

EXTENSION REQUEST FORM

Property Representative Page

This page (1) should be completed by the property representative. This form (2 pages), and any supporting documents must be submitted as a single PDF attachment to scminspections@raleighnc.gov. Once received, staff will review the submittal to ensure all requested information is included, and notify the requesting party of acceptance or not.

Site Name: _____

Site Address: _____

N-file #: **N-**_____ Anniversary Date: _____ Has this date passed? [] YES [] NO

Name of Property Owner/Representative completing form: _____

Email: _____ Best Phone #: _____

Relationship to Site:

- [] Property Owner [] HOA Member [] Other; _____
[] Property Manager [] Tenant

(Part 1) - Reason for requesting an extension (must select one):

- A.** A qualified professional has completed a site inspection and identified items that are preventing certification of the site/SCM's as in compliance. Site needs additional time to address the concerns, and re-inspect.
- B.** An Annual Inspection Certification Report was submitted to Stormwater Staff and denied. The site needs additional time to address the issues identified by staff, and then have a qualified professional re-inspect.

(Part 2) - Please initial to confirm the following:

- _____ A. I have included a NON-CERTIFIED/Failed Inspection Report from a qualified professional, documenting the condition of the site/SCM(s), and the items preventing certification as "in-compliance." The qualified professional has also completed page 2 of this form. (*Skip if you selected "B" in Part 1*).
- _____ B. I have confirmed with all hired professionals that all maintenance/repair work and re-inspections needed for certification can be completed before the extension date being requested.
- _____ C. I have included documentation that the necessary repairs/maintenance have been contracted/scheduled (such as a contract, work order, scope of work, invoice, etc.)

Site Record Keeping:

- [] YES [] NO Does this site maintain records of routine inspection, maintenance and/or repair performed on the SCM(s)?
- [] YES [] NO Does this site maintain copies of their Annual Inspection Reports previously accepted by the City?
- [] YES [] NO Does the site maintain documentation on their SCM(s)? (such as as-built plans, as-built certification, device detail plans, O&M Manuals, etc...)

Extension Request Date:

All items preventing certification will be addressed, and a certified annual inspection report submitted to staff by;

(month)_____ **(day)**_____ **(year)**_____

I understand that failure to submit a certified annual inspection report by the date requested may result in enforcement, and potential fines. I also understand that using an extension request may prohibit the site's ability to use an extension in the future.

Site Representative Signature: _____ **Date:** _____

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Qualified Professional Page

This page (2) should be completed by the qualified professional. Note that all Annual Inspection reports must be completed and certified by a North Carolina Professional engineer, surveyor, or landscape architect. To request an extension the Qualified Professional completing the annual inspection needs to provide a NON-CERTIFIED/Failed Inspection Report detailing the items preventing certification, unless otherwise instructed by staff.

Select One: Surveyor Engineer Landscape Architect

Name: _____ License Number: _____

Title: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Direct Phone: _____

Information to Include in Failed Inspection Report

- Summary of general site conditions, and level of maintenance/condition of each SCM.
- Statements about the items preventing certification of the devices/site, and recommended action.
- Photos depicting site conditions, and items preventing certification.

*If there are multiple devices in a report, the information and photos for each device should be clearly separated and labeled. Devices should be named/referenced by identifiers on stormwater management plans for that site.

Please Check all that Apply

- After performing a thorough inspection of the site, I found that not all required stormwater control facilities (including open space areas) are performing properly and/or in compliance with the approved stormwater control plan, the applicable maintenance manual required by Unified Development Ordinance (UDO) Sect 9.2.2(D) and the Raleigh Stormwater Control and Watercourse Buffer Manual.
- There is outstanding maintenance and/or repairs that need to be completed to certify the devices.
- I have detailed the items that are preventing certification of the site in a report format on the attached pages.
- I have spoken with the site and/or their hired professionals about having these items addressed.
- I intend to perform the re-inspection of this site, and certification of the annual inspection report once the items detailed below are addressed.

Total # of SCMs: _____ **SCM Type(s):** _____

(Wetland, Wet Pond, Dry Pond, Bioretention, UG Detention, UG Sand Filter, Grassed Swale, Level Spreader w/ VFS, PPUOS, Permeable Pavement, Infiltration)

Answer the following, and provide any additional details in the attached report (NR = No Representation)

YES NO NR Do you think the SCM(s)/site is receiving adequate routine maintenance throughout the year?

YES NO NR Are there any ongoing maintenance concerns at this site?

YES NO NR Do you think any SCM(s) is nearing its life expectancy?

YES NO NR Are there any large maintenance or repair items you recommend the site prepare for?

YES NO NR Any recommendations to improve the maintenance or function of the device(s)?

Qualified Professional Signature: _____ **Date:** _____