



Permanent Stormwater Management Facility Inspection Form Submittal Requirements

1) Submittal timeline: Failed inspection reports must be submitted within 5 business days from the time of the inspection. All inspection reports – passed, passed with conditions and/or failed, must be submitted to the City of San Marcos Transportation Department by January 31st of each year.

2) Submittals must include the following information:

a) Permanent Stormwater Management Facility Inspection Form Cover Sheet

- Completely fill out cover sheet
- Mark the type and number of Inspection Forms to be included in completed packet

b) Inspection Form(s)

- Complete an Inspection Form for each permanent stormwater facility inspected
- Sign and seal each inspection form
- Include any additional comments and photographs
- Attach additional sheets with relevant information as necessary
- Attach plan sheets for each facility inspected

c) Inspection Packet

- Attach only 1 cover sheet per address
- Attach Inspection Form for each facility inspected
- Attach photographs with captions for each facility and facility assessment inspected

3) Send completed inspection packet to:

▪ **Email:**

stormwatermgt@sanmarcostx.gov

Subject Line: PCBMP - Annual Report (followed by the address of each site)

▪ **By Mail:**

City of San Marcos
Public Services – Stormwater Management
630 E. Hopkins, San Marcos, TX 78666