



# City of Newark Stormwater Utility Credit Maintenance Annual Report



**DUE BY DECEMBER 15<sup>th</sup> FOR THE FOLLOWING YEAR**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Type of Management Practice: \_\_\_\_\_

The Stormwater credits program will continue for all properties that are currently participating, providing the following criteria are met:

- The maximum credit to be received will not exceed 50% of the stormwater bill, with credits awarded in 5% increments up to that point.
- Credits will not be applied to any property that has a delinquent City of Newark utility account.
- Credits will only apply to that portion of the property where the management practice is located. Credits cannot be transferred to other properties.
- Credits can only be applied to non-residential properties with 5 or more ERUs.
- In order to receive stormwater credits, the applicant will need to submit an annual report and supporting documentation by December 15<sup>th</sup> to receive credits for the following year. Reporting requirements might change each year to comply with EPA regulations. (see page 2 for reporting requirements)
- The Stormwater Coordinator will review the annual report and supporting documents. If upon review, the applicant did not substantially comply with the approved plan, additional maintenance activities may be required, or the stormwater credit will be reduced to a level comparable with the compliance.

## **CERTIFICATION:**

I hereby request consideration for a Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the information in this annual report is true and correct to the best of my knowledge and belief. I agree to maintain the above stated Management Practice to the prescribed criteria according to the City of Newark. I hereby release the City of Newark from any maintenance responsibility whatsoever for the structure(s) or area described above. I agree to provide corrected information should there be any change in the information provided herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit Reports to:** Lindsey Brighton, Stormwater Coordinator, lbrighton@newarkohio.net  
34 South 5<sup>th</sup> Street, PO Box 4100, Newark, OH 43055-4100  
newarkohiowater.net/stormwater 740-670-7762

# Detention/Retention Pond Maintenance Report

## Maintenance Requirements:

- Regular mowing and trash pickup around the pond
- Regular inspection of slopes for erosion
- Removal of invasive plant species
- Woody debris removal (cutting trees, trimming bushes)
- Maintain any mechanical devices (pumps, flood gates, etc.)
- Annual inspection of each pipe going into the pond and each pipe or structure that drains the pond.  
(Clear obstructions caused by trash, trees or excessive sediment)

## Reporting Requirements:

- Mowing Information
  - Who mowed it and when (each time)
- Describe any erosion control measures taken
- Woody Debris and Invasive Plant Removal Info
  - Who did the work and when
  - What was removed
- Describe any mechanical device maintenance work
- Annual inlet/outlet pipe inspection
  - Structure ID# and location
  - Inspection date
  - Inspected by
  - Inspection result
  - Actions taken
  - Follow-up work

## **Dry Well/Catch Basin/Adopt-A-Drain** **Maintenance Report**

### Maintenance Requirements:

- Monthly inspection of the top of each structure.
  - Clear obstructions caused by trash, debris or excessive sediment.
  - Remove weeds or plants growing around the structure.
- Annual inspection of the inside of each structure.
  - Shine a light in the structure to look for debris in the basin. Clean it out if sediment or debris has filled 1/3 of the basin.
- Annual inspection of the frame.
  - Repair the top of the structure if it is cracked, damaged, or doesn't sit flush.
  - Repair any large cracks or erosion within or around the structure.
- Ensure that no hazardous materials are dumped down the drain.

### Reporting Requirements:

- Monthly inspections of the top of each structure
  - Structure ID# and location
  - Inspection date
  - Inspected by
  - Inspection result
  - Actions taken
  - Follow-up work
- Annual inspection of the inside of each structure and the frame
  - Structure ID# and location
  - Inspection date
  - Inspected by
  - Inspection result
  - Actions taken
  - Follow-up work

# **Grass Filter Strip/Drainage Ditch/Vegetated Riparian Buffer** **Maintenance Report**

## **Maintenance Requirements:**

- Annual inspection of the site
  - Look for erosion, sediment buildup, vegetation loss
- Mowing and trash pickup as needed (avoid mowing when the ground is wet)
- Replace bare soil with grass or other vegetation as needed
- Woody debris removal (cutting trees, trimming bushes, log jam removal)
- Removal of invasive plant species
- Ensure no heavy vehicle traffic occurs and foot traffic is limited to avoid compaction
- Do not use filter strip/buffer areas for permanent snow removal

## **Reporting Requirements:**

- Annual inspection
  - Inspection date
  - Inspected by
  - Inspection result
  - Actions taken
  - Follow-up work
- Mowing Information
  - Who mowed it and when (each time)
- Woody Debris and Invasive Plant Removal Info
  - Who did the work and when
  - What was removed