**Bioretention:** Inspection Checklist

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| --- | --- | --- | --- | --- | --- | --- |
| 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** |  | **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 |  |  |
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| Single | Maintenance cost  (previous 12 mos.) | Click or tap here to enter text. |  |  |
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| **Overall Condition** | | | | |
| **Select** | **Question** | **Answer** |  | **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** |  | **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** |  | **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** |  | **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** |  | **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** |  | **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 of  all BMPs / SCMs beginning within one (1) year from the date of the approved as-built certification and each year  thereafter 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 Landscape  Architect or other qualified individual  This 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 of  Corrective 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.

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| **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

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| **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