

# Bioretention Area 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:				
Property Info	Street Address:		City:	State:	Zip:
	Note: The bioretention area name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Bioretention Area 1" or "Bioretention Area A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.				
Who is Inspecting the Bioretention?	Name (Owner, Tenant, Property Manager or Landscape Company):			Contact Name (If Different):	
	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 Check one:		
	License #:				
Who Owns the Bioretention?	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:	This Section is for City of Topeka Use Only	
	Yes	No
Name of Staff Approving This Inspection Report:	Has the City Entered and Approved this Inspection?	
	Yes	No
Reason for Follow Up?	Date of Inspection Approval:	
	Yes	No

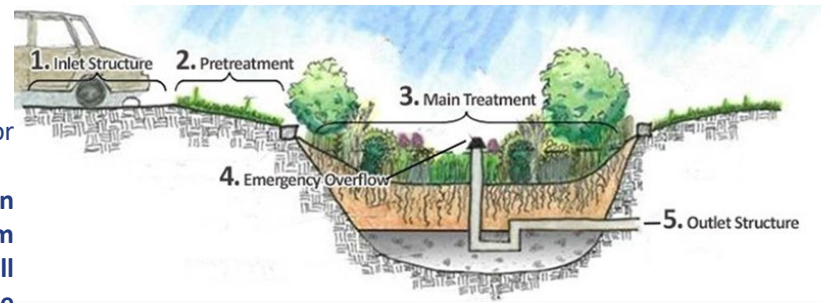
Submit completed forms to:  
 Email - [stormwater@topeka.org](mailto:stormwater@topeka.org)  
 Mail - Stormwater Management Section • City of Topeka Utilities Department  
 215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b><i>Inlet, Pretreatment, &amp; Outlet Structures (Components 1, 2, and 5)</i></b> 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?				
<b>Guidance:</b> 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. <b>Schedule:</b> 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?				
<b>Guidance:</b> 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. Bioretention components cannot be altered without approval. <b>Schedule:</b> 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?				
<b>Guidance:</b> Trees/shrubs can block water flow. Healthy vegetation should cover pretreatment structures with no signs of erosion or bare soil. Remove woody vegetation and stabilize exposed soil with appropriate, non-woody vegetation. Replace any dead or unhealthy vegetation. Repair areas of erosion and reseed or re-sod. Native species are preferred. <b>Schedule:</b> Weekly for bare soil. Monthly for vegetation concerns.				
4. Notice another problem? Describe in comments.	<b>Your Comments:</b>			

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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Main Treatment Area (Component 3)</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
5. Are there materials in the main treatment area (e.g. trash, sediment, debris, leaves, grass clippings, etc.) that may cause clogging or underdrain blockage? Signs include frequent standing water, hard-packed planting layer, etc.				
<b>Guidance:</b> Remove unwanted materials and correct any other problems that can cause clogging or otherwise prevent percolation of stormwater into the soil. 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. <b>Schedule:</b> Weekly				
6. Are there signs of human encroachment in the main treatment area unrelated to maintenance, such as compacted or displaced mulch, damaged plants, tire tracks, etc.?				
<b>Guidance:</b> 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 #5 above. <b>Schedule:</b> Monthly				
7. Is there evidence of soil erosion or are there patches of exposed soil?				
<b>Guidance:</b> Repair the erosion or bare soil areas with vegetation and/or mulch. Identify the cause of erosion and take steps to prevent future occurrences. <b>Schedule:</b> Monthly				
8. Notice another problem? Describe in comments.	Your Comments:			

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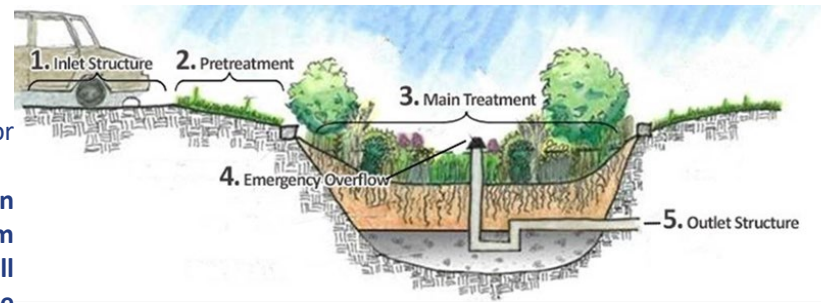
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Main Treatment Area (Vegetation Item 3)</b>		<b>Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness</b>		
9. Is vegetation overgrown or in need of weeding, pruning, or clipping?				
<b>Guidance:</b> Remove overgrown vegetation, complete any weeding/pruning/clipping. Stabilize soils following weeding. Do not dispose of clippings and other waste in the bioretention area. <b>Schedule:</b> Seasonally				
10. Do plantings (not including weeds) cover less than 75% of the planting area?				
<b>Guidance:</b> Supplement vegetation as needed to achieve at least 75% planting area coverage requirement. <b>Schedule:</b> Seasonally				
11. 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.				
<b>Guidance:</b> Remove and replace unhealthy or dead vegetation. Native species are preferred. Determine and correct the cause of vegetation health problems. <b>Schedule:</b> Seasonally				
12. Notice another problem? Describe in comments.	<b>Your Comments:</b>			

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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Property Draining to Bioretention Area</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
13. Are litter, trash, debris, sediment, grass clippings, or other materials present in the area?				
<p><b>Guidance:</b> Trash and other materials can wash into the bioretention area 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><b>Schedule:</b> Weekly</p>				
14. Are there stockpiles of soil, chemicals, equipment, or other materials that could be a source of pollutants washing into the bioretention area during a storm?				
<p><b>Guidance:</b> 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><b>Schedule:</b> Weekly</p>				
15. Are there areas of erosion or exposed soil/bare earth that could be a source of sediment washing into the bioretention area during a storm?				
<p><b>Guidance:</b> Too much sediment washing into a bioretention area 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 erosion and sediment build up.</p> <p><b>Schedule:</b> Weekly</p>				
16. Do activities occur nearby that may cause unusual or substantial amounts of pollutants to be discharged to the bioretention area?				
<p><b>Guidance:</b> Activities include car or equipment washing, pet walking, construction vehicle traffic, etc. Prevent these activities from occurring or take steps to prevent the pollutants from reaching the bioretention area, 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><b>Schedule:</b> Weekly</p>				
17. Notice another problem? Describe in comments.	Your Comments:			

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# Bioretention Area 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>

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