**Bioretention:** Inspection Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: | Click or tap here to enter text. |  | Owner's Name: | Click or tap here to enter text. |  |
| Project Address: | Click or tap here to enter text. |  | Owner’s Address: | Click or tap here to enter text. |  |
| BMP Name: | Click or tap here to enter text. |  | Owner’s Email / Phone: | Click or tap here to enter text. |  |
| BMP Location: | Click or tap here to enter text. |  | Inspection Date/Time: | Click or tap to enter a date. |  |
| Inspector Name: | Click or tap here to enter text. |  | Inspection Stage: | Initial Inspection |[ ]   |
| Inspector Contact: | Click or tap here to enter text. |  |  | Follow-up Inspection |[ ]   |

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| **General** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Single    | Inspection type    | Annual compliance |[ ]    |
|  |  | Final construction |[ ]    |
|  |  | Routine maintenance |[ ]    |
|  |
| Single   | Owner's Annual Compliance Inspection Report Due?   | Not required |[ ]    |
|  |  | Complete |[ ]  Continue Annual Compliance Inspections as required. |
|  |  | Yes |[ ]  Submit Inspection Report to City / County Inspector. |
|  |
| Single     | Post Construction maintenance documentation     | Not required |[ ]    |
|  |  | None provided |[ ]  Provide documentation of BMP maintenance. |
|  |  | Escrow account information provided (POA / HOA)  |[ ]    |
|  |  | Invoices for maintenance provided |[ ]    |
|  |  | Maintenance reports provided |[ ]    |
|  |
| Single | Maintenance cost (previous 12 mos.) | Click or tap here to enter text. |  |   |
|  |

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| **Overall Condition** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple    | Site    | Satisfactory |[ ]  Continue maintenance. |
|  |  | Erosion in drainage area/insufficient ground cover |[ ]  Repair erosion and establish ground cover in drainage area. |
|  |
| Multiple   | BMP  | Not accessible |[ ]  Make BMP accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Unsatisfactory |[ ]  Please see individual report sections below for details. |
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| **Inlet** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Single | Storm water collection | Satisfactory |[ ]  Continue maintenance. |
|  |  | Bypass due to diversion / blockage |[ ]  Remove diversion / blockage. |
|  |  | Bypass due to structure |[ ]  Determine cause of bypass and repair structure. |
|  |
| Multiple | Inlet structure | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make inlet accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Restore damaged inlet. |
|  |  | Diverter box not functioning per approved plan |[ ]  Repair diverter box. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |
| Multiple | Inlet dispersion | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make inlet disperser accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged disperser. |
|  |  | Insufficient / displaced / excessive rip-rap |[ ]  Add / redistribute / remove rip rap as needed. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |
| Multiple | Forebay | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make forebay accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged forebay. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |  | Standing water exceeds design time |[ ]  Determine cause of persistent water and restore forebay. |
|  |
| Multiple | Forebay berm | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make forebay berm accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Leaks / Holes / Breached |[ ]  Repair damaged forebay berm. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Woody vegetation |[ ]  Remove woody vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
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| **Media Cell** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple | Grass within basin | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make grass accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Aerate / thatch |[ ]  Aerate and thatch grass. |
|  |  | Grass height does not meet design standard |[ ]  Maintain grass height per design standard. |
|  |  | Dead / diseased / stressed |[ ]  Remove / replace affected grass. |
|  |
| Multiple | Mulch | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make mulch accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Insufficient / displaced / excessive |[ ]  Add / redistribute / remove mulch as needed. |
|  |  | Decomposed |[ ]  Remove and replace decomposed mulch. |
|  |  | Incorrect type |[ ]  Remove mulch and replace with correct type. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash and replace any contaminated mulch. |
|  |
| Multiple | Plants | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make plants accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Insufficient planting density |[ ]  Restore planting density. |
|  |  | Missing |[ ]  Replace missing plants. |
|  |  | Overgrown |[ ]  Prune / thin overgrown plants. |
|  |  | Dead / diseased / stressed |[ ]  Remove / replace affected plants. |
|  |
| Multiple | Media | Not accessible |[ ]  Make media accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Improper elevation |[ ]  Restore media to proper elevation. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash and replace any contaminated media. |
|  |  | Standing water exceeds design time |[ ]  Determine cause of persistent water and restore media. |
|  |
| Single | P-index test for soil media | Not required |[ ]    |
|  |  | Acceptable (below 50) |[ ]  Continue testing. |
|  |  | Not acceptable (above 50) |[ ]  See explanation for further instruction. |
|  |  | Test results required |[ ]  Submit test date and results to Stormwater Administrator |
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| **Outlet** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple | Underdrain / clean out | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make underdrain / clean out accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged underdrain / clean out components. |
|  |  | Missing |[ ]  Replace missing underdrain / clean out components. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |
| Multiple | Berm / dam | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make berm / dam accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Leaks / Holes / Breached |[ ]  Repair damaged berm / dam.  |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Woody vegetation |[ ]  Remove woody vegetation.  |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |
| Multiple | Spillway | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make spillway accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged spillway. |
|  |  | Missing |[ ]  Replace missing spillway. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |  | Bypass observed |[ ]  Determine cause of bypass and repair structure. |
|  |
| Multiple | Outlet structure | Not accessible |[ ]  Make outlet accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged outlet. |
|  |  | Improper elevation |[ ]  Restore outlet to proper elevation. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |  | Standing water exceeds design time |[ ]  Determine cause of persistent water and restore outlet. |
|  |

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| **Outlet - Continued** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple | Outlet dispersion | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make outlet dispersion accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged disperser. |
|  |  | Insufficient / displaced / excessive rip-rap |[ ]  Add / redistribute / remove rip rap as needed. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Erosion |[ ]  Repair erosion and establish ground cover. |
|  |

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| **Regulatory (Stormwater Administrator Only)** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Single | Notice Issued | Not required |[ ]    |
|  |  | Required Maintenance Complete |[ ]    |
|  |  | Notice of Maintenance Required |[ ]    |
|  |  | Corrective Action Request |[ ]    |
|  |  | Notice of Violation |[ ]  Reference NOV # above for details. |
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| **ANNUAL COMPLIANCE CERTIFICATION** |  |
| Owners of BMPs / SCMs subject to the Post-Construction Ordinance must submit an annual compliance certification ofall BMPs / SCMs beginning within one (1) year from the date of the approved as-built certification and each yearthereafter that includes: 1) 1 copy of the Inspection Checklist, 2) Photographic documentation of the inspection,3) Certification statement signed and sealed by a North Carolina Professional Engineer or LandscapeArchitect or other qualified individualThis can be submitted digitally (with required seals/signatures) or mailed to the address at the bottom of this form |  |
|  |  |
| Note that Conditional Certifications require Re-inspection and Certification after completion ofCorrective Actions. If this is a Re-inspection, check the box to the right.  |[ ]

**Compliance Certification Statement**

Based upon my physical and mechanical inspection of the constructed BMP / SCM

described herein on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I certify that at the time of my inspection

said BMP / SCM was functioning properly and was in compliance with the approved

plans and the terms and conditions of the approved maintenance agreement

required by the Post-Construction Storm Water Ordinance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Professional’s Signature** |  | **Date** |  | **(Professional seal)** |

**Non-Compliance Certification Statement**

Based upon my physical and mechanical inspection of the constructed BMP / SCM

described herein on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I certify that at the time of my inspection

said BMP / SCM was functioning properly and was in compliance with the approved

plans and the terms and conditions of the approved maintenance agreement

required by the Post-Construction Storm Water Ordinance with the exception of

the items listed in the above Inspection Sheet that require corrective action by the

Owner/Permittee within the time frame specified by The Stormwater Administrator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Professional’s Signature** |  | **Date** |  | **(Professional seal)** |

The inspection should be submitted to the

Western Piedmont Council of Governments Stormwater Administrator at:

WPCOG

P.O. Box 9026, Hickory, NC 28603

Jack.cline@wpcog.org