

Submittal Requirements:

- 1. SUBMITTAL TIMELINE:** All inspections must be submitted to the Town of Knightdale (TOK) electronically (pdf file) by the end of the month that the inspection is due.
- 2. ELECTRONIC PDF SUBMITTALS:** Submittals shall be in the form of an electronic copy sent via email as a pdf file to swengineer@knightdalenc.gov. The TOK's standard *ANNUAL STRUCTURAL SCM INSPECTION REPORT COVER SHEET* shall be submitted with as many applicable SCM inspection reports as necessary based upon the actual number of SCMs at a site. ***Example: if a given site has four dry ponds and four level spreaders, you need to submit one cover sheet (i.e., the 2-page form) along with four dry pond inspection reports and four level spreader inspection reports.*** Additionally, color digital photographs of the SCM features and areas of interest/concern shall be submitted as well. ALL of the above shall be submitted as ONE pdf, preferably no more than (5) megabytes in size. Do NOT submit separate digital photos as a pdf or separate attachment sheets as a pdf, make it all one pdf submittal. If you need to shrink or reduce the size of the electronic file use low resolution scanning and put approximately 2-4 pictures on one page. Full size page pictures are not needed or desired. Text book quality digital pictures likewise are not needed. However, all pictures shall be submitted in COLOR, no black and white pictures are desired. At a minimum we need pictures of the overall SCM, slopes/berms/dam, riser structure (exterior and interior), outfall looking up into the riser to see the flow path, and the discharge area.
- 3. PDF FILE NAMING:** The pdf inspection packet should be titled with the name of the site (utilize the site name assigned by the TOK) followed by the year in which the report was completed followed by the inspection result (C for compliant, CM for compliant with maintenance, of NC for not compliant). ***Example: Cheswick Phase 1 2019 C***

Note #1: Inspections that are NOT IN COMPLIANCE - The "Non-Compliant" box should be checked under item "C" on the Annual Structural SCM Inspection Report Cover Sheet. The failed inspection cover sheet along with the specific SCM Inspection forms, summarizing required repairs, must be submitted to the TOK within 48-hours following the inspection. Re-inspection and certification will be required after the repairs are made. The Owner has a maximum of 90-days from the date of the preliminary inspection to make all repairs, correct all deficiencies, and submit a certification to the TOK in order to avoid enforcement actions. *It is strongly encouraged that the inspector be part of the repair and maintenance process in a QA/QC role in order to ensure that repairs are being performed properly.*

Note #2: Inspections Requiring Minor Maintenance - The "Compliant with maintenance" box should be checked under item "C" on the Annual Structural SCM Inspection Report Cover Sheet. The compliant with maintenance cover sheet along with the specific SCM, inspection forms, summarizing required repairs must be submitted to the TOK within 48-hours following the inspection. Re-inspection will not be required providing that proof of corrected maintenance issues is submitted to the TOK within 90 days of initial inspection along with the signed, stamped, and sealed inspection report packet.

Note #3: Inspections With No Deficiencies - The "Compliant" box should be checked under item "C" on the Annual Structural SCM Inspection Report Cover Sheet. The signed, stamped, and sealed inspection report should be submitted to the TOK within the same month of, on or before the established inspection due date. Attach the applicable SCM inspection forms and confirmatory digital photographs accordingly.
