

SWM Facility Record Report & Certification Form

Instruction: The purpose of the stormwater management (SWM) facility record report certification process is to verify that all stormwater management facilities and associated conveyance systems have been built in accordance with the approved plan and the design specifications. All required information shall be submitted to SID for approval in accordance with Section 4.1.2 of the VT Annual Standards and Specifications for ESC and SWM. VTSID approval is required prior to receiving the VT Termination of Land Disturbance that is necessary for the permittee’s termination of a Construction General Permit. The following shall be submitted for each permanent post-construction stormwater management facility:

(1) A completed copy of this form

- A copy of this form shall be submitted for each permanent stormwater management facility that has been constructed. The applicant shall ensure that this form is completed in its entirety and all applicable documentation is included with the submittal.
- A copy of the appropriate Stormwater Record Report Checklist and all applicable documentation shall be submitted.

(2) Certified Professional Inspection Log

- A copy of the applicant’s inspection log and photos shall be submitted with this form. This log should document all critical aspects of SWM facility construction to demonstrate compliance with the approved plan and specifications. For example, a bioretention facility requires a liner. Without an inspection log and photos, there would be no assurance post-construction that it was installed to specification because it is not visible from the surface.

(3) Certified Record Drawing (As-built)

- A record drawing of the plans is required to be submitted with this form. The plans should indicate any changes that differ from the approved plans, along with any applicable computations.
- A clear means, such as a checkmark, shall be used to demonstrate that the applicant agrees with the constructed values.
- For any revisions to the plans, including numeric changes, a red line shall be used to cross out the original item, and the actual revision shall be entered beside the crossed out value.
- Elevations shall be to the nearest 0.1 foot.
- The storage volume of the facility, including all dimensioned structures, shall be verified with the certification.
- Survey information in plan view with a table showing elevations for each layer of the SWM facility compared to the design elevations, if applicable.
- All submitted plan sheets shall be labeled as “Record Drawing.”

(4) Long Term Maintenance Responsibility

Responsible Department:	Contact Person:
Title:	Contact Information:

Section 1– Contractor Information:

Company:	Contact Person:
Title:	Phone Number:

Plan Name:	Plan Date:
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Section 2– Record Drawing Certifications Statement

A Licensed Professional shall provide the following certification of the SWM Record Report, including inspections, monitoring and other efforts used for the certification of Stormwater Management facilities during construction.

Record Drawing Certification

I certify that I am a Licensed Professional in the Commonwealth of Virginia and that to best of my knowledge, having completed site-specific inspection(s), the stormwater management facility referenced on this form is constructed in accordance with the approved plans and specifications and all of the information provided with this certification is complete and accurate.

Design Firm Name: _____

Mailing Address: _____

Business Phone: _____

Name of certifying individual: _____

PLACE SEAL HERE

Signature: _____ Date: _____

Section 3 – Record Report Approval

(To be completed by SID staff only)

VTSID Representative (print): _____

Signature: _____ Date: _____