



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 Wet Ponds
 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:

Check all that apply:

- Type of stormwater wetland:
- Extended detention
 - Ties into groundwater
 - Pond with some wetland plantings
 - Multiple pond system

- Choose one of the following:**
- Permanent pool sized for full Tv
 - Shallow wetland sized for full Tv
 - Micropool

- Type of Pretreatment:
- Sediment forebay
 - Grass filter strip
 - Other:

- Type of wetland:
- Emergent
 - Forested

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		
Pretreat-ment	Every 5 years	Maintenance access to pretreatment facility		
		Excessive trash/debris/sediment		
		Evidence of clogging		
		Dead vegetation, exposed soil		
		Evidence of erosion		
Inflow	Monthly	Inlets provide stable conveyance into facility		

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Inflow	Monthly	Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
		Conveyance capacity is plugged		Sources of sediment and debris shall be identified and corrected.
		Undercut, eroded and bared soil areas are seen.		Repair as needed by reintroducing vegetation.
		More than 1 inch of settlement		Add fill material and compact soils
		Alignment is faulty		Correct immediately.
		Cracks or openings exist indicated by evidence of erosion at leaks.		Repair or replace pipe as needed.
Hardened Pad	Every 2 years	All or part of pad is worn		replace
Outfall	Monthly	Treated water is not leaving the practice		Remove debris and blockages
Forebay	Every 5-7 years	Sediments are not properly filtering down		Remove debris and trash. Sediment buildup exceeding 50% of the filtering capacity shall be removed every 2-5 years, or sooner if performance is being affected.
Overflow/ Emergency Spillway	Every 2 years	Excess stormwater does not drain through the spillway		Remove debris and blockages
		Undercut, eroded and bare soil areas are seen. Evidence of spalling, joint failure, leakage, corrosion, etc.		Repair as needed by reintroducing vegetation.
		50% of the conveyance capacity is plugged		Overflow structure shall be cleared. Sources of debris and sediment shall be identified and corrected.
		Only one layer of rock exists above native soil.		Rocks or other armoring shall be replaced.
Berm/ Embankment	Monthly	There is sparse vegetative cover, erosion channels deeper than 2 inches, slumping or cracks exist.		Stabilize and repair immediately
		Cracking, bulging or sloughing		
		Evidence of erosion		
		Soft spots or sinkholes		
		Evidence of animal burrows		
		Presence of woody vegetation		
Permanent Pool	Monthly	Trash in the pool		Remove immediately while supervised.
		1 foot of sediment accumulates in the pond		Wet pond shall be dredged.

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Permanent Pool	Monthly	Releases of pollutants have occurred		Measures shall be exercised when handling substances that can contaminate stormwater. Correct as soon as identified.
Vegetation	On-going	Plant composition consistent with approved plans.		
		Presence of invasive species/weeds		
		Dead vegetation/exposed soil		
		Reinforcement planting recommended		
Aquatic Bench	Monthly	Plant growth is sparse		Pond buffer reinforcement plantings and planting of aquatic benches. One time—after first year.
		Area is disheveled		Remove trash, debris and floatables
Low Flow orifice	Yearly	There is evidence of clogging		Manually remove, or if needed, use and industrial hose/vacuum
		Trash/debris accumulation		
		Adjustable control valve accessible and operational		
Riser	Yearly	Pieces of the riser are broken or missing		Replace immediately
		Maintenance access to the riser		
		Structural condition of the riser		
		Condition of joints		
		Trash/debris accumulation		
Outfall	Monthly	Treated water is not leaving the practice		Remove debris and blockages
		Outlets provide stable conveyance out of facility		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Pond Drain (underdrain system)	On-going	Broken, clogged		
		Adjustable control valve accessible and operational		
Maintenance Access	Monthly	Access is blocked by woody vegetation, or anything else		Manually remove blockage immediately. Egress and ingress routes shall be maintained to design standards. Roadways shall be maintained to accommodate size and weight of vehicles, if applicable. Gravel or ground cover shall be added if erosion occurs, e.g. due to vehicular traffic or pedestrian traffic.
		Valves, manholes or locks cannot be opened or operated		Replace any broken fixtures

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Safety bench and other safety features	Monthly	Vegetation is overgrown		Mowing—twice per year
		Area is disheveled		Remove trash, debris and floatables
		Warning sign is illegible		Broken or defaced signs shall be replaced or repaired.
		Fences are inadequate		Collapsed fences shall be restored to an upright position. Jagged edges and damaged fences shall be repaired or replaced.
		Insects/rodents are present within or near the practice		Pest control measures shall be taken when insects/rodents are found to be present. If sprays are considered, then a mosquito larvacide, such as Bacillus thurendensis or Altoside formulations can be applied only if absolutely necessary and only by a licensed individual or contractor. Holes in the ground shall be filled.
		Maintenance access to the facility		
		Sediment accumulation, bathymetric study recommended		
		Abnormally high or low water levels		
		Evidence of pollution/hotspot runoff		
		Complaints from local residents		
		Mosquito proliferation		
Encroachment on facility or easement by buildings or other structures				
Adequate safety signage				