**Filter Strip:** 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** |  | **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** |  | **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 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 | Grass Channel | Not required |  |  |
| Not accessible |  | Make channel 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. |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **Inlet – Continued** | | | | |
| **Select** | **Question** | **Answer** |  | **Instruction** |
| Multiple | Reinforced bypass swale/ pipe | Not required |  |  |
| Not accessible |  | Make swale/ pipe accessible. |
| Satisfactory |  | Continue maintenance. |
| Damaged |  | Restore damaged pipe / swale. |
| Excess sediment / debris / trash |  | Remove sediment / debris / trash. |
| Excess vegetation |  | Control or maintain excess vegetation. |
| Erosion |  | Repair erosion and establish ground cover. |
| Insufficient ground cover |  | Restore ground cover. |
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| **Level Spreader / Filter Strip** | | | | |
| **Select** | **Question** | **Answer** |  | **Instruction** |
| Multiple | Grass / Plants | 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. |
| Grass height does not meet design standard |  | Maintain grass height per design standard. |
| Erosion |  | Repair erosion and establish ground cover. |
|  | | | | |
| Multiple | Level Spreader | Not required |  |  |
| Not accessible |  | Make level spreader accessible. |
| Satisfactory |  | Continue maintenance. |
| Damaged |  | Restore damaged level spreader. |
| Excess sediment / debris / trash |  | Remove sediment / debris / trash. |
| Erosion |  | Repair erosion and establish ground cover. |
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| --- | --- | --- | --- | --- |
| **Level Spreader / Filter Strip – Continued** | | | | |
| **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 | Filter strip | Not accessible |  | Make filter strip accessible. |
| Satisfactory |  | Continue maintenance. |
| Does not meet design length (parallel to flow) |  | Restore design length. |
| Disturbance observed |  | Remove obstruction and restore filter strip. |
|  | | | | |

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| **Outlet** | | | | |
| **Select** | **Question** | **Answer** |  | **Instruction** |
| Multiple | Outlet dissipator for bypass swale / pipe | 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 | Buffer zone(s) | Satisfactory |  | Continue maintenance. |
| Disturbance observed |  | Submit a corrective action plan to Inspector. |
| Nuisance vegetation damaging trees and native vegetation |  | Remove / control nuisance vegetation. Submit a corrective action plan to Inspector. |
| Erosion due to reconcentration of runoff |  | Submit a corrective action plan to Inspector. May require a revision to the approved plans. |
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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.  4) Check for the fee as described below  1, 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 of  Corrective 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.

|  |  |  |  |  |
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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 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