

## **ATTACHMENT A –**

### **LTMA TEMPLATE REFERENCE INFORMATION**

- **GENERAL REFERENCE INFORMATION ON THE INSPECTION AND MAINTENANCE ACTIONS TO BE TAKEN FOR MORE COMMONLY UTILIZED SCMS**
  - **GENERAL REFERENCE OF REGULATORY RESTRICTIONS OF NO-DISTURB RIPARIAN BUFFERS**
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**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs.**

**DRY PONDS**

- Inspection
  - Ponds should drain within 72 hours of last rain event.
    - Not draining in this timeframe could indicate drainage issues.
  - Check for buildup is on top of outlet structure grate. Possible indicator of drainage issues.
  - Check for woody vegetation growth within the basin and around structures.
  - Check for buildup of sediment and debris around structures and within the basin.
  - Check for erosion around structures and on the berm of the pond.
  - Inspect discharge structure (located outside the pond) for issues such as woody vegetation, erosion, or structural damage.
  
- Maintenance
  - Mow at least twice per year to prevent the growth of woody vegetation.
  - Remove any woody vegetation growing within the pond or near structures.
  - Remove trash buildup within the pond and around structures as needed.
  - Remove any buildup obstructing the outlet orifice of the outlet structure or within the structure itself.
  - Stabilize exposed soils on the berm and around structures as needed.
  - Reseed bare areas as needed.
  - Sediment buildup equal to 50% or more of the structures' pipes circumference should be removed and area stabilized afterwards.
  - Stabilize any areas of moderate to heavy washout (particularly areas directly under or behind structures).
  - Repair any damaged or missing parts (i.e. riser pipes, pipe to headwall, etc.) to the structures.
  - Address any drainage issues noted.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

Note: Visit manufacturer website to determine all inspection and maintenance needs as each unit is different based on make and model.

**PROPRIETARY  
DEVICE  
(WATER QUALITY  
UNIT)**

- Inspection
  - DO NOT ENTER UNIT WITHOUT PROPER TRAINING AND EQUIPMENT (Confined Space).
  - Observe from manhole/hatch opening the amount of debris, oil, and sediment buildup within the unit. (Note some units will have multiple openings).
  - Sediment for most units cannot be observed due to units holding a standard amount of static water. Sediment levels must be measured.
    - Recommend using tools like a sediment level stave, stadia rods, or chimney rods.
  - Check for any loose, detached, missing, or deteriorated parts.
    - Some units have parts that must be replaced often due to the amount of material being treated or lifespan of the part.
    - To determine if some parts need replacing, the unit may need to be entered by personnel that have confined space training and confined space equipment.
  
- Maintenance
  - Please refer to the specific Maintenance Manual for the unit for accurate guidance of when unit should be maintained.
  - Debris buildup should be removed usually when covering 50% or more of unit.
    - If you can't see the water or parts of the unit due to build up, then the debris needs to be removed.
  - Clean out unit if you observe a strong odor of product or heavy oil sheen covering the surface of the water of the unit.
  - Clean out unit if sediment buildup is measured at over foot or 75% of the sump capacity (each unit's cleanout threshold is different).
    - Some units can have well over foot of buildup before they need to be cleaned.
    - Some units can only have several inches of buildup before they need to be cleaned.
    - Replace or repair any parts observed to be damaged, missing, or spent.
    - Materials removed from units must be properly disposed of.
    - Specialized equipment such as a vacuum truck with a pump and a tank is usually needed to properly clean out (sediment, trash, and oil) units.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**BIORETENTION  
BASINS/URBAN  
BIORETENTION**

- Inspection
  - Basin should drain within 24 to 48 hours of last rain event.
    - Ponding water observed in or after this timeframe could be an indicator of infiltration issues.
  - Check for buildup of mulch or debris on top of the overflow grate.
    - Possible indicator of infiltration issues.
  - Check for deteriorated mulch layer.
  - Check for washout in the forebay, basin, and/or level spreader.
  - Check for erosion on the berm, around check dams, and structures.
  - Check for dead or missing vegetation. Is there approximately 75% canopy cover?
  - Check for invasive vegetation growth.
  - Check for areas of excessive debris and sediment build up.
  - Ensure proper ponding capacity within the basin.
    - Standard is 6 inches from the top of mulch layer to the grate of the overflow structure or berm if bio does not have overflow structure.
  - Check for any signs where planned run-off could be bypassing the bio.
  - Monitor to ensure water ponds up in the basin and is not directly flowing into any overflow structures.
  - Check for missing/damaged cleanout caps.
  - Check for any buildup within the overflow structure.
  
- Maintenance\
  - If infiltration issues are noted:
    - Check for possible underdrain for blockage.
    - Top layer of bio-media soil may need to be removed/tilled.
    - Ensure bio has proper ponding capacity.
    - Remove any excessive build up that was observed in the bio.
  - Recommend replacing mulch layer every three years.
    - Remove the old mulch layer before adding a new mulch layer.
  - Add new mulch layer to washed out/deteriorated areas of bio.
    - Remove any remanent of old mulch layer before adding new mulch layer.
  - DO NOT ADD NEW LAYERS OF MULCH OR RIVER ROCK ON TOP OF OLD LAYERS. REMOVE OLD LAYERS BEFORE ADDING NEW LAYERS.
  - Replant dead or missing vegetation with plants similar to the original landscape plan
  - Remove invasive vegetation as needed.
    - Do not allow basin to become grass-lined.
  - Stabilize any erosion occurring in the basin, around structures, or areas that drain into the bio as needed.
  - Remove any excessive sediment and debris build up occurring in the bio or in/on the overflow structure.
  - DO NOT PLACE OR USE HEAVY EQUIPMENT (SUCH AS RIDING LAWNMOWERS) WITHIN THE BIO.
  - Address any washout in forebay and level spreader as needed.
  - Ensure all flow paths to the bio are not obstructed.
  - Repair or replace any missing cleanout caps.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**PERMEABLE  
PAVEMENT/  
PAVERS**

- Inspections
  - Check for sediment, debris, and vegetation build up.
  - Check for damage or raveling of the surface material.
  - Check for loose pavers and lack of aggregate between pavers.
  - Check for erosion occurring around the pavement.
  - During rain events, check for signs of sheet flow and long durations of ponding.
  - Check for too much or too little gravel in permeable grid systems.
    - Note: Some grid systems are grass-line, and maintenance will differ from usual permeable pavement.
  
- Maintenance
  - Specialized equipment may be needed to maintain and restore pavement functionality.
    - Vacuum Sweeper
  - Recommend setting up a sweeping routine to help maintain pavement.
  - Remove sediment covering the pavement and clean further if needed.
  - Remove excessive sediment, asphalt residue, leafy debris, and vegetation build up on the pavement.
  - If infiltration issues are noted (sheet flow or long duration of ponding), the use of vacuum sweeping and/or pressure washer may be necessary.
  - Stabilize any erosion that causes sediment to discharge onto the pavement.
  - Repair or restore damaged areas if infiltration issues are noted.
  - Add the proper size aggregate in void gaps and between loose pavers.
  - Do not place, discharge, or store: concrete/asphalt material, oil, adhesive materials, and mulch on the pavement.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**WET POND/  
EXTENDED  
DETENTION**

- Inspection
  - Check for erosion on the banks, berm, and around structures.
  - Check for washout of the check dams of the forebay.
  - Measure sediment buildup within the forebay.
  - Ensure pond has permanent pool of water (other than extended drought periods).
    - If not, check for areas of blow-out, openings in the outlet pipe, open valve of outlet structure, or damage to liner (if applicable).
  - Check for any damage or exposed liner if installed.
  - Check for woody vegetation growth within the forebay and around structures.
  - Cattails are invasive and not ideal, but may remain as long as not present near structures.
  - Check for trash and debris buildup within the forebay, within the pond, and around structures.
  - Check for damaged or loose pipe to structure connections.
  
- Maintenance
  - Stabilize exposed soils or erosion occurring within the pond, forebay, or around structures as needed.
  - Replace washed-out rock of the forebay as needed.
  - Remove woody vegetation from forebays and around structures.
  - Repair any damaged or leaking liners. Cover exposed liners as necessary.
  - If pond is dry, determine the cause and address as necessary.
    - Check outlet pipe for openings and seal if needed.
  - If over 50% of sediment build up in forebay, remove build up.
  - At some point, the permanent pool of the pond may have to be dredged to restore pond function and capacity.
  - Remove trash and debris buildup within the pond, forebay, and around structures as needed.
  - Repair any damage to structures or other components.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**WATER QUALITY  
SWALES/  
GRASS  
CHANNELS**

- Inspection
  - Check for erosion on the berm and around structures.
  - Check for bare areas in the basin.
  - Check for invasive woody vegetation growth.
  - Check for washout of check dams.
  - If mulch or river rock-lined, monitor for washout of material.
  - Check for dead/missing planned vegetation where applicable.
  - Check for any areas where flow could be bypassing swale.
  - Check for sediment build up around inlet areas and within the basins.
  - Check for trash and debris around structures and within the swale.
  - Check for excessive buildup of material around outlet structure.
  - Check for damaged/missing cleanout caps where applicable.
  
- Maintenance
  - If WQ Swale has engineered soil and is grass-lined, do not mow with commercial mowers or use other heavy equipment.
    - Recommend allowing grass to grow taller than usual.
  - Stabilize exposed soils and erosion occurring on the berm and around structures.
  - Remove any sediment buildup in the inlet areas that could cause bypass or obstruct flow.
  - Address washout of check dams or surface material (mulch/river rock) as needed.
  - Remove excessive trash and debris build up within the basin and around structures.
  - Remove any buildup of material that is covering or obstructing the outlet structure.
  - Remove invasive woody vegetation as needed.
  - Reseed or stabilize bare areas as needed
  - Replant vegetation where applicable.
  - Repair/replace cleanout caps where applicable.
  - Address any areas where planned run-off could bypass swale/treatment.
  - Remove excessive sediment build up in the swale.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**GREEN ROOF**

- Inspection
  - Check for dead/missing planned vegetation.
  - Check for leaks. Inspect waterproof membrane for leaks or cracks.
  - Check for roof holding water or not draining properly.
  - Check for invasive vegetation.
  - Inspect at least twice a year during growing season.
  - Check for any other damage to the green roof.
  - Check for any roof drains to the green roof for any buildup.
  - Develop a plan for accessibility for both inspections and maintenance.
  
- Maintenance
  - Water plants to promote survival (automatic irrigation recommended).
  - Replant dead plants or bare areas with vegetation approved for green roofs.
  - Repair any damage to the garden or with waterproof membrane.
  - If a leak is suspected, it is recommended to have an electric leak survey conducted to pinpoint where repairs are needed.
  - Manually remove invasive vegetation as needed.
  - Replace media as needed. Ensure media used is consistent with green roof standards and is no deeper than the specific design depth.
  - Recommend use of slow release fertilizer for the first few years.
  - Remove buildup obstructing any roof drains to the green roof.
  - Recommend not using herbicides, fungicides, or insecticides on the green roof.
  - If holding water for long duration, determine the reason and address.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**INFILTRATION  
TRENCH**

- Inspection
  - Check for vegetation growth in the trench.
  - Check for sediment, debris, and oil build up within the trench.
  - Check for exposed soil or erosion around the trench and entering the trench.
  - Check for drainage area to the trench for bypass issues.
  - Check the trench for proper storage capacity.
  - Check for sediment build up near inlet and pretreatment areas.
  - Check observation well for any signs of clogging where applicable.
  
- Maintenance
  - Remove vegetation growth as needed.
  - Remove sediment, debris, and oil build up as needed.
    - Removal of sediment and oil may require replacing top layer of material.
  - Stabilize exposed soils and erosion around the trench and leading into the trench as needed.
  - Remove build up at inlets and pretreatment areas as needed.
  - Address any issues of bypass noted in the drainage area to the trench.
  - Do not store or place materials within the trench.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**UNDERGROUND  
DETENTION  
VAULT**

- Inspection
    - DO NOT ENTER VAULT WITHOUT PROPER TRAINING AND EQUIPMENT (Confined Space)
    - From manhole/access openings observe buildup of debris and sediment within the vault.
    - If a manhole/access opening is located over the outlet control box, inspect for buildup or obstruction in this area.
  - Maintenance
    - Remove heavy debris and sediment build up if occurring in the vault.
- Remove any build up around the outlet control box if obstructing the orifice.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**CISTERN**

- Inspection and maintenance may require a hired professional to properly inspect and maintain the cistern.
- Inspection
  - Check for buildup in the cistern.
  - Check filters for buildup and deterioration.
  - Check meter readings for issues that could be occurring where applicable.
- Maintenance
  - Please consult with a professional.
  - Remove build up as needed.
  - Replace filters and parts as needed
  - Ensure water is being used and/or drained as needed.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**FILTRATION STRIP**

- Inspection
  - Check for bare areas.
  - Check for trash and debris buildup.
  - Check for exposed soil or erosion in areas that drain to the strip.
  - Check for excessive sediment buildup.
  - Check for buildup on any outlet structures.
  - Check for woody vegetation growth.
  
- Maintenance
  - Allow grass to grow taller than usual.
  - Remove any woody vegetation as needed.
  - Remove any excessive sediment, debris, and trash build up.
  - Stabilize exposed soil and erosion as needed.
  - Remove any build up on the outlet structure.
  - Do not store or place material within the filter strip.

**REFERENCE OF GENERAL INSPECTION MAINTENANCE ACTIONS REQUIRED FOR THE MOST FREQUENTLY UTILIZED SCMs. (CONTINUED)**

**REFORESTATION**

- Inspection
  - Check for dead or missing planned vegetation.
  - Check for exposed soils or erosion
  - Check for large debris and trash within the area.
- Maintenance
  - Do not disturb the area by removing planted vegetation.
    - Any mowing practices should cease once planted vegetation has established and become dominant in the area.
  - Water trees and other vegetation as needed.
  - Replant vegetation as needed.
  - Reseed bare areas as needed.
  - Remove trash and large debris as needed.
  - Groom planted vegetation as needed.
    - Recommend not disturbing.

## REFERENCE OF GENERAL RESTRICTIONS APPLIED TO NO-DISTURB BUFFERS.

### BUFFER ZONE RESTRICTIONS

- Buffer Zone 1
  - Buffer Signs usually placed on the property denote the boundary line of buffer zone 1 area
    - Refer to plans for full boundary area
  - Do not disturb (i.e. mow, cut down, prune) vegetation within this area.
  - Do not build, place, or store any structures or materials in this area.
    - Exception for fences (fences placed in buffer zone must be installed with minimal impact and covered surface area in the buffer).
  - Dead, diseased, or dying trees that are in danger of falling or causing damage to dwellings or other structures may be removed.
    - Contact Metro Water Services Stormwater department for approval and/or notification. (mws.scm@nashville.gov)
  - Debris caused by storm damage can be removed from buffer.
  - Removal of invasive plant species must be approved by MWS Stormwater as removal of invasive vegetation must be replaced by native plantings.
    - A buffer restoration plan for removal of invasive species must be approved by MWS.
  - Woody vegetation growing near approved planned structures (bridges, levees, driveways, “sight distances” for right of way, etc.) within the buffer zone can be maintained.
  - Removal of healthy, established trees will result in the site having to plant back vegetation of equal value.
- Buffer Zone 2
  - Do not build, place, or store any structures/materials in this area.
    - Exception for fences (fences placed in buffer zone must be installed with minimal impact and covered surface area in the buffer).
  - Vegetation within the buffer zone 2 area can be maintained (mowed).

**METRO NASHVILLE STORMWATER MANAGEMENT MANUAL**  
**GRADING PERMIT (SWGR) LONG TERM MAINTENANCE PLAN FOR**  
**POST-CONSTRUCTION REGULATED STORMWATER CONTROL MEASURES (SCMs) AND**  
**OTHER STORMWATER REGULATED FEATURES**

**Important Note: After Completing, please print to a read only PDF before submitting to MWS.**

<b>SECTION 1. GENERAL PROJECT INFORMATION</b>			
<b>PROJECT NAME:</b>		<b>PROJECT ADDRESS:</b>	
<b>GRADING PERMIT NUMBER:</b>		<b>PROJECT PARCEL NUMBER:</b>	
<b>OWNER NAME:</b>		<b>OWNER EMAIL:</b>	
<b>PROJECT ENGINEER NAME:</b>		<b>PROJECT ENGINEER PHONE:</b>	
<b>PROJECT ENGINEER COMPANY:</b>		<b>PROJECT ENGINEER EMAIL:</b>	
<b>PROJECT DESCRIPTION:</b>			
<b>SECTION 2. SITE-SPECIFIC SCMs/OTHER REGULATORY INFORMATION</b>			
<b>TOTAL NUMBER OF SCM (Structures) INSTALLED PER THE FINAL APPROVED GRADING PERMIT</b>			
<b>SCM TYPE 1</b>		<b>NUMBER (SCM TYPE 1)</b>	
<b>SCM TYPE 2</b>		<b>NUMBER (SCM TYPE 2)</b>	
<b>SCM TYPE 3</b>		<b>NUMBER (SCM TYPE 3)</b>	
<b>SCM TYPE 4</b>		<b>NUMBER (SCM TYPE 4)</b>	
<b>SCM TYPE 5</b>		<b>NUMBER (SCM TYPE 5)</b>	
<b>IF ANY OF THE ABOVE SCM TYPES INCLUDED PROPRIETARY DEVICES (WATER QUALITY UNITS), PLEASE LIST THE MANUFACTURER AND MODEL</b>			
<b>IS THERE A REGULATED RIPARIAN STREAM BUFFER FOR THIS PERMIT</b>	<b>YES</b> <b>NO</b>	<b>IS THE BUFFER ZONE SHOWN ON THE LTMA PLAN SHEET</b>	<b>YES</b> <b>NO</b>
<b>IF YES, IS THERE A STORMWATER MANAGEMENT COMMISSION (SWMC) VARIANCE FOR APPROVED IMPACTS TO THE RIPARIAN BUFFER?</b>	<b>YES</b> <b>NO</b> <b>N/A</b>	<b>IF YES, IS THERE A SWMC VARIANCE MITIGATION PLANTING PLAN FOR THIS PERMIT SHOWN ON THE PLAN?</b>	<b>YES</b> <b>NO</b>
	<b>SWMC # (IF APPLICABLE)</b>		
<b>IF THERE IS A REGULATED STREAM BUFFER FOR THIS PERMIT, PLEASE PROVIDE A BRIEF NARRATIVE OF THE PROTECTED AREAS, INCLUDING THE DIFFERENT ZONES OF PROTECTION AND WHAT ACTIVITIES ARE ALLOWED IN EACH ZONE (NOTE: REFERENCE ATTACHMENT A OR SWMM VOL. 1, SEC. 6.10)</b>			

**SECTION 3 SCM MAINTENANCE INSPECTION/MAINTENANCE GUIDANCE**

**INSPECTION/MAINTENANCE INFORMATION**

<p><b>SCM TYPE 1</b></p>	
<p><b>SCM TYPE 1 LOCATIONS</b> DESCRIBE THE LOCATIONS OF EACH SCM OF THIS TYPE LOCATED ON THE PROPERTY AND WHAT AREAS (PARKING, ROOFTOPS, ETC.) THEY RECEIVE DRAINAGE FROM.</p>	
<p><b>INSPECTION FREQUENCY</b> NOTE THE RECOMMENDED INSPECTION FREQUENCY OF THIS SCM TYPE.</p>	
<p><b>INSPECTION OBSERVATIONS</b> DESCRIBE WHAT SHOULD BE NOTED FOR EACH SCM LOCATED ON THE PROPERTY OF THIS TYPE. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p><b>MAINTENANCE ACTIONS</b> DESCRIBE THE TYPICAL MAINTENANCE ACTIONS TO BE UNDERTAKE FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p><b>MAINTENANCE EQUIPMENT ACCESS</b> DESCRIBE THE PLANNED ACCESS FOR EQUIPMENT INGRESS/EGRESS FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY.</p>	

NOTE: FILL OUT THIS SHEET FOR EACH SCM TYPE INSTALLED PER THE GRADING PERMIT.

**SECTION 3 SCM MAINTENANCE INSPECTION/MAINTENANCE GUIDANCE**

**INSPECTION/MAINTENANCE INFORMATION**

<p align="center"><b>SCM TYPE 2</b></p>	
<p><b>SCM TYPE 2 LOCATIONS</b> DESCRIBE THE LOCATIONS OF EACH SCM OF THIS TYPE LOCATED ON THE PROPERTY AND WHAT AREAS (PARKING, ROOFTOPS, ETC.) THEY RECEIVE DRAINAGE FROM.</p>	
<p><b>INSPECTION FREQUENCY</b> NOTE THE RECOMMENDED INSPECTION FREQUENCY OF THIS SCM TYPE.</p>	
<p align="center"><b>INSPECTION OBSERVATIONS</b></p> <p>DESCRIBE WHAT SHOULD BE NOTED FOR EACH SCM LOCATED ON THE PROPERTY OF THIS TYPE. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p><b>MAINTENANCE ACTIONS</b> DESCRIBE THE TYPICAL MAINTENANCE ACTIONS TO BE UNDERTAKE FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p align="center"><b>MAINTENANCE EQUIPMENT ACCESS</b></p> <p>DESCRIBE THE PLANNED ACCESS FOR EQUIPMENT INGRESS/EGRESS FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY.</p>	

**SECTION 3 SCM MAINTENANCE INSPECTION/MAINTENANCE GUIDANCE**

**INSPECTION/MAINTENANCE INFORMATION**

<p align="center"><b>SCM TYPE 3</b></p>	
<p><b>SCM TYPE 3 LOCATIONS</b> DESCRIBE THE LOCATIONS OF EACH SCM OF THIS TYPE LOCATED ON THE PROPERTY AND WHAT AREAS (PARKING, ROOFTOPS, ETC.) THEY RECEIVE DRAINAGE FROM.</p>	
<p><b>INSPECTION FREQUENCY</b> NOTE THE RECOMMENDED INSPECTION FREQUENCY OF THIS SCM TYPE.</p>	
<p align="center"><b>INSPECTION OBSERVATIONS</b></p> <p>DESCRIBE WHAT SHOULD BE NOTED FOR EACH SCM LOCATED ON THE PROPERTY OF THIS TYPE. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p><b>MAINTENANCE ACTIONS</b> DESCRIBE THE TYPICAL MAINTENANCE ACTIONS TO BE UNDERTAKE FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.</p>	
<p align="center"><b>MAINTENANCE EQUIPMENT ACCESS</b></p> <p>DESCRIBE THE PLANNED ACCESS FOR EQUIPMENT INGRESS/EGRESS FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY.</p>	

**SECTION 3 SCM MAINTENANCE INSPECTION/MAINTENANCE GUIDANCE**

**INSPECTION/MAINTENANCE INFORMATION**

**SCM TYPE 4**

**SCM TYPE 4 LOCATIONS**  
DESCRIBE THE LOCATIONS OF EACH SCM OF THIS TYPE LOCATED ON THE PROPERTY AND WHAT AREAS (PARKING, ROOFTOPS, ETC.) THEY RECEIVE DRAINAGE FROM.

**INSPECTION FREQUENCY**  
NOTE THE RECOMMENDED INSPECTION FREQUENCY OF THIS SCM TYPE.

**INSPECTION OBSERVATIONS**  
DESCRIBE WHAT SHOULD BE NOTED FOR EACH SCM LOCATED ON THE PROPERTY OF THIS TYPE. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.

**MAINTENANCE ACTIONS**  
DESCRIBE THE TYPICAL MAINTENANCE ACTIONS TO BE UNDERTAKE FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.

**MAINTENANCE EQUIPMENT ACCESS**  
DESCRIBE THE PLANNED ACCESS FOR EQUIPMENT INGRESS/EGRESS FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY.

**SECTION 3 SCM MAINTENANCE INSPECTION/MAINTENANCE GUIDANCE**

**INSPECTION/MAINTENANCE INFORMATION**

**SCM TYPE 5**

**SCM TYPE 5 LOCATIONS**  
 DESCRIBE THE LOCATIONS OF EACH SCM OF THIS TYPE LOCATED ON THE PROPERTY AND WHAT AREAS (PARKING, ROOFTOPS, ETC.) THEY RECEIVE DRAINAGE FROM.

**INSPECTION FREQUENCY**  
 NOTE THE RECOMMENDED INSPECTION FREQUENCY OF THIS SCM TYPE.

**INSPECTION OBSERVATIONS**  
 DESCRIBE WHAT SHOULD BE NOTED FOR EACH SCM LOCATED ON THE PROPERTY OF THIS TYPE. PLEASE REFERENCE INFORMATION IN ATTACHMENT A FOR GUIDANCE ON SOME OF THE MORE COMMONLY UTILIZED SCMs.

**MAINTENANCE ACTIONS**  
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**MAINTENANCE EQUIPMENT ACCESS**  
 DESCRIBE THE PLANNED ACCESS FOR EQUIPMENT INGRESS/EGRESS FOR ALL SCMs OF THIS TYPE LOCATED ON THE PROPERTY.

## SECTION 4 SCM INSPECTION AND MAINTENANCE REPORTING

### ANNUAL SUMMARY REPORTS TO METRO WATER SERVICES

- **AN ANNUAL INSPECTION AND MAINTENANCE SUMMARY REPORT IS REQUIRED TO BE SUBMITTED BY THE OWNER (OR OTHER AUTHORIZED PERSONNEL) FOR ALL STORMWATER CONTROL MEASURES (SCMs) ASSOCIATED WITH THIS GRADING PERMIT**
- **ANNUAL INSPECTION SUMMARY REPORTS SHALL BE SUBMITTED AFTER JANUARY 1ST AND BY NO LATER THAN JULY 1ST. THE REPORT SHOULD BE A SUMMARY OF THE PREVIOUS YEAR'S (JANUARY-DECEMBER) INSPECTION/MAINTENANCE OF ALL SCM STRUCTURES**
- **ONLY ONE FORM SHALL BE SUBMITTED BY EACH OWNER (OR OTHER AUTHORIZED PERSONNEL) FOR ALL THE STRUCTURES ON THE PROPERTY PER THE GRADING PERMIT. REPORTS THAT OMIT SCM STRUCTURES UNDER THIS GRADING PERMIT WILL NOT BE ACCEPTED BY METRO.**
- **PLEASE NOTE: OWNERS ARE REQUIRED TO MAINTAIN DOCUMENTATION OF ROUTINE INSPECTIONS AND MAINTENANCE PERFORMED THROUGHOUT THE YEAR (I.E. PHOTOGRAPHS, INSPECTION NOTES, WASTE DISPOSAL TICKETS, ETC.). THIS DOCUMENTATION IS NOT REQUIRED TO BE SUBMITTED TO METRO, UNLESS OTHERWISE REQUESTED.**
- **THIS FORM SHALL BE SUBMITTED "ELECTRONICALLY" IN PDF FORMAT TO THE FOLLOWING INBOX: [mws.scm@nashville.gov](mailto:mws.scm@nashville.gov).**
- **FOR A COPY OF THE LATEST ANNUAL INSPECTION AND MAINTENANCE SUMMARY REPORT, PLEASE VISIT THE BELOW WEBSITE:  
[STORMWATER CONTROL MEASURES | NASHVILLE.GOV](https://www.nashville.gov/departments/water/stormwater/pollution-prevention/stormwater-control-measures)  
[HTTPS://WWW.NASHVILLE.GOV/DEPARTMENTS/WATER/STORMWATER/POLLUTION-  
PREVENTION/STORMWATER-CONTROL-MEASURES](https://www.nashville.gov/departments/water/stormwater/pollution-prevention/stormwater-control-measures)**

## SECTION 5 SCM LTMA PLAN SHEETS

Please insert plan sheets that meet the following formatting and content requirements:

- Formatted to be legible if printed in 8.5 x 11 size and grayscale.
- Clearly depict locations of SCMs with labels that match the SCM types listed within the LTMA document.
- Clearly depict any no-disturb Riparian Buffers per Section 6.10 of the SWMM, including any delineated Zone 1 and Zone 2 boundaries.
- Plan sheets can be combined into the same LTMA PDF or attached as a separate PDF.