



## Department of Public Works

### Engineering Division

5520 Lacy Road, Fitchburg, WI  
53711

Phone: 608 270 4262

<https://www.fitchburgwi.gov/141/Public-Works>

### ANNUAL STORMWATER MANAGEMENT MAINTENANCE REPORT

Each applicant who is granted a stormwater management permit, and who has signed a maintenance agreement for best management practice(s) on the property, shall submit to the director an annual report reviewing the condition of all practices and any maintenance performed during the past calendar year. This report shall be submitted and sealed by a professional engineer currently licensed in the State of Wisconsin or alternate certification approved by the City. Where a recorded maintenance agreement exists, the annual report should provide documentation that maintenance was performed in accordance with the annual inspection requirements of the recorded maintenance agreement on file with the City. If a stormwater management permit was granted but no maintenance agreement has been recorded, the property owner shall work with a professional engineer to develop a maintenance plan and submit the plan and subsequent annual review reports to the City.

This report shall consist of the following:

- Photos of the treatment device post completion of required maintenance.
- Documentation of the completion of the required annual maintenance, including copies of receipts from agents hired to perform the work and date the work was completed.

#### Submission Guidelines

The City requires all ECSWM permittees to submit this report electronically through PermiTrackESC, which is a web-based system allowing active construction sites to be viewed easily on a map. If you have questions on how to access PermiTrack, you should contact Bakha Yunusov by email at [bakha.yunusov@fitchburgwi.gov](mailto:bakha.yunusov@fitchburgwi.gov) or by phone at 608-270-4287

Maintenance for Calendar Year: \_\_\_\_\_

Stormwater Management Permit \_\_\_\_\_

Number: \_\_\_\_\_

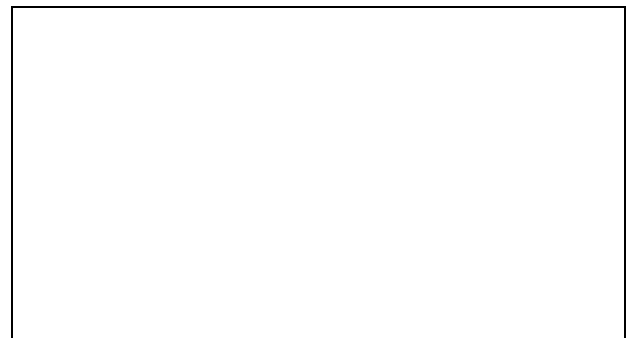
Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Certifying Engineer: \_\_\_\_\_

Certification Date: \_\_\_\_\_

This document and included maintenance summaries certifies that the stormwater management BMP's for the above site have been properly maintained for the indicated calendar year. Any deficiencies that were found have been corrected prior to the submittal of this certification.



Engineer's Seal

**STORMWATER MANAGEMENT BEST PRACTICES (BMP) IN USE:**

BMP	Comments

(Attach additional sheets as needed)

**PHOTOS OF BMPs POST REQUIRED MAINTENANCE:**

BMP Description	Photo/Comments:

(Attach additional sheets as needed)

**DOCUMENTATION OF COMPLETION OF REQUIRED MAINTENANCE:**

Please attach documentation of the completion of the required annual maintenance, including copies of receipts from agents hired to perform the work and date the work was completed.