

# Non-Structural BMP 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:				
	Date of Last Inspection:				
Note: The non-structural BMP name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Non-Structural BMP 1" or "Non-Structural BMP A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.					
Property Info	Street Address:	City:	State:	Zip:	
	Name (Owner, Tenant, Property Manager or Landscape Company):		Contact Name (If Different):		
Who is Inspecting the Non-Structural BMP?	Street Address (If conducted by a company, use company address):		City:	State:	Zip:
	Phone #:	Email:	<input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No <small>Check one:</small>		
			License #:		
Who Owns the Non-Structural BMP?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		

  

Is a Follow Up Inspection by Staff Required? Check One: Reason for Follow Up?	Yes	No	Name of Staff Approving This Inspection Report:	Identification Number	This Section is for City of Topeka Use Only

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP 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).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Soil Management – Preservation and/or Restoration</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
1. Is the area hard to access for inspection and maintenance?				
<b>Guidance:</b> Any obstacles blocking access and/or maintenance should be removed. If access is blocked by a permanent fixture (e.g. fence), note this on the inspection form <b>Schedule:</b> Monthly				
2. Are there areas of bare or compacted soil?				
<b>Guidance:</b> Install protective measures as needed. Replace dead trees, shrubs and herbaceous vegetation. Periodically plant a mixture of appropriate native species. <b>Schedule:</b> Monthly				
3. Is there litter, trash, debris or other materials that could enter the BMP area via stormwater or wind?				
<b>Guidance:</b> Trash and other materials can be carried into the BMP area, reducing the stormwater benefits. Remove undesirable materials and keep the property clean. <b>Schedule:</b> Monthly				
4. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:  
 Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
 Mail - Stormwater Management Section • City of Topeka Utilities Department  
 215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP 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).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Restoration of Native Vegetation</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
5. Does the current maintenance plan address all maintenance needs?				
<b>Guidance:</b> Vegetation management plans require adaptive management with feedback on program effectiveness. This can be an ongoing process. <b>Schedule:</b> Ongoing				
6. Are there dead or dying plants?				
<b>Guidance:</b> Look for evidence of unhealthy plants and correct as needed. Replant native species. <b>Schedule:</b> Monthly				
7. Is the native vegetation protected from excessive pedestrian traffic, pest infestation, and other potential damage caused by wildlife, storm event, and humans?				
<b>Guidance:</b> Provide necessary protection from damage, like signage or fencing. <b>Schedule:</b> Monthly				
8. Is there a need for specialized restoration or management by a licensed or certified technician?				
<b>Guidance:</b> Some areas may require prescribed burning, herbicide use, and monitoring. Guidance and oversight may be needed. <b>Schedule:</b> Seasonally				
9. Notice another problem? Describe in comments.	<b>Your Comments:</b>			

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP 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).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Uplands</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
10. Are there invasive plants like English ivy or kudzu present?				
<b>Guidance:</b> Remove invasive plants to promote growth of native vegetation and trees. A qualified professional may be needed for large scale removal. <b>Schedule:</b> Seasonally				
11. Are there areas of bare soil?				
<b>Guidance:</b> Native species should provide sufficient ground cover. <b>Schedule:</b> Monthly				
12. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:  
 Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
 Mail - Stormwater Management Section • City of Topeka Utilities Department  
 215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP 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).



Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Bottomlands, Floodplains &amp; Stream Buffers</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
10. Are there dead, dying, or invasive plants and/or trees?				
<p><b>Guidance:</b> General maintenance may require replacement of dead or undesirable trees and shrubs to prevent overpopulation of undesirable species. Mechanical means or prescribed burning may be necessary. Consult a professional.  <b>Schedule:</b> Monthly</p>				
11. Are the plants healthy, specifically in frequently inundated areas?				
<p><b>Guidance:</b> Protect these areas from excessive sedimentation, pest infestations, and other potential damage caused by storms, wildlife, and humans.  <b>Schedule:</b> Monthly</p>				
12. Is there excessive buildup of sediment, storm debris or trash?				
<p><b>Guidance:</b> Sediment, debris or trash can reduce the efficiency of these BMPs, leading to polluted waterbodies.  <b>Schedule:</b> Monthly</p>				
12. Notice another problem? Describe in comments.	<p><b>Your Comments:</b></p>			

Submit completed forms to:

Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)

Mail - Stormwater Management Section • City of Topeka Utilities Department

215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP Inspection Form

Use this page for any notes, comments, or questions generated by your inspection. If you are using this page to continue your notes from a previous section, please include the section name and section number. You may also use this page to address issues not covered on the inspection form.


Submit completed forms to:  
Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
Mail - Stormwater Management Section • City of Topeka Utilities Department  
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



# Non-Structural BMP Inspection Form

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

<b>Photograph Description:</b>	<b>Photograph Description:</b>
<b>Date Photograph Taken:</b>	<b>Date Photograph Taken:</b>

Submit completed forms to:  
Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
Mail - Stormwater Management Section • City of Topeka Utilities Department  
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603

