



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 Rain Tanks & Cisterns 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:		

Facility Type: Type 1 Type 2 Type 3

This practice should be inspected each Spring and Fall by the owner with an extensive inspection every three years by a qualified third party inspector.

Checklist—Virginia Stormwater Management Handbook, chapter 9 Appendix

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Overall	Every third year	A component of the system is leaking or damaged.		Make necessary repairs or replace damaged components.
		Water is flowing out of the overflow pipe during the design rainfall or smaller (1—1.5 in.).		Check for clogging/damage/pump operation. Ensure water is being used at the volume designed.
		Electric system is flawed.		Make any necessary repairs/adjustments.
		Excessive landscape waste/yard clippings		
Captured roof area	Twice per year	Excessive overhanging vegetation/trees present		Trim branches/leaves back to meet standards.
		Excess debris/sediment on rooftop		Remove debris ASAP.
Gutter system	Twice per year	Gutters are clogged/water is backed up.		Unclog/remove leaves and debris. May need to install gutter screens.
		Roof top runoff not reaching gutter system		Correct positioning or installation of gutters. May need to replace system.

Checklist—Virginia Stormwater Management Handbook, chapter 9 Appendix

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Cistern	Twice per year	Debris and sediment build-up is present at the top of the filter strip.		Check the tributary flows for trouble spots and correct any problems immediately. Manually remove buildup.
Gravel diaphragm	Every two years	Foot or vehicular traffic is compromising the gravel diaphragm.		Create to block traffic. Re-stabilize immediately.
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.
Vegetation	Monthly	Vegetative density is less than 90% cover in the boundary zone or grass filter.		Reseed and fertilize (if necessary) exposed soil.
		Plant composition consistent with approved plans.		
		Presence of invasive species/weeds		
		Dead vegetation/exposed soil		
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				

Once established, filter strips have minimal maintenance needs outside of the Spring clean up: regular mowing, repair of check dams and other measures to maintain the hydraulic efficiency of the strip and a dense, healthy grass cover. Grass filter strips and boundary zones of conservation filter strips must be mowed at least twice a year to prevent woody growth.