



**CITY OF OAK RIDGE  
STORMWATER MANAGEMENT PROGRAM  
MAINTENANCE AND REPAIR PLAN GUIDE FOR PERMANENT STORMWATER MANAGEMENT  
FACILITIES**

## Overview

A Maintenance and Repair Plan must be submitted for each permanent stormwater management facility in conjunction with the approved Inspection and Maintenance Agreement for Private Stormwater Management Facilities, which can be found on the City of Oak Ridge stormwater website. The Agreement and Plan operate as a deed restriction binding on the current property owners and all subsequent property owners.

## Instructions for the Engineer

### Minimum Maintenance and Repair Plan requirements include:

- 1) All maintenance and repair needs must be identified and a prescribed maintenance schedule must be developed for the owner of the stormwater facility to follow. The design engineer must submit a copy to the City for approval prior to the issuance of the final Certificate of Occupancy. For proprietary devices, include the inspection checklist from the BMP Manual and/or manufacturer. Please include a description of the landscape plan including final vegetative stabilization methods (to achieve 90% survival) where applicable (e.g. detention ponds, bioretention areas, etc.). Please do not include the Landscape Plan for the entire site. The plan can be narrative where appropriate.
- 2) A blank copy of the routine inspection form performed annually by the responsible party for the removal of silt, litter/debris, vegetation removal/cutting of grass, replacement of landscape vegetation, inlet and drainage pipe maintenance.
- 3) A blank copy of the comprehensive inspection form to be performed once every 5 years by a Tennessee licensed P.E. or L.A. The comprehensive inspection must include a description of best management practice (BMP) conditions including: vegetation and soils; inlet and outlet channels and structures; embankments, slopes, and safety benches; spillways, weirs, and other control structures; and sediment and debris accumulation. The comprehensive inspection form must also include:
  - a. Facility information including facility type; inspection date; latitude and longitude, and nearest street address; BMP owner information (e.g. name, address, phone number, fax, and email).
  - b. A space for photographic documentation of BMPs.
  - c. An area for the inspector to summarize specific maintenance items or violations that need to be corrected by the owner with deadlines and re-inspection dates.

## Instructions for the Owner

The City will conduct periodic inspections of the owner's inspection forms, repair records, and private stormwater facilities to ensure the facility's continued performance. The party responsible for the operation and maintenance of the facility must maintain all records and inspections for at least three years, and shall make them visible to the City during an inspection. All completed routine (annual) and comprehensive inspection forms (every 5 years) are to be mailed to the City on a fiscal year basis (July 1 – June 31).

### Directions of submittal requirements

- 1) All inspections are to be sent to the City of Oak Ridge Public Works Department, Stormwater Management at 100 Woodbury Lane, P.O. Box 1, Oak Ridge, TN 37831, or emailed to [stormwater@oakridgetn.gov](mailto:stormwater@oakridgetn.gov).
- 2) All routine and comprehensive inspection schedules will be performed on a fiscal year basis, and must be received by the City no later than June 30<sup>th</sup> for that year.