



# POST-CONSTRUCTION STORM WATER SITE MANAGEMENT ACKNOWLEDGEMENT AND INSPECTION

## 1. PURPOSE

- a. Owner/Operator must perform adequate maintenance to ensure the proper intended operation of different structural or non-structural control measures. Ordinance 2037, passed on 12/01/15, states that any site that is developed or redeveloped and disturbs one acre or more is required to develop and implement a maintenance plan that addresses post-construction maintenance requirements for any structural or non-structural control measures installed on site.
- b. Develop standard procedures for completing annual post-construction inspections of storm water properties to ensure that the Post-Construction Storm Water Maintenance Plan is followed and pollutants are contained and managed. Annual is defined as calendar year.
- c. Maintain log of post-construction maintenance and inspections of different structural or non-structural control measures performed on behalf of the property owner who disturbs one acre or more, or that disturb less than one acre that are part of a larger common plan of development or sale. Maintain records for five years and must be readily available for inspection.

## 2. SUBMISSION OF POST-CONSTRUCTION MAINTENANCE PLAN

**The Maintenance Plan must be submitted to Permits and approved by the City of Sugar Land Environmental Manager on or before the date that:**

- a. The City issues a certificate of occupancy, required as part of the development or redevelopment of the site, or,
- b. Substantial completion of the new development or redevelopment of the site if no certificate of occupancy is required as part of the development or redevelopment of the site.
- c. Maintenance plan, once approved, must be filed and recorded by the Owner or Operator in the real property records of Fort Bend County.
- d. A copy of the Fort Bend County recorded Post-Construction Maintenance Plan must be on the property at all times.

## 3. POST-CONSTRUCTION INSPECTION

**Must be completed by a licensed professional engineer registered in the State of Texas.**

- a. Conduct annual post-construction inspections and submit inspection form and if applicable, supporting documents and photographs, of Post-Construction Inspection to the City of Sugar Land Environmental Manager via email [stormwater@sugarlandtx.gov](mailto:stormwater@sugarlandtx.gov).
- b. Annual post-construction inspections reports are due by January 31 every year.
- c. The first inspection report and inspection reports every 5 years afterwards shall be submitted and sealed by a licensed professional engineer in the State of Texas.
- d. Evaluate the site and document inspection findings using the Post-Construction Inspection Form.
- e. Communicate with owner/manager regarding any noncompliance items.

f. Persons responsible for the operation and maintenance of a stormwater management facility must make records of the installation and of all maintenance and repairs. Records of the inspection, maintenance and repairs must be completed, signed by the responsible person, and retained for a minimum of 5 years, for review upon City request.

g. Deficiencies must be addressed within 90 days or are subject to a fine not more than \$2,000 for each offense per day.

By signing below, I (the Owner) acknowledge and agree that the work as described herein shall conform to all local, state and federal laws as well as local ordinances whether specified or not. The granting of this permit does not give authority to violate or cancel the provisions of any site or local law regulating the type of work being performed.

X \_\_\_\_\_  
SIGNATURE OF OWNER DATE

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

TPDES Construction Permit Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CONTACT INFORMATION:**  
City of Sugar Land  
Environmental Manager  
Environmental and Neighborhood Services

**P.O. Box 110**  
Sugar Land, TX 77487-0110  
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