

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, [REDACTED] Surface Water Management inspection staff conducted a Source Control inspection at [Business name / Property description].

[REDACTED] 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 [REDACTED] 2015 Stormwater Management and Site Development Manual and codified in [REDACTED]. All potentially pollutant generating sources that drain to the [REDACTED] municipal separated 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 [REDACTED] surface waters including our ground water, streams, rivers and wetlands.

The inspection of your facility documented best management practices implemented in compliance with [REDACTED] Code. We thank you for supporting clean water and healthy streams in [REDACTED]

Recommended BMPs:

1. **Name BMP** – If there are recommendations
2. Etc....

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 [REDACTED] or email me at *Inspector's name* [REDACTED]

Sincerely,

Your name
Your title

Inspector Initials:

Enc:

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