

Rain Garden Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance. **The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).**



BMP Name(s)					Today's Date:
	Note: The rain garden name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Rain Garden 1" or "Rain Garden A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.				Date of Last Inspection:
Property Info	Street Address:		City:	State:	Zip:
	Name (Owner, Tenant, Property Manager or Landscape Company):		Contact Name (If Different):		
Who is Inspecting the Rain Garden?	Street Address (If conducted by a company, use company address):		City:	State:	Zip:
	Phone #:	Email:	Check one: <input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No License #:		
	Name (Person(s) or Company):		Contact Name (If Different):		
Who Owns the Rain Garden?	Street Address:		City:	State:	Zip:
	Phone #:		Email:		
Is a Follow Up Inspection by Staff Required? Circle One:					Yes
Reason for Follow Up?					No
Name of Staff Approving This Inspection Report:					This Section is for City of Topeka Use Only Identification Number Has the City Entered and Approved this Inspection? Yes No
Date of Inspection Approval:					

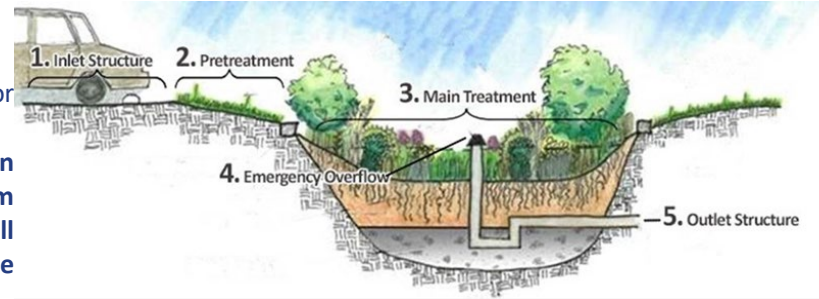
Submit completed forms to:
 Email - stormwater@topeka.org
 Mail - Stormwater Management Section • City of Topeka Utilities Department
 215 SE 7th St • Topeka, Kansas 66603



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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<i>Inlet, Pretreatment, & Outlet Structures (Components 1, 2, and 5)</i> Success Factors: Vegetation, Protection, Two-Day Drain Time and Cleanliness				
1. Are trash, sediment, debris, leaves, grass clippings, or other similar materials in the inlet or pretreatment structures?				
Guidance: Remove unwanted materials and correct any other problems that clog the mulch and soil or block the water flow into or out of the BMP. Schedule: Weekly				
2. Have curbs, gutters, grates, area inlets or other similar components been damaged or altered in any way that disrupts the flow of stormwater into or out of the BMP?				
Guidance: Repair damage or alterations before the next storm, if possible. If components have been intentionally altered to resolve a drainage or flooding issue, consult the City of Topeka for further guidance. Rain garden components cannot be altered without approval. Schedule: Weekly				
3. Are there shrubs and/or trees (not called out in the BMP O&M plan), unhealthy vegetation, exposed soil, or evidence of soil erosion in the pretreatment structure?				
Guidance: Healthy vegetation should cover pretreatment structures with no signs of erosion or bare soil. Replace any dead or unhealthy vegetation. Repair areas of erosion and reseed or resod. Native species are preferred. Schedule: Weekly for vegetation and exposed soil. Monthly for evidence of soil erosion.				
4. Are trees, shrubs, or other woody vegetation present in the pretreatment structure?				
Guidance: Trees/shrubs can block water flow. If needed, remove woody vegetation and stabilize exposed soil with appropriate, non-woody vegetation. Native species are preferred. Schedule: Monthly				
5. Notice another problem? Describe in comments.	Your Comments:			

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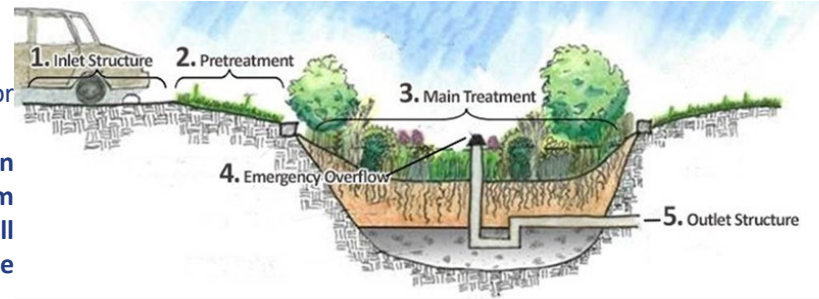
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
Main Treatment Area (Component 3)				Success Factors: Vegetation, Protection, Two-Day Drain Time and Cleanliness
6. Are trash, sediment, debris, leaves, grass clippings, or other similar materials present in the main treatment area?				
Guidance: Remove unwanted materials and correct any other problems that can cause clogging or otherwise prevent percolation of stormwater into the soil. Schedule: Weekly				
7. Are there signs of human encroachment in the main treatment area unrelated to maintenance, such as compacted or displaced mulch, damaged plants, tire tracks, or other?				
Guidance: Repair or replace protection measures if damaged (e.g., fences, hedges, signs, etc.). Increase protection measures if this is a frequent problem. Rake and refresh mulch and soil layers to loosen compacted areas. If standing water has become a problem, see #9 below. Schedule: Monthly				
8. Is there evidence of soil erosion or are there patches of exposed soil?				
Guidance: Repair the erosion or bare soil areas with vegetation and/or mulch. Identify the cause of erosion and take steps to prevent future occurrences. Schedule: Monthly				
9. Are there signs of soil clogging or underdrain blockage? Signs include frequent standing water, hard-packed planting layer, etc.				
Guidance: If the underdrain is clogged, contact the City of Topeka. If the soil is compacted, the entire planting layer may need repair to restore percolation. Schedule: Monthly				
10. Notice another problem? Describe in comments.	Your Comments:			

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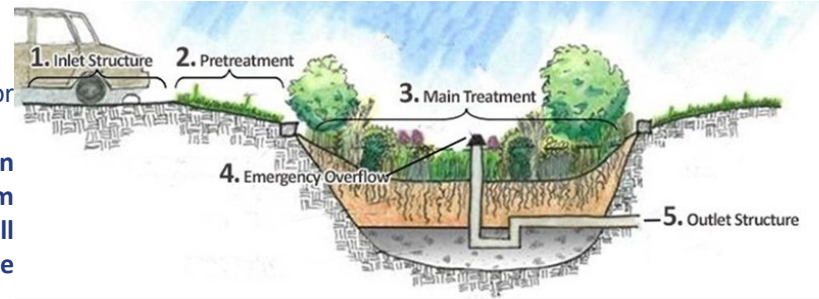
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
Main Treatment Area Vegetation (Trees, Shrubs, Grasses; Component 3)				Success Factors: Vegetation, Protection, Two-Day Drain Time and Cleanliness
11. Is vegetation overgrown or in need of weeding, pruning, or clipping?				
Guidance: Remove overgrown vegetation. Do not dispose of clippings and other waste in the rain garden. Schedule: Seasonally				
12. Do plantings (not including weeds) cover less than 75% of the planting area?				
Guidance: Supplement vegetation as needed to achieve at least 75% planting area coverage. Native species are preferred. Schedule: Seasonally				
13. Are diseased, dying, or dead plants present? Of the plants called out in the BMP O&M plan, at least 85% of shrubs & grasses and 100% of trees must be healthy and growing.				
Guidance: Remove and replace unhealthy or dead vegetation. Native species are preferred. Determine and correct the cause of vegetation health problems. Schedule: Seasonally				
14. Notice another problem? Describe in comments.	Your Comments:			

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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
Property Draining to Rain garden		Success Factors: Vegetation, Protection, Two-Day Drain Time and Cleanliness		
15. Are litter, trash, debris, sediment, grass clippings, or other materials present in the area?				
<p>Guidance: Trash and other materials can wash into the rain garden during a storm, potentially clogging the inflow or outflow areas, the planting area, and the underdrain. Remove these materials and keep the property clean.</p> <p>Schedule: Weekly</p>				
16. Are there stockpiles of soil, chemicals, equipment, or other materials that could be a source of pollutants washing into the rain garden during a storm?				
<p>Guidance: Stockpiled materials can contain pollutants that are harmful to plants or that can otherwise be hazardous. Remove or cover these materials, fully preventing their exposure to rainfall or stormwater runoff.</p> <p>Schedule: Weekly</p>				
17. Are there areas of erosion or exposed soil/bare earth that could be a source of sediment washing into the rain garden during a storm?				
<p>Guidance: Too much sediment washing into a rain garden can clog the planting area. Repair and revegetate all areas of erosion or exposed soil. If vegetation is not intended for those areas, cover them with mulch, wood chips, pavement, or another hard surface to prevent sediment build up.</p> <p>Schedule: Weekly</p>				
18. Do activities occur nearby that may cause unusual or substantial amounts of pollutants to be discharged to the rain garden? Activities include car or equipment washing, pet walking, construction vehicle traffic, etc.				
<p>Guidance: Prevent these activities from occurring or take steps to prevent the pollutants from reaching the rain garden, such as washing cars in areas that drain to the wastewater system, conducting street or parking lot sweeping, installation of pet waste pickup stations, etc.</p> <p>Schedule: Weekly</p>				
19. Notice another problem? Describe in comments.	Your Comments:			

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Provide a photograph(s) of your BMP to document the compliance inspection to be submitted every other year.

Photograph Description:	Photograph Description:
Date Photograph Taken:	Date Photograph Taken:

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