



CITY OF RICHMOND  
DEPARTMENT OF PUBLIC UTILITIES



Submit report to:  
City of Richmond Stormwater Utility  
730 East Broad St., 6th Floor  
Richmond, VA 23219  
Attn: Credit Applications

**City of Richmond Stormwater Utility**  
**Annual BMP Operation & Maintenance Inspection for Filtering Practices**  
Due Every August 1st

Owner Name:			
Property Address: Street: City: Zip code:			
Date BMP placed in service:			
Site plan/permit number:	As-built plans available:	Y	N
Date of Inspection:	Date of Last Inspection:		
Phone Number:	Email address:		

**Warning:** If the filtration facility has a water tight cover—be careful regarding the possibility of flammable gases within the facility. Care should be taken lighting a match or smoking while inspecting facilities that are not vented. If the filtration facility is in a completely enclosed vault, the **OSHA Confined Space Entry** procedures must be followed.

**Check all that apply:**

- |   |   |  |
|---|---|--|
| <b>Facility Location:</b><br><input type="checkbox"/> Surface<br><input type="checkbox"/> Underground | <b>Filtration Media:</b><br><input type="checkbox"/> No filtration media (e.g. dry well)<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Bioretention soil<br><input type="checkbox"/> Peat<br><input type="checkbox"/> Other: | <b>Type of Pretreatment:</b><br><input type="checkbox"/> Sediment forebay (above ground)<br><input type="checkbox"/> Sedimentation chamber<br><input type="checkbox"/> Grass channel<br><input type="checkbox"/> Grass filter strip<br><input type="checkbox"/> Plunge pool<br><input type="checkbox"/> Stone diaphragm<br><input type="checkbox"/> Other: |
| <b>Hydraulic configuration:</b><br><input type="checkbox"/> On-line facility                          |   |  |

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Contributing Drainage Area	On-going	Excessive trash/debris		
		Bare exposed soil		
		Evidence of erosion		
		Excessive landscape waste/yard clippings		
Pretreatment	On-going	Maintenance access to pretreatment facility		
		Excessive trash/debris/sediment		
		Evidence of standing water: ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation.		
		Evidence of clogging		

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BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Pretreatment	On-going	Dead vegetations/exposed soil		
		Evidence of erosion		
Inlets	On-going	Inlets provide stable conveyance into facility		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Overflows or Emergency Spillways	Every two years	50% of the conveyance capacity is plugged		Overflow spillway shall be cleared of sediment and debris.
		Erosion channels are forming		Source of erosion damage shall be identified and controlled.
		Sand is exposed and eroding from wind or rain.		Rocks or other armament shall be replaced.
Flow By-pass structure	Twice per year	Flows through the strip short circuit the overflow control section		Check that the structure is not clogged. Manually clean out debris immediately. Repair rills and gulls.
Observation Well	Every 2 years	Condition of element is poor.		Replace observation well if needed and make sure it is still capped.
Sediment/debris Management	Annually	The capacity volume of the infiltration basin is compromised by sedimentation. Gauges located at the opposite ends of the basin indicate too much debris.		Sediment and debris exceeding 4" in depth shall be removed every 2-5 years or sooner if performance is affected. Restricted sources of sediment and debris, such as discarded lawn clippings, shall be identified and prevented.
Underdrain	Every 5-7 years	The drawdown rate should be measured at the observation well for three days following a storm event in excess of 0.5 inches. If standing water is still observed in the well after 3 days, this is a clear sign that clogging is a problem.		Immediately contact a professional to clear debris.
		Standing water is present 48 hours after a rain event.		The underdrain may be clogged. It is imperative to clear out the debris using a high pressure hose (if needed) or manually.
Vegetation	Monthly	Invasive vegetation contributes more than 25% or more of all vegetation.		Nuisance or prohibited vegetation shall be removed when discovered.
		Vegetative density is less than 90% cover in the boundary zone or grass filter.		Reseed and fertilize (if necessary) exposed soil.
		Fallen leaves and debris from deciduous plant foliage is present.		Rake and remove immediately.
		Plant composition consistent with approved plans.		
		Presence of invasive species/weeds.		
		Dead vegetation/exposed soil		

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BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Level spreader	Twice per year	Level spreader is not performing properly. Flows are concentrating on the outflow side of the element.		Search the spreader for chips, cracks, or any other fundamental compromise of the structure. Immediately repair.
Basin Inlet	Twice per year	Stormwater flow to the vegetated basin is restricted. Weedy growth on rock surfaces might indicate sediment deposition or clogging.		Sources of erosion shall be identified and controlled when native soil is exposed or erosion channels are present. Inlet shall be cleared when conveyance capacity is plugged. Rock splash pads shall be replenished to prevent erosion.
		40% of the conveyance capacity is plugged. Sediment is more than 4 inches thick or so thick as to damage or kill vegetation.		Inlet shall be cleared of sediment and debris. Sediment accumulation shall be hand-removed with minimum damage to vegetation using proper erosion control measures.
Filter Media	Annually	Stormwater does not percolate uniformly through the planter. If water remains 36-48 hours after storm, sources of possible clogging shall be identified and corrected.		Filter media may need to be raked, excavated and cleaned, or gravel/soil shall be replaced to correct the problem. Holes that are not consistent with the design and allow water to flow directly through the planter to the ground shall be plugged. Sediment accumulation shall be hand removed with minimum damage to vegetation using proper erosion control measures. Sediment shall be removed if it is more than 4 inches thick or so thick as to damage or kill vegetation. Litter and debris shall be removed routinely. (e.g. no less than quarterly) and upon discovery.
Forebay	Every 2-5 years	Stormwater runoff is not properly filtering down		Remove debris and trash. Sediment buildup above 50% of the facility capacity shall be removed. Structural deficiencies in the sand filter box (rot, cracks, and failure shall be repaired upon discovery.
Outlet	On-going	Outlets provide stable conveyance out of facility		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Overall	On-going	Maintenance access to facility		
		Condition of structural components		
		Condition of hydraulic control components		
		Excessive trash/debris/sediment		
		Evidences of erosion		
		Evidence of oil/chemical accumulation		
		Evidence of standing water; ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation		
		Complaints from local residents		
		Mosquito proliferation		
Encroachment on facility or easement by buildings or other structures				