



# County of San Diego

**JEFF C. MONEDA**  
Director

**DEPARTMENT OF PUBLIC WORKS**  
5510 Overland Ave, Suite 410  
San Diego, CA 92123  
(858) 694-2212  
[www.sdcounty.ca.gov/dpw/](http://www.sdcounty.ca.gov/dpw/)

Date of Letter

**1st Mail Out**

Responsible Party Name  
Address Line 1  
City, CA Zip Code

## STORMWATER STRUCTURE(S) - OPERATION AND MAINTENANCE VERIFICATION DUE XX/XX/20XX

Dear Responsible Party Name:

Each year, the County of San Diego is required to verify that Structural Best Management Practices (BMPs) located on your property are maintained and operating effectively. Structural BMPs are permanent structures such as vegetated swales, basins, or drain filters designed to help treat stormwater runoff and prevent pollutants from being washed into the storm drain system and are an important part of the region's efforts to protect local waterways. All types of Structural BMPs require regular inspection and maintenance to ensure that they are operating effectively. Typical maintenance includes removing trash and accumulated sediment, trimming overgrown vegetation, repairing eroded areas, and replacing damaged components. Visit the County's website ([www.sandiegocounty.gov/stormwater](http://www.sandiegocounty.gov/stormwater)) and click on the "Maintaining My Structural BMP" icon near the bottom of the page to find more maintenance tips specific to your BMP(s).

**The following actions are required within 30 days to comply with the Watershed Protection Ordinance:** (1) locate the BMP(s) on your property; (2) inspect and maintain your BMP(s); (3) take a photo of each BMP; and (4) submit your operation and maintenance verification with photos to the County. Failure to comply with these requirements may initiate a follow up inspection which could result in escalated enforcement. If more time is needed to submit the required information, please contact the County as soon as possible to discuss available options. Our goal is to work with you to verify appropriate operation and maintenance of your Structural BMP(s) without the need for enforcement measures.

Our records indicate that you are (or represent) the party responsible for the operation and maintenance of the following Structural BMP(s) at the properties listed below:

Permit Number	BMP	Record ID	PIN
Permit Number	BMP Type	DPWXXXX-WPTCBMP-XXXXX	XXXXXXX
<b>Address:</b> Property Address, City, CA Zip Code			
Permit Number	BMP Type	DPWXXXX-WPTCBMP-XXXXX	XXXXXXX
<b>Address:</b> Property Address, City, CA Zip Code			

You can access a map on our **Online Structural BMP Self-Verification Portal** to assist you in locating Structural BMPs on your property. Please submit your BMP Operation and Maintenance Verification using one of the options listed below no later than **Month Day, 20XX**. For option 1, please follow the directions on the portal and enclosed with this letter for submitting the requested information and uploading your photos. For options 2 and 3, you will also need to submit the enclosed Operation and Maintenance Form(s) and photographs of your Structural BMP(s).

**OPTIONS:**

**1. Online Structural BMP Self-Verification Portal (Preferred Method):**

Access at: [www.sandiegocounty.gov/stormwater](http://www.sandiegocounty.gov/stormwater)

(Note: Use the PIN number provided above on the table. PINs expire after 30 days.

If you need a new PIN, please contact the BMP Program.)

OR

**2. Email:**

[BMP.Program@sdcounty.ca.gov](mailto:BMP.Program@sdcounty.ca.gov)

Subject Line: Structural BMP Inspection and Self-Verification Program

(Note: The County has an email message size limitation of 20 MB.

If the email is larger than 20 MB, please send attachments and photos separately.)

OR

**3. Mail:**

County of San Diego Watershed Protection Program, MS O-332

Structural BMP Inspection and Self-Verification Program

5510 Overland Ave, Suite 410

San Diego, CA 92123

For questions about your structural BMPs, please contact us at [BMP.Program@sdcounty.ca.gov](mailto:BMP.Program@sdcounty.ca.gov) or (858) 495-5323.

Working together, we can reduce pollution and protect our local waterways.

Sincerely,

County of San Diego - Watershed Protection Program

[BMP.Program@sdcounty.ca.gov](mailto:BMP.Program@sdcounty.ca.gov)

(858) 495-5323

RE: Responsible Party Name