

Town of Vienna Stormwater Management Record Keeping

STANDARD OPERATING PROCEDURES

Documentation to be submitted to the Virginia Department of Environmental Quality:

- The Department of Public Works will document and track in Excel format the number and type of exceptions granted to the Town's stormwater management provisions in accordance with Town Code 23-17.F.
- The Department of Public Works will collect the following information in Excel format on each stormwater management facility newly installed in the Town: geographic coordinates, acres treated, and the surface waters into which the stormwater management facility will discharge.
- The Department of Public works will collect and track in Excel format the number and type of enforcement actions taken on existing stormwater management facility in the Town.
- The Town will submit the above information on a fiscal year basis (July 1 to June 30) to the Virginia Department of Environmental Quality no later than October 1 of each year with the Town's MS4 permit annual report.

Documentation to be maintained by the Town:

- Project records, including approved stormwater management plans, will be kept by the Department of Public Works for at least three years after general permit termination or project completion.
- Stormwater management facility inspection records shall be entered into Excel format by the Department of Public Works and retained for at least five years from the date of inspection.
- Stormwater management facility inspection certifications submitted by property owners will be repainted by the Department of Public Works for at least five years from the date of inspection.
- Construction record drawings submitted in accordance with Town Code 23-14.D will be maintained by the Department of Public Works in perpetuity or until a stormwater management facility is removed.