



Department of Public Works
Infrastructure Services Division
Environmental Engineering Section

Stormwater Management Plan Recertification Checklist

A written recertification must be submitted every five (5) years for an approved Stormwater Management Plan (SWMP). A SWMP shall be recertified by a Professional Engineer.

This recertification verifies that the stormwater drainage facilities operate as originally approved and are actively maintained as outlined in the approved SWMP.

Recertification Submittal Documentation

Stormwater Management Plan Recertification Application

Site or Utility Plan – The plan(s) shall clearly show and label all stormwater structural BMPs, green infrastructure facilities, and all outfalls requiring IDDE inspection. Copies of the plans included in the approved SWMP may be used.

Structural BMP Field Inspection – The BMP field screening will help determine if the BMP is maintained and functioning as approved. Ensure each BMP is identified on the site or utility plan and appropriately labelled.

Inspection Photos – Provide captioned photos to verify that the BMPs are maintained and in compliance.

Infiltration Testing (Pervious or Permeable Pavement Only) – The pervious or permeable pavement must demonstrate a minimum infiltration rate of 10 inches per hour. The recertifying engineer shall provide proof of successful infiltration testing in accordance with ASTM C1701 or ASTM C1781.

Supporting Maintenance Receipts (Encouraged) – If available, maintenance logs and/or invoices can be submitted to demonstrate non-structural BMP adherence.

Illicit Discharge Detection and Elimination (IDDE) Field Screening – The IDDE investigation will help determine the potential presence of non-stormwater discharges or illicit dumping. This form is not required if the property is located in the combined sewer service area.

Letter of Financial Guarantee – An updated letter is required every five (5) years indicating that sufficient funds have been allocated to maintain the BMPs as described in the approved plan. The letter shall be printed on company letterhead. A template is provided.

Certification Statement – Statement provided, signed, and stamped by a Professional Engineer certifying that the structural BMPs perform as required per the approved SWMP.

New recertification submittals shall be reviewed by the City within 8-10 working days. Additional comments by the City will require a resubmittal. The City reserves the right to request supplemental documentation not listed in the checklist above. This includes but is not limited to hydrologic modeling. If the BMPs are found to be in violation of the City of Milwaukee Code of Ordinances 120-15, the development shall be subject to the enforcement procedures and penalties set forth in s. 120-17.

Once the final recertification is approved by the City Engineer, the owner and preparer will be notified by email. A digital copy of the final recertification documents and Letter of Approval signed by the City Engineer will be provided. Hard copies will be mailed upon request.

For additional information, please contact Tony Jazdzyk at (414) 286-2355.