[Town/City Name]

[Department Name]

[Address]

[Date]

[Recipient Contact Information]

[Recipient Address]

Subject: ACTION REQUIRED—Resubmittal Required of Stormwater BMP Inspection & Maintenance Reporting Form for [Address], [site plan approval project/ permit number]

The [Town/City] has received the Annual Inspection & Maintenance (I&M) Reporting Form associated with the [Site Plan Approval/ Permit] for [Address] ([Site Plan Approval Project Name/ Number]). Thank you very much for submitting this form to our office, as required. Unfortunately, according to the submitted response, certain required elements of the approved Stormwater Best Management Practice (BMP) I&M Plan were not completed. Proper I&M is critical to ensuring that BMPs continue to perform as designed, removing pollutants from stormwater to protect downstream waterbodies. In addition, the [Town/City] is required by Federal law to ensure adequate I&M is taking place at your property.

Please review this property’s Stormwater BMP I&M Plan and update your I&M Reporting Form to document that the missing items have been completed. These include: [list items that must be completed based on the initial Stormwater BMP I&M Plan submitted as part of the project approval]. Please update and resubmit the I&M Reporting Form (which can be found on [Town/City Website Name and Link]) by [Date] after all required I&M is completed. You can contact me at [email] or [phone number] if you foresee a problem with this request or have any questions.

Thank you,

[Signature]

[Name]

[Title]

[Department Name]

[Town/City Name]