

**KENT COUNTY STORMWATER MAINTENANCE DISTRICT
STORMWATER BMPs MAINTENANCE TASKS AND RESPONSIBILITIES GUIDANCE DOCUMENT
BIO-RETENTION FACILITIES**

Preformed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the facility and its buffer area will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Maintain vegetation as outlined in Operation and Maintenance plan: <ul style="list-style-type: none"> ○ For slopes and buffer areas to be maintained as turf condition - mow to maintain grass heights in the 4" to 6" range. ○ For bio-retention areas - weed bio-soil bed and trim landscape plantings as needed during growing season. • Ensure that the contributing drainage area, inlets, and facility surface are clear of trash and debris. • Perform spot-reseeding where needed.
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> • Inspect outlet control structure to ensure openings are free and clear. Remove any trash or debris clogging openings.
Annually	<ul style="list-style-type: none"> • Replace dead or damaged plantings. • Refresh mulch over entire bio-retention cell.

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Refresh or replace rip-rap aprons at inflow and outflow points as needed. • Repair undercut and eroded areas at inflow and outflow structures. • Clear obstructions and accurate sediment at inlet and outlet areas. • Repair or replace loose and damaged trash racks. • Repair banks damaged by erosion or animal burrows.
Every 5 to 25 years	<ul style="list-style-type: none"> • Remove sediment from forebays when 50% of the capacity has been lost. • Repair or replace outlet structure and spillway, as needed • Remove and replace bio-soil to maintain function. • Reconstruct as needed.

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BIOSWALE**

Preformed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the vegetated channel will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Mow vegetated channels to maintain grass heights in the 4" to 6" range. • Ensure that the contributing drainage area, inlets, and swale are clear of trash and debris. • Perform spot-reseeding where needed to maintain 90% turf cover.

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Remove accumulated sediment from inflow points and check dams. • Refresh or replace rip-rap aprons at inflow points as needed. • Repair undercut and eroded areas. • Maintain or replace stone check dams as needed.
Every 5 to 25 years	<ul style="list-style-type: none"> • Reconstruct as needed.

**KENT COUNTY STORMWATER MAINTENANCE DISTRICT
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DRY PONDS**

Performed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the dry pond and its buffer area will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Maintain vegetation as outlined in Operation and Maintenance plan: <ul style="list-style-type: none"> ○ Turf areas - mow basin bottom, slopes and maintenance access to maintain grass heights in the 4" to 6" range. ○ Meadow areas - mow spring and fall to control woody shrubs and trees. ○ Wooded areas - remove fallen limbs and branches to allow maintenance access and remove invasive species as necessary. • Ensure that the contributing drainage area, inlets, and facility surface are clear of trash and debris. • Perform spot-reseeding where needed.
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> • Inspect outlet control structure to ensure openings are free and clear. Remove any trash or debris clogging openings.

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Clear woody and invasive growth within 12 feet of all inlet and outlet points. • Repair low flow channels as necessary for erosion, undercutting, rip-rap displacement, woody growth, etc. • Refresh or replace rip-rap aprons at inflow and outflow points as needed. • Repair undercut and eroded areas at inflow and outflow structures. • Clear obstructions and accurate sediment at inlet and outlet areas. • Repair or replace loose and damaged trash racks. • Repair banks damaged by erosion or animal burrows.
Every 5 to 25 years	<ul style="list-style-type: none"> • Remove sediment from forebays when 50% of the capacity has been lost. • Repair or replace outlet structure and spillway, as needed. • Remove sediment from entire dry pond area. • Reconstruct as needed.

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INFILTRATION**

Preformed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the infiltration facility and its buffer will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Mow infiltration basin and vegetated filter strips as necessary and remove the clippings. • Ensure that the contributing drainage area, inlets, and facility are clear of trash and debris. • Perform spot-reseeding of bare areas as needed.
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> • Check basin bottom three days after storm events over 1/2 inch. Standing water observed after three days is a indication of clogging.

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Clean out accumulated sediments from the forebay. • Remove accumulated sediment from inflow points and check dams. • Refresh or replace rip-rap aprons at inflow points as needed. • Repair undercut and eroded areas. • Maintain or replace stone check dams as needed.
Every 5 to 25 years	<ul style="list-style-type: none"> • Recondition basin bottom to restore infiltration capacity. • Reconstruct as needed.

**KENT COUNTY STORMWATER MAINTENANCE DISTRICT
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CONSTRUCTED WETLANDS**

Preformed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the constructed wetland, vegetated perimeter and buffer areas will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Maintain vegetation as outlined in Operation and Maintenance plan: <ul style="list-style-type: none"> ○ Turf areas - mow slopes and maintenance access to maintain grass heights in the 4" to 6" range. ○ Meadow areas - mow late summer or early fall to control woody shrubs and trees. ○ Wooded areas - remove fallen limbs and branches to allow maintenance access and remove invasive species as necessary. • Ensure that the contributing drainage area, inlets, and shoreline are clear of trash and debris. • Manage invasive species as needed. • Perform spot-reseeding where needed.
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> • Inspect outlet control structure to ensure openings are free and clear. Remove any trash or debris clogging openings.

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CONSTRUCTED WETLANDS**

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Clear woody and invasive growth within 12 feet of all inlet and outlet points. • Repair low flow channels as necessary for erosion, undercutting, rip-rap displacement, woody growth, etc. • Refresh or replace rip-rap aprons at inflow and outflow points as needed. • Repair undercut and eroded areas at inflow and outflow structures. • Clear obstructions and accurate sediment at inlet and outlet areas. • Repair or replace loose and damaged trash racks. • Repair banks damaged by erosion or animal burrows.
Every 5 to 25 years	<ul style="list-style-type: none"> • Remove sediment accumulation from forebays when 50% of the forebay capacity has been lost. • Repair or replace outlet structure and spillway, as needed. • Remove sediment entire area. • Reconstruct as needed.

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WET PONDS**

Performed by Kent Conservation District	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> • Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the wet pond, its vegetated perimeter and buffer areas will be managed or harvested in the future.
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> • Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.

Routine Maintenance Items by HOAs	
As needed	<ul style="list-style-type: none"> • Maintain vegetation as outlined in Operation and Maintenance plan: <ul style="list-style-type: none"> ○ Turf areas - mow slopes and maintenance access to maintain grass heights in the 4" to 6" range. ○ Meadow areas - mow spring and fall to control woody shrubs and trees. ○ Wooded areas - remove fallen limbs and branches to allow maintenance access and remove invasive species as necessary. • Ensure that the contributing drainage area, inlets, and shoreline are clear of trash and debris. • Manage invasive species as needed. • Perform spot-reseeding where needed.
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> • Inspect outlet control structure to ensure openings are free and clear. Remove any trash or debris clogging openings.

Minor and Major Maintenance Items by Stormwater Maintenance District	
Bi-annually	<ul style="list-style-type: none"> • Clear woody and invasive growth within 12 feet of all inlet and outlet points. • Repair inlet and outfall channels as necessary for erosion, undercutting, rip-rap displacement, woody growth, etc. • Refresh or replace rip-rap aprons at inflow and outflow points as needed. • Repair undercut and eroded areas at inflow and outflow structures. • Clear obstructions and accurate sediment at inlet and outlet areas. • Repair or replace loose and damaged trash racks. • Repair banks damaged by erosion or animal burrows
Every 5 to 25 years	<ul style="list-style-type: none"> • Remove sediment accumulation from forebays when 50% of the forebay capacity has been lost. • Repair or replace outlet structure and spillway, as needed. • Dredge sediment from entire pond area. • Reconstruct as needed.