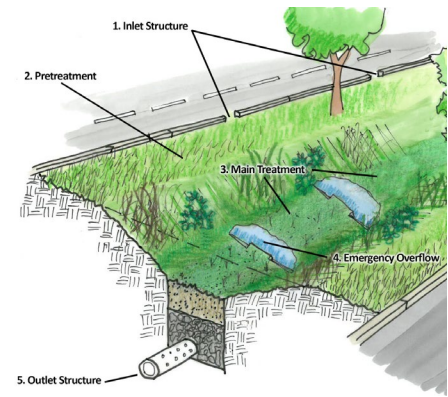


Native Vegetation Swale Inspection Form

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 native vegetation swale name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Native Vegetation Swale 1" or "Native Vegetation Swale A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.				
Who is Inspecting the Native Vegetation Swale?	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:		Check one: <input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No	
			License #:		
Who Owns the Native Vegetation Swale?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		

This Section is for City of Topeka Use Only	
Identification Number	Has the City Entered and Approved this Inspection? Yes No
Name of Staff Approving This Inspection Report:	Date of Inspection Approval: Yes No
Is a Follow Up Inspection by Staff Required? Check One: Reason for Follow Up?	Yes No

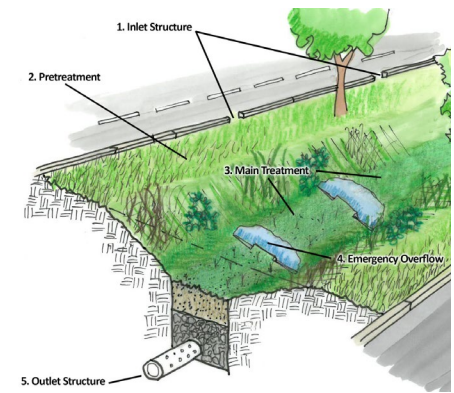
Submit completed forms to:
 Email - stormwater@topeka.org
 Mail - Stormwater Management Section • City of Topeka Utilities Department
 215 SE 7th St • Topeka, Kansas 66603



Native Vegetation Swale 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	
Pretreatment & Main Treatment (Components 2 & 3)		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
1. Is the swale hard to access for inspection and maintenance?				
<p>Guidance: Any obstacles blocking access and/or maintenance should be removed. If access is blocked by a permanent fixture (e.g. fence), note this on inspection form. Schedule: Monthly</p>				
2. Is the swale holding water for longer than it was designed for (typically 24 hours after a storm)?				
<p>Guidance: Water should drain out of the swale per its design, which is usually about 24 hours after any rain event. If it stays in the swale longer, native vegetation could be killed, or wetland plants could begin to grow. Check for and remove any blockages from the swale. If no blockages are found and standing water is common during dry periods, more extensive maintenance, such as regrading or repair of the underdrain, may be required. Schedule: Monthly</p>				
3. Is there sediment, bare soil, eroding areas in the swale or pretreatment area?				
<p>Guidance: The swale and pretreatment area should have a thick stand of grass and/or native vegetation. Eroded and bare areas should be repaired and covered with sufficient vegetation. If high water velocity is the cause of the erosion issues, check dams may be needed to slow the water. Sediment should be removed from the pretreatment structure(s) and any forebay or check dams each year. Schedule: Monthly. Annual sediment removal.</p>				
4. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:

Email - stormwater@topeka.org

Mail - Stormwater Management Section • City of Topeka Utilities Department

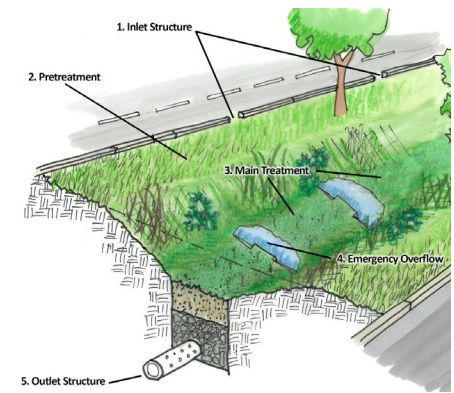
215 SE 7th St • Topeka, Kansas 66603



Native Vegetation Swale 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	
<i>Inlet Structure & Emergency Overflow (Components 1 & 4)</i>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
5. Do the inlets or emergency overflow components of the swale show evidence of erosion, bare spots, or scour?				
<p>Guidance: Inlet structures should have stable soils covered by dense, healthy vegetation and/or a stabilizing material (e.g. rock, concrete, asphalt, or paver lining) to prevent erosion. Bare soil or signs of erosion should NOT be present. Repair eroded areas and stabilize bare soil immediately with the appropriate vegetation or material cover. At the emergency overflow location, install a rock lining that extends at least 5 feet beyond the area of erosion. Consult an experienced professional if you have questions on the size and type of rock.</p> <p>Schedule: Monthly</p>				
6. Do the inlet or emergency overflow contain trash, sediment, debris, grass clippings or other materials that can obstruct stormwater flow?				
<p>Guidance: Remove unwanted materials and correct any other problems that block the water flow into or out of the swale or damage the vegetation.</p> <p>Schedule: Monthly</p>				
7. Is there visual evidence of pollutants in the swale (e.g. oil sheen odd discoloration, stains, etc.)?				
<p>Guidance: Visually check the swale for discolored or stained grass or significant stands of unhealthy vegetation. Examine surrounding areas for a potential source and contact the City of Topeka for assistance if needed.</p> <p>Schedule: Monthly</p>				
8. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:

Email - stormwater@topeka.org

Mail - Stormwater Management Section • City of Topeka Utilities Department

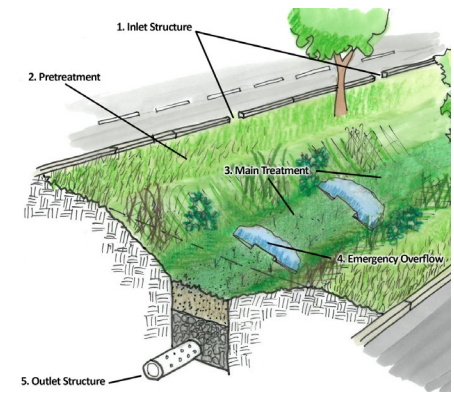
215 SE 7th St • Topeka, Kansas 66603



Native Vegetation Swale 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	
Main Treatment (Component 3)		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
9. Is the vegetation overgrown or in need of cutting? Is there woody vegetation that requires removal?				
Guidance: String trim native vegetation annually, or as needed, to minimize disturbance. Remove woody and invasive vegetation. Do not dispose of clippings or other waste in the swale. Schedule: Annually				
10. Is the vegetation healthy, and does it cover 100% of the native vegetation swale as per the BMP O&M plan?				
Guidance: The native vegetation swale should have a healthy, thick cover of native vegetation on the sides and in the bottom of the swale. If vegetative cover needs to be added, consider aerating and over-seeding in the fall, or planting new vegetation in the spring. Schedule: Seasonally				
11. Are there signs of blockage in the swale? Signs include frequent standing water, hard-packed soil, etc.				
Guidance: If the swale is clogged, contact the City of Topeka. If the soil is compacted, the entire planting layer may need repair to restore percolation. Schedule: Monthly				
12. Are there signs of pedestrian, vehicle, animal, or heavy equipment damage? Is fencing or signage damaged?				
Guidance: Erect appropriate barriers and/or signage to reduce entry of vehicle and pedestrian traffic into the native vegetation swale. Repair damaged areas, backfill with appropriate soil, and replace vegetation as needed. Schedule: Annually				
13. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:

Email - stormwater@topeka.org

Mail - Stormwater Management Section • City of Topeka Utilities Department

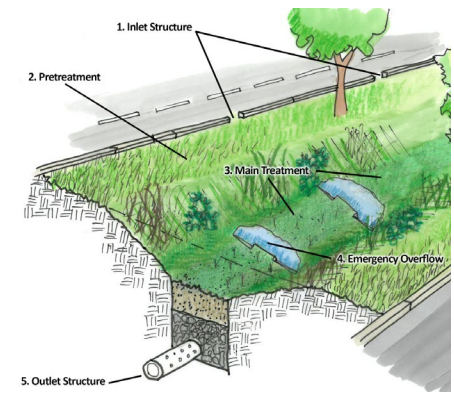
215 SE 7th St • Topeka, Kansas 66603



Native Vegetation Swale 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	
Property Draining to Swale		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
14. Is there litter, grass clippings, trash, debris, or other materials that could enter the native vegetation swale via stormwater or wind?				
Guidance: Trash and other materials can be carried into the swale, causing blockages. Remove undesirable materials and keep the property clean. Schedule: Monthly				
15. Are there stockpiles of soil, chemicals, equipment or other materials that could be a source of pollutants washing into the native vegetation swale during a storm?				
Guidance: Stockpiled materials can contain pollutants that are harmful or that can be hazardous. Remove or cover undesirable materials, fully preventing their exposure to rainfall or stormwater. Schedule: Monthly				
16. Are there areas of erosion or exposed soil/bare earth that could be a source of sediment washing into the swale during a storm?				
Guidance: Too much sediment washing into a swale can reduce the water storage and conveyance in the swale. Repair and revegetate all areas of erosion or exposed soil. If vegetation is not intended for these areas, cover them with mulch, wood chips, pavement or another hard surface to prevent sediment erosion. If soils are present on pavement surfaces nearby, sweeping parking lots or impervious surfaces to remove sand and silt may be necessary. Schedule: Weekly				
17. Do activities occur in the area that may cause unusual or substantial amounts of pollutants to be discharged to the swale?				
Guidance: Activities include car or equipment washing, pet walking, construction vehicle traffic, etc. Implement policies to prevent these activities from occurring or take steps to prevent the pollutants from reaching the swale, such as washing cars in areas that drain to the wastewater system, street or parking lot sweeping, pet waste pickup stations, etc. Schedule: Monthly				
18. Notice another problem? Describe in comments.	Your Comments:			

Submit completed forms to:

Email - stormwater@topeka.org

Mail - Stormwater Management Section • City of Topeka Utilities Department

215 SE 7th St • Topeka, Kansas 66603



Native Vegetation Swale Inspection Form

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:

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

