



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 Jazdyk at (414) 286-2355.



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# Stormwater Management Plan Recertification Application

Submittal Date

## I. Owner / Developer Information

Company

Name

Address

City  State  Zip Code

Phone  Email

## II. Preparing Engineer Information

Company

Name

Address

City  State  Zip Code

Phone  Email

## III. Project Information

Project Name

Site Address

Parcel Taxkey(s)

## IV. Illicit Discharge Detection and Elimination

If the site is located in the municipal separate storm sewer area, an IDDE inspection is required for each outfall on-site.

Sewer Service Area	No. of Manholes On-Site
<input type="checkbox"/> Separate Storm Sewer <input type="checkbox"/> Combined Sewer	<input type="text"/>

## V. Post-Construction Stormwater Management Information

**BMP Alterations**  
Summarize any changes to the approved BMP(s) and to its tributary area.

**Structural BMPs**  
List all approved drainage facilities to be recertified per the approved SWMP.

**Non-Structural BMPs**  
List all operation and maintenance activities completed on a routine basis.



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## Structural BMP Field Inspection

An inspection form must be submitted for each structural BMP in the approved Stormwater Management Plan.

### I. Inspection Information

Inspected By  Date  Time

### II. Weather Conditions

Description of Current Weather Conditions   
Last Rainfall Summary: Date  Total Depth  inches

### III. BMP Information

BMP Type  BMP ID (Ex: BSW01, BSW02, etc.)   
Location Description

### IV. Infiltration Rate

This section is for pervious or permeable pavement only. A successful infiltration test in accordance with ASTM C1701 or ASTM C1781 shall be provided.  
Infiltration Rate  inches per hour

### V. Visual Observations

<b>Outlet Structure Condition</b>	<b>Cleanout Condition</b>	<b>Underdrain</b>	<b>Infiltration</b>	<b>Waste Accumulation</b>
<input type="radio"/> Okay	<input type="radio"/> Okay	<input type="radio"/> Okay	<input type="radio"/> Okay	<input type="radio"/> None
<input type="radio"/> Clogged	<input type="radio"/> Clogged	<input type="radio"/> Clogged	<input type="radio"/> Ponding (after 48 hours)	<input type="radio"/> Construction Debris
<input type="radio"/> Damaged	<input type="radio"/> Damaged	<input type="radio"/> Damaged	<input type="radio"/> Needs Attention	<input type="radio"/> Hazardous
<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> N/A	<input type="radio"/> Organic (Leaves, grass clippings, etc.)
				<input type="radio"/> Other

Additional Observations

### VI. BMP Performance

Based on the above observations, is the structural BMP functioning as designed?  
 Yes  No

### VII. Attachments

Inspection Photos  Yes  No  
Maintenance Logs or Invoices (Optional)  Yes  No



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Illicit Discharge Detection and Elimination
Field Screening

The screening shall be performed for each on-site storm structure (outfall) located farthest downstream before stormwater leaves the property. It shall be completed during dry weather periods (72 hours after measurable rainfall).

I. Inspection Information

Inspected By [ ] Date [ ] Time [ ]

II. Dry Weather Conditions

Description of Current Weather Conditions [ ]
Last Rainfall Summary: Date [ ] Total Depth [ ] inches

III. Outfall Description

Structure ID (Ex: MH01, MH02, etc.) [ ] Active Outfall Yes No
Location Description [ ] Flow Rate [ ] feet per second

If the outfall is active, complete Section IV below.

IV. Visual Observations

Table with 5 columns: Color, Odor, Turbidity, Surface Film, Waste Accumulation. Lists various observation categories and options.

Field Observations
Document any additional observations. If 'Other' was selected for any of the above observations, please describe below.
[ ]

V. Field Analysis Conclusion

Based on the above observations, is an illicit discharge suspected at this outfall structure that requires additional investigation by the City?
[ ] Yes [ ] No



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# Stormwater Management Plan Certification Statement

STATE OF WISCONSIN-MILWAUKEE COUNTY

I, \_\_\_\_\_ a registered professional engineer, certify that:  
*Name*

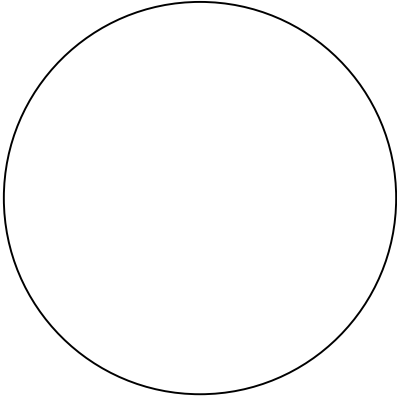
- 1. I have verified the performance of the structural Best Management Practices (BMPs) included in the Storm Water Management Plan for the development known as \_\_\_\_\_ located at \_\_\_\_\_; and  
*Name of Development* *Development Address*
- 2. The Storm Water Management Plan Recertification and the associated maintenance plan comply with the provisions of Chapter 120 of the Milwaukee Code of Ordinances and State Law.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
LICENSE NUMBER



Seal