

## **Instructions for Stormwater Facility Maintenance Inspection**

Commercial property owners, multifamily residential properties, and owners of single family residential properties with privately maintained drainage and stormwater facilities are required by King County Code titles 9.040.120 and 9.12 to maintain their drainage and stormwater control facilities to King County standards. As a commercial property owner, multifamily residential property manager, or a single family residential property owner with privately maintained drainage and stormwater control facilities, you are responsible for your own inspection using either an in-house inspector or an outside vendor. You are also responsible for performing any maintenance identified by the inspection.

The inspection, and any required maintenance work must be completed and reported to WLRD by November 1, on the enclosed *Commercial Drainage Facility Maintenance Checklist* to qualify for the SWM fee discount. Basic instructions follow:

### **1. Facility Identification**

The first step is to look on your enclosed site plan and determine which facility components are on your property. Check the appropriate column, “Yes” or “No” on the Maintenance Checklist.

### **2. Inspection**

For all facility components that you have, conduct an inspection. You may use in-house personnel or a vendor to perform the inspection. Refer to the enclosed booklet, *King County Drainage Maintenance Standards*, which describes the King County standard for each component and identifies defects with a defect number and description of the defect. If no work is required and the facility component already meets the standard, write “meets standard” in the space for that component. If a component has a defect, list the defect number in the space for that component. See the enclosed “TIPS FOR SUCCESSFUL DRAINAGE FACILITY SELF-INSPECTION” for detailed instructions.

(*Note:* If there are multiple facility components of a particular type on your property, list each one by its site plan number – CB-1, CB-2, for catch basins or CB-1 – CB-2 for a pipe between CB-1 and CB-2, etc. – along with the defect number. You need only list the defective component in this case, and do not need to write “meets standards.”)

### **3. Maintenance work**

If maintenance is required, have the work performed by qualified in-house personnel or a qualified vendor. Check off that the work has been completed in the “Work Completed” column and enter the date it was completed.

#### **4. Certification**

Sign and date in the certification section of the “COMMERCIAL DRAINAGE FACILITY MAINTENANCE CHECKLIST,” under penalty of perjury, that the self-inspection and maintenance have been performed.

#### **5. Submittal**

Mail or fax the checklist, worksheet, and all supplemental documentation to:

**Department of Natural Resources and Parks  
Water and Land Resources Division  
King Street Center, KSC-WLR-0600  
201 S Jackson Street, Suite 600  
Seattle, WA 98104-3855**

**Attn: Andrew McDonald  
Fax Number 206-296-0192**

**These documents must be received by November 1, to qualify for the SWM fee discount. If you are having difficulty meeting this deadline, email [stormwater@kingcounty.gov](mailto:stormwater@kingcounty.gov) or call 206-477-4811 and request an extension. A temporary extension to the deadline may be arranged.**