**Wetland:** 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 Stormwater Administrator |
|  |
| 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 dissipator | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make inlet dissipator accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged dissipator. |
|  |  | 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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| **Marshes / Pools** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple | Water appearance | Not accessible |[ ]  Make marshes / pools accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Petroleum sheen |[ ]  ID and eliminate source of sheen. Contact Stormwater Administrator. |
|  |  | Excess algae |[ ]  ID and eliminate source of algae. Contact Stormwater Administrator. |
|  |  | Muddy |[ ]  ID and eliminate source of muddiness. Contact Stormwater Administrator. |
|  |  | Sewage present |[ ]  ID and eliminate source of sewage. Contact Stormwater Administrator. |
|  |  | Unknown substance |[ ]  ID and eliminate source of unknown substance. Contact Stormwater Administrator. |
|  |
| Single | Sedimentation | Not accessible |[ ]  Make marshes / pools accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Excess sediment |[ ]  Restore pool volume. |
|  |  | Unable to determine volume due to conditions |[ ]  Survey volume and restore if it exceeds allowable storage. |
|  |
| Multiple | Plants / planting zones | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make plants accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Insufficient planting density |[ ]  Restore planting density. |
|  |  | Missing |[ ]  Replace missing plants. |
|  |  | Nuisance vegetation |[ ]  Control nuisance vegetation. |
|  |  | Dead / diseased / stressed |[ ]  Remove / replace affected plants. |
|  |
| Single | Water elevation | Not accessible |[ ]  Make marshes / pools accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Low / High water level |[ ]  Determine cause of low / high water and restore appropriate level. |
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| **Outlet** |
| **Select** | **Question** | **Answer** |[x]  **Instruction** |
| Multiple | Drawdown orifice / device | Not accessible |[ ]  Make orifice / device accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged orifice / device. |
|  |  | Excess sediment / debris / trash |[ ]  Remove sediment / debris / trash. |
|  |  | Improper elevation |[ ]  Restore structure elevation. |
|  |
| Multiple | Berm / dam | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make berm / dam accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Leaks / Holes / Breached |[ ]  Repair damaged berm / dam. Requires soil engineer certification. |
|  |  | Excess vegetation |[ ]  Control excess vegetation. |
|  |  | Woody vegetation |[ ]  Remove woody vegetation. Requires soil engineer cert if > 6" diameter. |
|  |  | 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 dissipator | Not required |[ ]    |
|  |  | Not accessible |[ ]  Make outlet dissipator accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged dissipator. |
|  |  | 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 | Valve(s) | Not required |[ ]   |
|  |  | Not accessible |[ ]  Make valve(s) accessible. |
|  |  | Satisfactory |[ ]  Continue maintenance. |
|  |  | Damaged |[ ]  Repair damaged valve(s). |
|  |  | Open valve |[ ]  Completely close valve(s). |
|  |  | Owner to inspect valve(s) |[ ]  Provide verification valve(s) are operable. |
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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.4) Check for the fee as described below1, 2, and 3 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.  |[ ]

A fee following the below table must be paid to the WPCOG office in the form of a check when this inspection report is submitted

|  |  |
| --- | --- |
| Inspection Review Fee\* | Price |
| Annual Engineer Inspection Review Fee | $25/per SCM |
| Annual Engineer Inspection Late Fee (First week) | $50/per SCM for first week without inspection turned in |
| Annual Engineer Inspection Late fee (Second week forward) | $100/Per SCM each **day** until engineers inspection is turned in |

\*Should the party responsible (as designated in the operation and maintenance agreement for the site) fall into violation of this inspection requirement due to a scheduling issue or another extenuating circumstance (at the discretion of the stormwater administrator), this accountability fee can be waved or reduced.

This fee is to serve as three purposes, one as a record keeping tool to have an additional way to track rather or not the inspections have been done, to work as a way to enforce that requirement, and to pay for the time it takes to review and verify the engineer’s inspection report. The fee must be paid along with the inspection being turned each year on or prior to January 1st by check to Western Piedmont Council of Government. Any stormwater fees will be collected/managed by the WPCOG and not the municipality in which WPCOG is contracted.

**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 Stormwater Administrator

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

The inspection fee check (and any submittals if preferred) should be submitted to the

Western Piedmont Council of Governments Stormwater Administrator at:

WPCOG

P.O. Box 9026, Hickory, NC 28603