



September 12, 2019

Re: Private Stormwater Best Management Practice Maintenance – 2019: Reminder

Dear Property Owner/Property Manager:

You received a letter from the City dated January 24, 2019, regarding the maintenance of your stormwater best management practice (BMP). This is a reminder that maintenance and documentation of the BMP is required by **Friday July 24, 2020**. The original mailing can be found on the City website: www.cityofroseville.com/privatebmp.

To get the BMP current, the property must do the following:

1. Contact the City with a schedule of maintenance activities.
2. Inspect and fill out an inspection checklist for each BMP. If your site has multiple BMP's, an overview map should be included noting the location and inspection number.
 - a. Note: Ponds, wetlands, and sumped catch basins/manholes should use the Pond Inspection checklist and others practices can use the bioretention checklist. If your BMP is a manufactured proprietary structure (StormTech, StormTrap, Contech, etc.), refer to their maintenance recommendations.
3. Maintain the BMP to ensure proper functionality.
 - a. Information on maintaining the BMP can be found on the Minnesota Stormwater Manual's webpage (https://stormwater.pca.state.mn.us/index.php?title=Main_Page), or per your manufacturer's recommendations.
 - b. Maintaining storm ponds should follow the MPCA's "Managing Stormwater Sediment Best Management Practice Guidance" May 2017.
4. Document the BMP post-maintenance to show the work completed, and include 1-2 photos of each BMP.
5. Fill out and return the Operation and Maintenance Agreement (available on City website).
6. Create and submit a Maintenance Plan that provides a narrative, schedule, task, and responsible person for maintenance (Example available on City website).
7. Submit this final checklist with inspection documentation.
8. Email items 1-7 to ryan.johnson@cityofroseville.com for review.

Thank you for your cooperation on this matter. You can contact me with questions at ryan.johnson@cityofroseville.com or 651-792-7049. Additional information is available on the City website: www.cityofroseville.com/privatebmp.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ryan Johnson', with a stylized flourish extending to the right.

Ryan Johnson
Environmental Specialist
Roseville Engineering Department