



Stormwater

MS4 PERMIT; PART III. A. 1. *Structural Controls and Stormwater Collection Systems Operation*

Standard Operating Procedures Structural Control Inspections Swale Systems

These Standard Operating Procedures are for the Town of Lake Park's use in complying with the MS4 NPDES permit requirements of the inspection and maintenance of structural control inspections. The majority of the fully developed areas of the Town are drained by grassy swales in residential neighborhoods leading to storm sewers having outfalls either into South Lake or Lake Worth. The Town Code of Ordinances, Sec. 34-12. Maintenance of town swale areas, states, "It shall be the duty and obligation of all owners and occupants of real property within the town, to maintain all swale areas abutting, adjacent, or contiguous to their property, in a good and proper, neat and clean condition. This maintenance duty and obligation for owners and occupants of real property shall include, but not be limited to, sodding, grass cutting, proper landscape maintenance, tree pruning and maintenance, removal of debris, plant waste, garbage, or trash,..."

Inspections:

Town swales are constantly monitored by the Code Compliance Officers for compliance with community standards.

Town swales are constantly monitored by the Sanitation Foreman for depressions and lost sod due to bulk trash collection activities.

Established swales are inspected once every three years, using the attached Structural Control Inspection Form. Inspections are conducted close to the recovery time of that swale (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

Areas of standing water, some of which are associated with swale deficiencies, are shown on the hardcopy map submitted as Exhibit No. 8, "Existing Elevations & Standing Water", in the August, 1999, Engineering Investigation and Report, Comprehensive Storm Drainage Improvements Program report for the Town of Lake Park. These areas are regularly inspected to



Stormwater

see if further deterioration is occurring which shall prompt a more immediate response over less impacted areas.

New swales are inspected annually for the first two years of operation.

If chronic problems are identified with a swale, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

Maintenance:

There are several maintenance activities that may be associated with swales. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Mow grass (Responsibility of Property Owners, their Contractors, and Town Grounds Maintenance staff, where applicable).
2. Remove trash and debris from system and dispose of properly (Responsibility of Property Owner and Town Sanitation Division on a weekly basis).
3. Remove accumulated sediment from the inflow and/or outflow pipe and dispose of properly.
4. Eliminate any mosquito breeding habitats.
5. Repair any undercutting or piping around inflow and/or outflow structure.
6. Repair and re-establish any eroded areas on the bottom, side slopes, and/or near any structure.
7. Scrape, disc, or otherwise aerate the bottom of the swale to restore the infiltration capacity. Re-establish the surface to its final condition (seed, sod, etc...)

Town of
LAKE PARK



Department of
PUBLIC WORKS

Stormwater

Documentation:

1. The Community Development Department keeps files of Warnings and Notices of Violation written to property owners not properly maintaining their swales. Non-compliance cases are documented when brought before the Town's Special Magistrate.
2. The Streets and Stormwater Divisions respond to Work Orders generated by the Sanitation Division for the replacement of fill and sod at trash collection sites.
3. The extent of swale remediation projects are recorded in the Lake Park Storm Water Division time sheet with quantities of material removed and replaced noted.



Stormwater

Grass Swale – Structural Control Inspection

Location Address: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event (Must be within 72 hours).

FUNCTION:

Wet bottom? YES NO

Aquatic vegetation present? YES NO

Dead or dying grass on bottom? YES NO

Sediment accumulation? YES NO

Grading issue? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on bottom or side slopes failing? YES NO

Any signs of erosion? YES NO

If YES, describe and schedule for maintenance: _____

GENERAL:

Any signs of damage from parking in swale? YES NO

Any fences or other objects that could obstruct flow into/through the swale? YES NO

If YES, schedule for maintenance. _____

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____
