[Town/City Name]

[Department Name]

[Address]

[Date]

[Recipient Contact Information]

[Recipient Address]

Subject: Request for Stormwater BMP Inspection & Maintenance Annual Reporting Form

This letter is to request the submission of the attached Annual Inspection & Maintenance (I&M) Reporting Form, as required to maintain compliance with the [Site Plan Approval/ Stormwater Permit] for [Address] ([Project Name/Number]). Under this property’s [Site Plan Approval/ Stormwater Permit] granted by the [Town/City of X], you are required to report annually on inspection and maintenance (I&M) activities related to stormwater management features on your property. Please reference this property’s approved Stormwater I&M Plan to identify the I&M activities outlined in the Plan.

The purpose of annual stormwater I&M is to ensure that each property’s stormwater management features are operating as designed so that surrounding land and water resources are protected from flooding and pollution. The [Town/City] is also required by Federal law to ensure adequate I&M is taking place on your property. Non-compliance with this requirement can result in enforcement actions such as [insert enforcement actions listed in appropriate ordinance/regulations, e.g., fines], as outlined in the [Town/City’s Ordinance/ Regulations Name] and associated project approval conditions, as well as RSA Chapter 676, Section 17.

Please complete, sign, and return the attached Stormwater BMP Annual I&M Reporting Form to [Name] at [Address] within [timeframe]. If you need information regarding the stormwater BMP I&M requirements, please consult your property’s Stormwater I&M Plan and the [website name and link]. Please contact the [Town/City Name]’s [Responsible Department] at [Email], or [Phone Number] if you have any questions, if the project is still under construction, if you are no longer the property owner or responsible party, or if you feel this request was sent in error.

Sincerely,

[Signature]

[Name]

[Title]

[Department Name]

[Town/City Name]