

DATE  
WP

Unique ID# XXXX  
Inspector: Full Name

Name of Business/HOA  
Attn: [Owner / Site Rep / Board Member]  
Street Address  
City, State Zip

Subject: **Stormwater Source Control Inspection Results**  
[Business name / Property description]  
Complete Site Address  
Parcel No. XXX

Dear [Mr. NAME / Ms. NAME],

On DATE, \_\_\_\_\_ Surface Water Management inspection staff conducted a Source Control inspection at [Business name / Property description].

Public Works, Surface Water Management conducts routine inspections of commercial and industrial facilities throughout the county for proper implementation of stormwater source control best management practices (BMPs). The BMP requirements are set forth in the 2015 Stormwater Management and Site Development Manual and codified in \_\_\_\_\_. All potentially pollutant generating sources at a rain on roof municipal separate storm sewer system must implement operational source controls to prevent stormwater runoff from coming in contact with polluting sources. Proper storage and handling of liquids, solid and waste materials at facilities protects health, safety and welfare of the public, and the integrity of the surface waters including our ground water, streams, rivers and wetlands.

The inspection of your facility documented the following best management practices that must be implemented in order to comply with \_\_\_\_\_.

**Required BMPs:**

1. **Name BMP** - See attached document
  - a. Describe specific area or areas and conditions that need to have this BMP implemented.
  - b. Next
  - c. Next
2. **Name BMP** - See attached document
3. Etc....

To ensure compliance, I have scheduled a re-inspection **sixty (60) days.** from the date of this letter, to allow time to implement the required BMPs.

“Stormwater Management and Development Manual” describes the required BMPs and how to implement them. To download or review the manual, go to;

I have addressed this letter to the listed property owner(s) or property representative on record. If you are no longer the property owner or property representative, call me to update our records.

If you have questions or concerns I can be reached at \_\_\_\_\_ or email me at \_\_\_\_\_

Sincerely,

Your name

Your title

Inspector Initials:

Enc: Inspection Map, Checklists, BMP A1.3, Photos

Cc: Owner of the property, if different from the person the letter is addressed to  
File