

## STORMWATER STANDARD OPERATING PROCEDURE

# Post-Construction - PermiTrack (External)



Stormwater Coordinator  
Signature:

A handwritten signature in blue ink, appearing to read "Jake Moyer".

Revision:

1.0

Effective Date:

December 1, 2020

Author:

Jake Moyer

Applies to: Post-Construction

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### PURPOSE

The purpose of this SOP is to describe the Stormwater Management procedure for:

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The City of Westminster Stormwater Program's objective is to limit the amount of pollutant discharge to waterways and provide a safe and healthy environment for the public.

The purpose of this document is to detail procedures for the City's Stormwater Treatment Facility inspection software (PermiTrack) as well as inspection procedures. Stormwater Treatment Facilities are defined as constructed facilities or technology designed to reduce stormwater runoff volume, peak flow and pollutants before discharging to receiving waters and or the City's stormwater system. This document is intended for the use of Permittee's (contractors, HOA's, Property Owners, etc.) to understand the City's inspection software as well as perform routine and/or follow-up stormwater treatment facility inspections.

### PROCEDURE

#### 1. Becoming a New Partner

- The City will complete the necessary information for the primary contact for the stormwater treatment facility(s). This will be the "permittee" for the project.
- A username and password will be sent to the "permittee" via email (sent from [noreply@mypermitrack.com](mailto:noreply@mypermitrack.com)).
- This is the information you will use to access the project, view past inspections, and create new inspections.

#### 2. Receiving a New Project

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- **The City will complete the necessary information to set up new projects and an email will be received by the “permittee” from [noreply@mypermitrack.com](mailto:noreply@mypermitrack.com).**
- **If you are the contact for multiple projects, multiple projects will show up on your PermiTrack account.**
- **At any time, you can use your username and password sent via email to access your associated projects.**
- **An explanation of each item in the Project information as follows:**
  - **Permit Number - Land Disturbance Permit number associated with the project (ENG-XXXX).**
  - **Permit Authority - City of Westminster, CO PC - City Stormwater Analyst.**
  - **Permittee - Primary contact for the stormwater treatment facility (property owner/designee, property management company, landscape contractor, etc.)**
  - **Authorized Inspector - City of Westminster, CO PC - Chosen City inspector.**
  - **Project Contacts - Include all relevant contacts for the project (property owner, management company, contractor, engineering inspector, etc.)**
  - **Project Name - Name associated with the project (ex. Subdivision Filing).**
  - **Project Status - Always active.**
  - **Project Types:**
    - ***Commercial* - Commercial development or redevelopment projects.**
    - ***Municipal* -Municipal projects, generally located in public right-of-way, municipal easements or on municipal properties.**
    - ***Residential* - Residential development or redevelopment projects.**
    - ***Utility* - Utility projects in public right-of-way.**
  - **Inspection Template - Stormwater Treatment Facility inspection template chosen for the project.**
  - **Effective Date - Date that the project is created within the inspection software.**

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- **Start Date** - The date that the project started (can be the date the notice to proceed was issued or the date the project broke ground).
- **Seed Date** - Date the project was seeded/sodded (if applicable).
- **Project Description** - The type of project, including any additional relevant information for the project.
- **Inspection Frequency** - Annual inspection frequency (365 days) for all stormwater treatment facilities.
- **Inspection Email Settings:**
  - **Initial Inspection Overdue Notifications set at 365 days since last inspection:**  
“Your routine compliance follow-up post-construction inspection for the \$project.name project is due. The last reported inspection for was recorded \$project.days\_since\_last\_inspection days ago. Please complete your inspection and enter it at [www.mypermitrack.com](http://www.mypermitrack.com) to meet the annual inspection reporting requirement.”
- **Address** - Approximate address for the project (cross streets, general location).
- **Latitude/Longitude** -Google Maps used to find the lat/long coordinates for the stormwater treatment facility.
- **Total Site Area** - Total area (acres) of the project from the Phase III Drainage Report.
- **Disturbed Area** - Area (acres) of ground disturbance within the total site area.
- **New Impervious Area** - Area of new impervious surfaces (i.e. pavement, concrete, rooftops) within the total site area. Info obtained from the Phase III Drainage Report.
- **Project Documents** - Upload all documents that are related to the project. These include, but are not limited to the Construction Drawings (CD's), the

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Phase III Drainage Report, Water Quality Stormwater Management Design Standards Form, the Operation and Maintenance (O&M) Manual, and the Official Development Plan (ODP).

- **Project BMP's - All applicable stormwater treatment facility components associated with the facility selected by the City based on the CD's and Phase III Drainage Report.**

**3. City Inspections - Conducted by City Staff**

**An explanation of the City's inspection report is as follows:**

- **Inspector\*** - The appropriate City inspector at that time of inspection.
- **Weather Trends** - Weather conditions at the time of inspection (i.e., sunny, cloudy, rain, snow, etc.)
- **Last Precipitation End Date** - The date of the last precipitation event (obtained from Thornton Weather <http://www.thorntonweather.com/denver-climatology.php>)
- **Source of Data** - Rain gauge.
- **Temperature** - Temperature at time of inspection.
- **Reason for Inspection** - Type of inspection:
  - **Routine** - Inspection that is conducted every 365 days for active stormwater treatment facilities.
  - **After Rainfall** - Inspection that occurs within 48 hours of precipitation event (Not typically used).
  - **Complaint** - Inspections that occur due to a citizen complaint.
  - **Violation Follow-Up** - Inspection that is conducted as a follow up to a routine inspection and applies to any routine maintenance items or component failures found in the routine inspection (completed by property owner).
- **Action Required** - The correspondence/enforcement based on the result of the inspection.

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- **Comment - Any additional comments from the inspection.**
  
- **Inspection Documents - Any relevant documents from the inspection (ex. Material tickets, additional photos, facility specifications, etc.)**
  
- **Inspection Items - Inspect all of the relevant components associated with the stormwater treatment facility (i.e., inlets pipe(s), outlet pipe, sod/seed, trickle channel, outlet structure, etc.) based on condition and routine maintenance.**
  - **Inspected - Verify that the control measure was inspected.**
  
  - **Status - Always active unless the facility component has not yet been constructed or was never constructed.**
  
  - **Condition:**
    - **N/A - Component has not yet been installed or was never installed.**
    - **Correct - Component is adequate and in good condition.**
    - **Ineffective - Failure to implement control measure or inadequate control measure.**
    - **Routine Maintenance - Control measure requires routine maintenance.**
  
  - **Comments - Additional comments related to the facility component as well as maintenance/replacement guidance (i.e., “mow/cut down vegetation, remove sediment from concrete trickle channel, etc.).**
  
  - **Photo - Photo of facility component.**
  
- **Once a City inspection is completed for the project, the inspection report will be sent automatically to all contacts associated with the project.**

**4. Routine/Violation Follow-Up Inspections - Conducted by Property Owner or Designee**

**In accordance with requirements set forth in the Operation and Maintenance (O&M) Manual for the stormwater treatment facility, all property owners are responsible for**

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ensuring that facility(s) on their property are properly maintained and that they function as designed. Property owners must complete facility inspections on an annual basis, these shall be submitted to the City of Westminster prior to May 31<sup>st</sup> of each year.

If a City or routine inspection reveals any control measures that are ineffective or require routine maintenance, the Permittee (Qualified Stormwater Manager) is required to correct any deficiencies or maintain items and document the repairs through a follow-up inspection using PermiTrack within 30 days of the inspection date. Please contact the Stormwater Analyst within 30 days for any modification requests to this time frame (Jake Moyer, [jmoyer@cityofwestminster.us](mailto:jmoyer@cityofwestminster.us), 303-658-2339).

**Conducting a routine/violation follow-up inspection:**

- Use your username and password to log in to the PermiTrack software to access the project and associated inspections.
- Toggle to the “+ Add Inspection” tab to complete an inspection.

**Complete the inspection report as follows:**

- Inspector\* - The designated inspector for the facility (designated by property owner).
- Weather Trends - Weather conditions at the time of inspection (i.e., sunny, cloudy, rain, snow, etc.)
- Last Precipitation End Date - The date of the last precipitation event (refer to Thornton Weather <http://www.thorntonweather.com/denver-climatology.php>)
- Source of Data - Rain gauge.
- Temperature - Temperature at time of inspection.
- Reason for Inspection - Choose Violation Follow-Up Inspection.

**Routine Inspection - Inspection that occurs on an annual basis. These inspections are either conducted by the City or the property owner in accordance with the O&M Manual for the stormwater treatment facility(s).**

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**Violation Follow-Up - Inspection that is conducted after a routine inspection has identified components of the facility that are ineffective or require routine maintenance. These inspections must occur within 30 days of the Routine Inspection (unless a modification to this time frame is requested).**

- **Action Required - The correspondence/enforcement based on the result of the inspection.**
- **Comment - Any additional comments from the inspection.**
- **Inspection Documents - Any relevant documents from the inspection (i.e., Material tickets, additional photos).**
- **Inspection Items (Facility Components) - Inspect all of the relevant components associated with the stormwater treatment facility (i.e., inlets pipe(s), outlet pipe, sod/seed, trickle channel, outlet structure, etc.) based on condition and routine maintenance.**
- **Inspected - Verify that the deficient control measure was corrected and inspected.**
- **Status - Always active unless the facility component has not yet been constructed or was never constructed.**
- **Condition (Routine Inspection) -**
  - **N/A - Component has not yet been installed or was never installed.**
  - **Correct - Component is adequate and in good condition.**
  - **Ineffective - Failure to implement control measure or inadequate control measure.**
  - **Routine Maintenance - Control measure requires routine maintenance.**
- **Condition (Violation Follow-Up Inspection) - The purpose of this follow-up inspection is to verify that ineffective components and components requiring routine maintenance are corrected within 30 days following the City or routine inspection. The condition should always be “correct” for this section, which means that the component is adequate and in good condition.**

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- **Comments** - Additional comments related to the control measure as well as maintenance/replacement guidance (i.e., “mow/cut down vegetation, remove sediment from concrete trickle channel, etc.).
  
- **Photo** - Insert photo of facility component. If using an iPad or phone, click on choose file, then take a photo. Photos can also be uploaded if using a computer.
  
- **Once the inspection is completed for the project, choose the City and relevant contacts associated with the project. The inspection report will be automatically sent to the chosen contacts.**
  
- **Once this inspection is received by the City, the inspection frequency will go back to Routine (365 days) inspection frequency.**

**5. Records**

- **The following records may be used to document activities performed:**
  - **Records of employee training with sign-in sheet and topics covered.**
  - **Post-Construction inspection reports and related documentation. All inspection records will be kept in PermiTrack indefinitely.**