



Annual Stormwater Control Measure (SCM) Inspection Report Submittal Guidelines

TIMELINE

All SCM inspection reports (passed or failed) must be submitted to the Town of Apex by the end of the month that the inspection is due.

ELECTRONIC PDF FILES

Submittals must be electronic in a single PDF file. The report package must include:

- A Cover Sheet
- An Inspection Reporting Form for each SCM on the property
- Color photographs of each SCM (with captions for each photo)
- Copies of SCM maintenance records (or other confirmatory proof of routine maintenance)

PDF FILE NAMING

Please name the PDF file with the year, whether the inspection passed / failed, and the site name. For example:

2017 SCM Certification - Apex Town Hall or

2017 SCM FAIL - Apex Town Hall

REPORT SUBMISSION

All submittals must be e-mailed to Jessica Bolin in the Water Resources Department at:

jessica.bolin@apexnc.org.