



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 **Wet Swales** 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:

Checklist—Virginia Stormwater Management Handbook, chapter 9 Appendix Level 1 Level 2

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 clogging		
		Dead vegetation, exposed soil		
		Evidence of erosion		
Inlets	On-going	Inlets provide stable conveyance into system		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Inflow	Twice per year	Accumulation of debris and trash		Check inflow points for clogging and remove any sediment
		Erosion		Look for any bare soil or sediment sources in the contributing drainage area and stabilize immediately.

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Check Dam	Twice per year	Dam is not functioning properly		Inspect upstream and downstream of check dams for evidence of undercutting, side cutting or erosion. Undermined/eroded. Wood condition. Pea gravel diaphragm at correct level.
		There is a large buildup of sediment/debris.		If sediment buildup is greater than 25% of original Tv remove immediately. Remove trash or blockages at weep holes.
		Condition of check dams		
Embankment	Monthly	Integrity of all or part of embankment is compromised.		Inspect side slopes and grass filter strips for evidence of any rill or gully erosion, and repair as needed immediately.
Underdrain/ Perforated Pipe	Every 5-7 years	Broken, day lighted, clogged		Immediately remove blockage manually.
		Practice does not dewater within 48 hours after significant rainfall or snowfall		This is evidence that the underdrain may be clogged. Manually clean out the underdrain or use a pressure hose to clear debris.
		Underdrain system (if equipped), broken or clogged		
Vegetation	Monthly	Plant composition consistent with approved plans.		
		Presence of invasive species/weeds		
		Dead vegetation/exposed soil		
		Density and/or health of vegetation do not meet standards. Evidence of die off.		Add reinforcement planting to maintain 95% turf cover and vegetation density. Reseed and salt killed vegetation.
		Woody vegetation is present.		Remove within 2 weeks.
Filter bed/soil	Twice per year	Evidence of braiding, excessive ponding, or dead grass		Remove any accumulated sand or sediment deposits on the filter bed surface or in pretreatment cells. Stabilize soil.
		Accumulation of oil/chemicals		Manually remove immediately
		Pea gravel diaphragm at incorrect level		Supplement as needed immediately
		Mosquitoes are breeding in standing water		Remove from habitat immediately
		Excessive trash/debris/sediment		
		Evidence of erosion		
		Evidence of standing water; ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation		

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Outlet	On-going	Outlets provide stable conveyance out of facility		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Miscellaneous	On-going	Maintenance access to facility		
		Condition of structural components		
		Complaints from local residents		
		Mosquito proliferation		
		Encroachment on facility or easement by buildings or other structures		