

**KENT COUNTY STORMWATER MAINTENANCE DISTRICT  
STORMWATER BMPs MAINTENANCE TASKS AND RESPONSIBILITIES GUIDANCE DOCUMENT  
BIO-RETENTION FACILITIES**

<b>Preformed by Kent Conservation District</b>	
At onset of Maintenance District or by request	<ul style="list-style-type: none"> <li>• Prepare Operation and Maintenance Plan. Clearly outline how vegetation in the facility and its buffer area will be managed or harvested in the future.</li> </ul>
Bi-annually (for all basins / BMPs)	<ul style="list-style-type: none"> <li>• Perform comprehensive inspection of all components of the stormwater management facility. Prepare inspection report and deliver to HOA.</li> </ul>

<b>Routine Maintenance Items by HOAs</b>	
As needed	<ul style="list-style-type: none"> <li>• Maintain vegetation as outlined in Operation and Maintenance plan:               <ul style="list-style-type: none"> <li>○ For slopes and buffer areas to be maintained as turf condition - mow to maintain grass heights in the 4" to 6" range.</li> <li>○ For bio-retention areas - weed bio-soil bed and trim landscape plantings as needed during growing season.</li> </ul> </li> <li>• Ensure that the contributing drainage area, inlets, and facility surface are clear of trash and debris.</li> <li>• Perform spot-reseeding where needed.</li> </ul>
Quarterly or after major storms (>1 inch of rainfall)	<ul style="list-style-type: none"> <li>• Inspect outlet control structure to ensure openings are free and clear. Remove any trash or debris clogging openings.</li> </ul>
Annually	<ul style="list-style-type: none"> <li>• Replace dead or damaged plantings.</li> <li>• Refresh mulch over entire bio-retention cell.</li> </ul>

<b>Minor and Major Maintenance Items by Stormwater Maintenance District</b>	
Bi-annually	<ul style="list-style-type: none"> <li>• Refresh or replace rip-rap aprons at inflow and outflow points as needed.</li> <li>• Repair undercut and eroded areas at inflow and outflow structures.</li> <li>• Clear obstructions and accurate sediment at inlet and outlet areas.</li> <li>• Repair or replace loose and damaged trash racks.</li> <li>• Repair banks damaged by erosion or animal burrows.</li> </ul>
Every 5 to 25 years	<ul style="list-style-type: none"> <li>• Remove sediment from forebays when 50% of the capacity has been lost.</li> <li>• Repair or replace outlet structure and spillway, as needed</li> <li>• Remove and replace bio-soil to maintain function.</li> <li>• Reconstruct as needed.</li> </ul>