



January 24, 2019

**Re: Private Stormwater Best Management Practice Maintenance - 2019**

Dear Property Owner/Property Manager:

Our records indicate that you have at least one stormwater best management practice (BMP) on your property. This BMP can be a pond, bioretention basin, underground structure, etc. that was a permit requirement through the City and the local Watershed District to mitigate stormwater drainage during development, redevelopment, or an improvement to your property.

As part of the permitting process, maintenance of the BMP is a required component to ensure long-term functionality. With the recent change to City Code 803.05, property owners that have a BMP onsite will be required to maintain their BMP on a schedule.

**To get the BMP current, the property must do the following within 18 months.** The required documents can be found on the City website [www.cityofroseville.com/privatebmp](http://www.cityofroseville.com/privatebmp):

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](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](mailto: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](mailto:ryan.johnson@cityofroseville.com) or 651-792-7049. Additional information is available on the City website [www.cityofroseville.com/privatebmp](http://www.cityofroseville.com/privatebmp).

Sincerely,

Ryan Johnson  
Environmental Specialist  
Roseville Engineering Department