



**WESTMINSTER**  
COLORADO

# Initial Inspection

Summary of Construction Program & Expectations

By Heather Otterstetter,  
Robert Pacheco, and David  
Scott (WWE)

Created March 18, 2020

# AGENDA

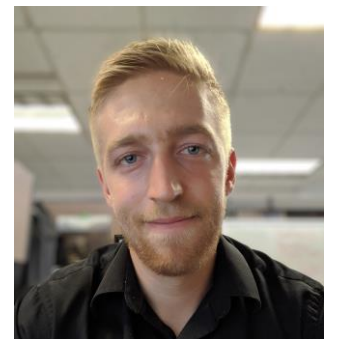
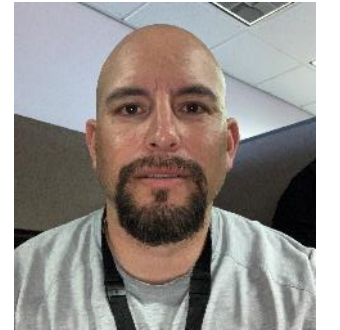
- I. Introductions
- II. What to Expect during an Initial Inspection
- III. City Stormwater Inspections
- IV. Land Disturbance Permit Closeout
- V. Other Tips

Logo Design by Sean McCartney



# MEET THE TEAM

- Heather Otterstetter (Westminster) – Stormwater Coordinator – Reviews SWMPs and manages construction stormwater program for the City
- Robert Pacheco (Westminster) – Construction Stormwater Inspector
- Jake Moyer (Westminster) – Post-Construction Stormwater Inspector (e.g. rain gardens, EDBs, etc.)



# WHAT TO EXPECT DURING AN INITIAL INSPECTION?

- Due to COVID-19, we will be walking the site solo. We will call if we need clarification. Please provide a phone number prior to the initial inspection. We will inform you of the time and date prior to the inspection. Workers can be onsite but should follow social distancing practices with City staff and consultants.
- Let us know who should be copied on inspection reports.
- Let us know if you are self-performing 14-day inspections per the State permit or if you have hired a consultant. Do you want them copied on inspection reports?
- Let us know if you are self-performing BMP maintenance or if hired a subcontractor.

# WHAT TO EXPECT DURING AN INITIAL INSPECTION?

- We will be inspecting for the proper installation of initial BMPs shown in the first phase of the SWMP drawings/Erosion and Sediment Control Plan. We will walk the entire site and take photos.
  - *If changes to the site map/initial BMPs have changed since the SWMP was approved, please send to [hotterst@cityofwestminster.us](mailto:hotterst@cityofwestminster.us).)*
  - *If you would like to switch out BMPs originally shown on the approved SWMP, please call Robert (720-206-5118) or David (215-520-5862) to discuss in advance of the initial inspection.*




# WHAT TO EXPECT DURING AN INITIAL INSPECTION?

- If initial BMPs have been installed correctly per BMP details, this will be noted on an Initial Inspection Form to be emailed within 24 hours of the inspection. You will then be allowed to start construction.
- If deficiencies are observed, deficiencies will be noted in the Initial Inspection Form and emailed within 24 hours of the inspection.
  - You will need to repair the deficiencies, take pictures of the repairs, and complete an Operator Compliance Form (will be provided with instructions).
  - The City will review the Operator Compliance Form and if approved, you will then be allowed to start construction.
  - If too many deficiencies are observed, the City may require re-inspection


# CITY STORMWATER INSPECTIONS

- City conducts inspections every 30 days
- Does not count towards State inspection requirements for contractors
- Three result types: 1) passing, 2) passing but needs maintenance, and 3) deficiencies exist (fail)
- Point in time inspection – reason for including street sweeping, empty waste bins, and empty concrete washouts even though they may be planned for later that day
- City has to conduct a Follow-Up Inspection within 14 days if deficiencies are found (No. 3 above)

 <b>WESTMINSTER</b>		<b>MS4 STORMWATER COMPLIANCE INSPECTION</b>	
<b>Project Information</b>			
Project Name: _____			
Project Address: _____		Land Disturbance Permit #: _____	
CDPS Permit No.: _____		Date of Inspection: _____	
Project Contractor: _____		Phone Number: _____	
Project Qualified Stormwater Manager: _____		Phone Number: _____	
<b>Reason(s) for Inspection</b>			
<input type="checkbox"/> <b>Initial Inspection</b> <input type="checkbox"/> Required 45 Calendar Day <b>Routine Inspection</b> for MS4 Oversight <input type="checkbox"/> Required 14 Calendar Day <b>Indicator Inspection</b> for MS4 Oversight (screening/drive-by) <input type="checkbox"/> Required 14 Calendar Day <b>Compliance Inspection</b> for MS4 Oversight (corrective action follow-up)		<input type="checkbox"/> Required every 90 Calendar Day <b>Reduced Inspection</b> for inactive sites/stormwater management program/SWMP staff vacancy (circle one) <input type="checkbox"/> <b>Complaint:</b> Date reported/identified: _____ <input type="checkbox"/> Other: _____	
<b>Construction Site Assessment</b>			
1. Did the project fail to implement control measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5. Do any control measures need routine maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Were inadequate control measures observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. Were the results of this inspection discussed with the QSM?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Was offsite tracking observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. Were all pollutant sources evaluated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Were any offsite discharges observed at the time of inspection? If yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Comment: _____			
<b>MS4 Inspection Results</b>			
<input type="checkbox"/> <b>Passing Inspection:</b> No deficiencies exist. <input type="checkbox"/> <b>Passing Inspection:</b> No deficiencies exist but routine maintenance identified. <input type="checkbox"/> <b>Deficiencies Exist:</b> Please note corrective actions must be addressed immediately in most cases.		<b>Deficiencies identified in this inspection may constitute violations of Westminster Municipal Code. Notices of Violation may be issued separately to sites with illegal discharges, site-wide or systematic control measure issues, chronic site violations, and/or repeated non-compliance items.</b>	

# CITY STORMWATER INSPECTIONS

- In lieu of a Follow-Up Inspection, the City requests that an Operator Compliance Form be submitted (copy provided with every inspection)
- Per State and EPA, deficiencies must be repaired ASAP
  - City usually gives 2 days.
  - Communicate if need more time and why.
  - Must be repaired within 14 days or additional enforcement will be implemented.
  - Additional enforcement also implemented if an excessive amount of deficiencies are observed.
- Only 2 NOVs issued before Stop Work Orders or fines issued (\$1,000/day/violation)



**OPERATOR COMPLIANCE FOLLOW-UP FORM**

Project Information

Project Name: <input type="text"/>	City Permit No.: <input type="text"/>
CPDS Cert. No.: COR- <input type="text"/>	Location: <input type="text"/>
Date of Operator Compliance Follow-up Inspection: <input type="text"/>	
SWMP Admin/ECS Name(s): <input type="text"/>	Site Operator: <input type="text"/>
Describe present phase of construction: <input type="text"/>	

Corrective Actions

Date of inspection when inadequate or failure to implement controls or pollutant discharges were noted:

Contractor must submit photo documentation demonstrating all corrective actions have been addressed. Photographs to be attached to this report and sent to:

Corrective Action Log

Item No.	Description of Items Needing Correction (can be taken directly from MS4 Compliance Inspection)	Photo #(s). for Work Completed	Date Completed
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>



# LAND DISTURBANCE PERMIT CLOSEOUT

- Final stabilization has been achieved (70 percent of pre-disturbance vegetative cover)
- If reseeded, make sure to follow City of Westminster requirements (e.g. drill seeding)
- Streets, sidewalks, flowlines, and permanent stormwater structures are installed per design and free of sediment using City accepted methods and
- Permanent stormwater structures have been inspected and accepted
- Temporary BMPs removed
- Any damage to public infrastructure is repaired
- Proof of State permit closure. Cannot be close until City has approved final inspection.



# OTHER TIPS

- Communication is key!!! (Now more than ever)
- If you have a question or want to switch out a BMP that is not working but need guidance, please don't hesitate to call or email
- Please follow the Operator Compliance Form instructions and tips that will be sent out with the first inspection.
- Let us know if contacts on site have changed due to turnover.
- Increase inspection frequencies (even if just informal) when sites get tight and construction activity with multiple subcontractors gets heavy.
- Maintain BMPs ahead of rain/snow events to prevent delay in repairs after inspections, which may result in increased enforcement.



# QUESTIONS?

Contact us at:

Heather Otterstetter, Stormwater Coordinator  
[hotterst@cityofwestminster.us](mailto:hotterst@cityofwestminster.us), 303-658-2370

Robert Pacheco, Stormwater Inspector  
[rpacheco@cityofwestminster.us](mailto:rpacheco@cityofwestminster.us), 720-206-5118\*

Jake Moyer, Stormwater Analyst  
[jmoyer@cityofwestminster.us](mailto:jmoyer@cityofwestminster.us), 303-658-2339



\*Cell phone numbers have been provided since employees are working remotely during this time. Please be respectful and do not share these numbers unnecessarily.