponds**
- **Bioswales** (shallow grassy channels)
- **Filters, oil-water separators, and other water quality treatment devices**

These components are combined in site-specific arrangements to control and treat stormwater runoff so that it's not causing erosion and other damage, or polluting streams or groundwater. When operating effectively, stormwater facilities reduce risk of flooding, protect public streets and private property, and help protect wildlife and the environment. In Sequim, all runoff infiltrates into the ground either directly or via ditches and ponds, which conserves water in the watershed.

Private stormwater facilities are assets that must be regularly inspected, maintained, and repaired to perform as designed for their expected lifespan.

Inspections & Maintenance – What are my responsibilities?

Sequim Municipal Code requires that **property owners are responsible for inspection, maintenance, operation, and repair of stormwater facilities located on their private property** in compliance with SMC 13.108 / STORMWATER MAINTENANCE, which says:

> **A.** Facilities shall be inspected regularly and cleared of debris, sediment and vegetation to ensure the functioning and/or design capacity of the facility.
>
> **B.** Vegetated stormwater facilities shall be inspected regularly and mowed or replanted during the growing season as necessary. Clippings are to be removed and properly disposed of.

C. Where lack of maintenance is causing or contributing to a water quality or flooding problem, immediate action must be taken to correct the problem.

Site-specific responsibilities may also exist, listed in the conditions of permit approval for the development.

Resources – Where can I find maintenance information?

We encourage you to **contact the manufacturer of your specific stormwater facilities** for the best maintenance information. In some cases, specially trained inspectors or service vendors will be necessary to perform proper maintenance.

For many common facilities, Public Works' maintenance checklists are all you need, found here:

https://www.sequimwa.gov/932/Stormwater-Permitting

This webpage also links to vendors who provide basic stormwater maintenance services.

Documentation & Reporting – What/when/where do I report?

SMC 13.108.180 indicates these items:

A. As-built plans and locations. *(If not already on file with the city)*

B. Findings of fact granted by the city. *(Such as, conditions of approval)*

C. Operation and maintenance requirements and records of inspections, maintenance actions and frequencies.

D. Engineering reports, as appropriate.

Sequim Public Works is authorized by SMC 13.108.170 to require documentation of your inspection and maintenance activities, submitted by email, regular mail, fax, or online as listed below. Feel free to contact us with any questions.

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Mailing address: 152 W Cedar St., Sequim, WA 98382
Email: *stormwater@sequimwa.gov* *(or upload online using link shown in email)*