



**POST CONSTRUCTION STORMWATER MANAGEMENT  
BMP ANNUAL MAINTENANCE REPORT  
Post-Construction Inspection and Maintenance Report Form**

Per the Penn Township Stormwater Management Ordinance of 2011 (Ordinance No. 728) and MS4 NPDES Permit No. PAG133731, an annual maintenance report is required to be submitted to the Township indicating current conditions of the SWM BMPs on the property listed below. This completed form and attachments should be submitted annually, **no later than November 30<sup>th</sup>**. Completed forms with all attachments can be submitted digitally to [pennadmin@comcast.net](mailto:pennadmin@comcast.net); in person at the Penn Township Municipal Building at 20 Wayne Avenue; or via mail addressed to Penn Township Municipal Building, Attn: Township Manager, 20 Wayne Avenue, Hanover, PA 17331.

For consistency and for your convenience, Penn Township is providing this BMP Annual Maintenance Report Form to be used by BMP owners. This report form and the inspection checklists are being provided as templates to ensure compliance with minimal maintenance requirements. Use of this form and the included inspection checklists developed by Penn Township will satisfy the requirement for annual submission. Penn Township will determine the need for additional actions by the Landowner following the review of the submitted reports. The property owner will be contacted by the Township if additional actions are necessary. Penn Township staff may perform an inspection on behalf of the Township to verify information contained in this report.

**A. GENERAL INFORMATION. Please fill out only one report form per site. (Fill out ALL information)**

**DATE:** \_\_\_\_\_ **REPORT YEAR:** \_\_\_\_\_

<b>Project Name (i.e. Subdivision Name, Store Name):</b>	<b>Physical Address/Location of BMP:</b>
<b>Property Owner Name:</b>	<b>Property Owner Mailing Address:</b>
<b>Is this a new owner? (YES) (NO)</b>	
<b>Property Owner E-mail Address:</b>	<b>Property Owner Telephone Number:</b> (     )
<b>Owner's Designated Contact (Person or Company responsible for inspections/maintenance/reporting):</b>	<b>Owner Designated Contact's Telephone Number:</b> (     )
<b>Owner Designated Contact's E-mail address:</b>	

**B. INSPECTION CHECKLIST & BMP SUMMARY TABLE.** Please attach a copy of the most recent inspection form/checklist. If the system is a proprietary system, the manufacturer’s inspection checklist should be obtained from the manufacturer for use.

Fill-in the actual number of BMP devices on the table below. Attach color photos as appropriate, to show condition of each BMP.

Inspection checklists can be found online at [www.penntwp.com/MS4-Stormwater](http://www.penntwp.com/MS4-Stormwater) under the tab labeled Operation & Maintenance Agreement. These inspection checklists are provided for convenience to ensure compliance with minimal maintenance requirements.

BMP Device Type	Number per Site	BMP Device Type	Number per Site
Bioretention/Raingarden		Vegetated Swale	
Pervious Pavement		Vegetated Filter Strip	
Subsurface Infiltration Bed		Infiltration Berm and Retentive Grading	
Constructed Filter		Other (Specify)	

**C. MAJOR MAINTENANCE & CORRECTIVE ACTIONS SUMMARY.** Please complete the table below summarizing major maintenance activities conducted and any corrective actions taken.

Date Completed	Deficiency Observed Needing Correction	Corrective Action/Maintenance Activity Completed

**D. SITE PHOTOGRAPHS.** Please attach photographs showing current condition of BMPs on site. Take one clear sunlight photo from each direction across each facility. For example, if documenting two SWM BMPs, your submitted package should include eight (8) photos. Each BMP would have one photo looking east, south, west and north for a total of four (4) photos per BMP.