

**STORMWATER BMP ANNUAL MAINTENANCE INSPECTION REPORT**  
**Post-Construction Maintenance Report Form (Revised January 1, 2010)**

(All previous versions of this form are invalid)

**Town of Cary, North Carolina**

**Inspection Date:** \_\_\_\_\_

The Town of Cary Land Development Ordinance (4.4.6) requires that Stormwater BMP runoff control devices/structures be inspected annually to insure they are being maintained properly and are functioning as originally designed and intended.

**A. General Information: (Fill out ALL information)** \*USE ONLY ONE INSPECTION FORM PER SITE WITH AS MANY ACCOMPANYING BMP CHECKLIST ATTACHMENT SHEETS (AS NEEDED. IF MULTIPLE BMP'S EXIST AT A SITE, SUBMIT MULTIPLE CHECK-OFF ATTACHMENT SHEETS ALONG WITH THE STANDARD 2-PAGE FORM. ALSO, ATTACH DIGITAL PHOTOGRAPHS OF THE SITE, STRUCTURES, AND DEVICES AS APPLICABLE. COMPLETE ALL BOXES – LEAVE NOTHING BLANK!

<b>Original Project Name:</b> (as found in Town of Cary Files)	<b>Legal Owner of Record:</b> (Name from Wake County Real Estate/Tax Website or from the owner if more recently updated):
<b>Current Name/Modified Name:</b>	<b>Legal Owner of Record Address:</b> (from Wake County Real Estate/Tax Website or from the owner if more recently updated):
<b>Physical Address/Location of BMP:</b>	<b>Owner Name:</b> (or name)
<b>Town of Cary Site Plan # or Subdivision Plan #</b>	<b>Owner Telephone Number w/ Area Code:</b> (    )
<b>Site Contact Entity:</b> (Owner, Management Company, or HOA)	<b>Name of Inspection Company:</b>
<b>Site Contact Person Name/Title:</b>	<b>BMP Inspector Name:</b> (a person's name - not a company name)
<b>Site Contact Entity Mailing Address:</b>	<b>Mailing Address of Inspection Company:</b>
<b>Site Contact Person Telephone Number:</b>  (    )	<b>Qualification//Credentials of Inspector:</b> <b>Type                      Name of Entity                      State                      #</b> <hr/> <b>Registration:</b> <b>Licensure:</b> <b>Certification:</b>  <b>NCSU BMP Maintenance and Inspection Seminar</b> _____  <b>Year of Certification</b> _____ <b>Certification #</b> _____
<b>Site Contact Person e-mail address:</b>	<b>BMP Inspector Telephone Number:</b> (    )  <b>BMP Inspector e-mail Address:</b>

**B. Stormwater BMP device checklists to be used & attached to this report. Use one checklist per each BMP type.**

- Bioretention Areas
- Constructed Wetlands
- Dry Ponds
- Grass Swales
- Level Spreaders
- Proprietary Devices (i.e., Precast Engineered Wetland Devices) \*Requires DWQ and TOC pre-approval prior to use
- Riparian Buffers
- Sand Filters
- Underground Storage/Retention Structures
- Wet Detention Ponds/Basins
- Other: Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe)

Use ONE BMP checklist sheet for each specific type of BMP device found at each BMP site location. As an example if a given site has four dry ponds and four level spreaders, you need to submit one standard form (i.e., this 2-page form) along with four Dry Pond sheets and four Level Spreader sheets. Fill-in the actual number of BMP devices on the table below that exist at a given site. Attach digital low-res digital color photos as appropriate, to show areas of interest or areas that need attention.

Device Type	Number of BMP's per Site	Describe (only if needed)
Bioretention Areas		
Constructed Wetlands		
Dry Ponds		
Grass Swales		
Level Spreaders		
Proprietary Device (*Must receive DWQ/TOC advance approval)		
Riparian Buffers		
Sand Filter		
Underground Detention/Storage		
Wet Ponds		
Other (Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe))		

**Note #1: Inspections With Deficiencies** – “The “FAIL” box should be checked under item “C” (below). The failed inspection form along with the specific BMP check-off attachment sheets and confirmatory digital photographs summarizing required repairs must be submitted to the TOC within 48-hours following completion of the preliminary inspection. Re-inspection and certification will be required after satisfactory completion of all repairs. The Owner has a maximum of 30-days from the date of the preliminary inspection to make all repairs, correct all deficiencies, and submit a certification to the TOC in order to avoid automatic enforcement actions. *It is strongly encouraged that the inspector be part of the repair and maintenance process in a QA/QC role in order to ensure that repairs are being performed properly.*

**Note #2: Inspections With No Deficiencies** – “The “PASS” box should be checked under item “C.” (below). The inspection form should be signed, stamped, and sealed by the appropriate professional and submitted to the TOC within the same month of, on or before the established inspection due date. Attach the applicable BMP check-off sheets and confirmatory digital photographs accordingly.

**C. The results of this inspection are as follows:**

**FAIL**  
 VISUAL INSPECTION FOUND APPARENT PROBLEMS WHICH NEED IMMEDIATE ATTENTION. COMPLETE THE REPAIR AND/OR MAINTENANCE ITEMS INDICATED ON THE ATTACHED CHECKLISTS WITHIN 30-DAYS OF THE DATE OF THIS REPORT. RE-INSPECTION AND CERTIFICATION PRIOR TO OR AT THE 30-DAY INTERVAL WILL FOLLOW SATISFACTORY COMPLETION OF ALL REPAIRS AND MAINTENANCE. REPORTS NOT RECEIVED WITHIN 30-DAYS WILL AUTOMATICALLY DEFAULT INTO ENFORCEMENT ACTIONS. SEE ITEM “D” BELOW REGARDING ENFORCEMENT.

**PASS/CERTIFIED** (CHECK HERE AFTER INITIAL FAILURE IF THIS IS A RE-INSPECTION)   
 VISUAL INSPECTION FOUND NO APPARENT PROBLEMS, (CERTIFICATION BELOW; SEE ITEM “E”).

**D. Enforcement Actions. Enforcement is triggered as follows:**

- 1) When an annual inspection is **30-days** past due and no efforts have been documented (submitted) to the TOC indicating that the inspection has taken place; or
- 2) When a site inspection does take place but fails, and the follow-on **30-day** repair time period outlined above elapses and no repairs and/or follow-on certification is received by the TOC;
- 3) When a site inspection does take place but fails and then, after **30-days**, only some (but not all) of the necessary repairs have been rectified.

**E. Certification (is only performed when BMP is functional and has no outstanding repair or maintenance issues)**  
 I, \_\_\_\_\_, as a duly registered Professional in the State of North Carolina, hereby state that, to the best of my abilities the stormwater best management practice (bmp) device(s) is/are fully functioning and operating as designed and intended.

**Seal/Signature**

Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Cary, Engineering Department, 316 North Academy St., P.O. Box 8005 Cary NC 27512 Attention: Michael L. Babuin, PG, PhD

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## Submittal Requirements:

- 1) **SUBMITTAL TIMELINE.** All inspections – passed and/or failed must be submitted to the TOC electronically by the end of the month the inspection is due.
- 2) **ELECTRONIC PDF SUBMITTALS.** Submittals shall be in the form of an electronic copy sent via email as a pdf file. The TOC's standard *STORMWATER BMP ANNUAL MAINTENANCE INSPECTION REPORT* form shall be submitted with as many applicable BMP attachment check-off sheets as necessary based upon actual numbers of BMP's at a site. As an example if a given site has four BMP's **dry ponds** and four **level spreaders connected to the ponds**, you need to submit one standard form (i.e., the 2-page form) along with four 'dry pond checklist attachments and four 'level spreader checklist attachment sheets. Additionally, color digital photographs of the BMP features and areas of interest/concern shall be submitted as well. ALL of the above shall be submitted as ONE pdf – preferably no more than (2) megabytes in size. Do **NOT** submit separate digital photos as a pdf, separate attachment sheets as a pdf – make it all one pdf submittal. If you need to shrink or reduce the size of the electronic file – use low resolution scanning and put approximately 3-4 pictures on one page. Full size page pictures are not needed or desired. Text book quality digital pictures likewise are not needed. However, all pictures shall be submitted in **COLOR** – no black and white pictures are desired.
- 3) **PDF FILE NAMING.** For simplicity, create the pdf file name with an equivalent site name as identified by the Town of Cary's site name for the bmp followed by the year of inspection. **Example: Weldon Ridge Phase 1 2009.** If the site fails – give it the following name – **Weldon Ridge Phase 1 2009 FAIL.**
- 4) **PAPER COPIES.** Paper copy submittals are no longer required or desired. All submittals should be submitted electronically to the BMP Regulatory Administrator: Dr. Mike Babuin, PG at the following email address: [mike.babuin@townofcary.org](mailto:mike.babuin@townofcary.org) Additional submittal questions may be answered by the BMP Regulatory Administrator via telephone at: (919) 462-3931.

# Underground Detention Checklist for Annual BMP Report Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

## Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

## INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Structural Condition		
Filter Condition		
Other (Describe)		

## UNDERGROUND VAULT\*

Assessment	Code Status	Comments
Sediment/debris accumulation		
Access hatch condition		
Vault structural condition		
Baffles and/or weir condition		
Access ladder/steps condition		
Oil accumulation		
Blocked, damaged, or plugged air vents		
Proper drainage		
Other (Describe)		

\* All applicable OSHA requirements should be followed during an underground detention inspection,

# Underground Detention Checklist for Annual BMP Report Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

## Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

## OUTLET DEVICE

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/Undercutting		
Joint Failure/Loss of Joint Material		
Leaking Device		
Control Valve Operation		
Emergency By-pass Condition		
Filter Fabric Present Under Rip-Rap?		
Displacement and Condition of Fabric		
Rip-Rap: Size, Quantity, Underlying Fabric?		
Other (Describe)		

## MISCELLANEOUS

Assessment	Code Status	Comments
Trash/debris		
Access		
Hazardous Fumes/Odors Present		
Other (Describe)		

## PHOTOGRAPHS

Attach low-resolution, digital color photographs of the site and BMP features (2-3 per page- no more, no less on any one page). Include captions describing the photographs.

## ADDITIONAL COMMENTS

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**Proprietary Device**  
**Hydrodynamic Separator Checklist for Annual BMP Report**  
**Town of Cary, North Carolina**

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

**Item-by-Item Code Key:**

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
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<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

**INFLOW POINTS**

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Structural Condition		
Filter Condition		
Other (Describe)		

**SEPARATOR BODY\***

Assessment	Code Status	Comments
Sediment/debris accumulation		
Access hatch condition		
Separator structural condition		
Central shaft condition		
Access ladder/steps condition		
Oil accumulation		
Standing water		
Other (Describe)		

\* All applicable OSHA requirements should be followed during any confined spaces

**OUTLET DEVICE**

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/Undercutting		
Joint Failure/Loss of Joint Material		
Leaking Device		
Emergency By-pass Condition		
Filter Fabric Present Under Rip-Rap?		
Displacement and Condition of Fabric		
Rip-Rap: Size, Quantity, Underlying Fabric?		
Other (Describe)		

**Proprietary Device**  
**Hydrodynamic Separator Checklist for Annual BMP Report**  
**Town of Cary, North Carolina (Continued)**

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

**Item-by-Item Code Key:**

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

**MISCELLANEOUS**

Assessment	Code Status	Comments
Trash/debris		
Access		
Hazardous Fumes/Odors Present		
Other (Describe)		

**PHOTOGRAPHS**

Attach low-resolution, digital color photographs of the site and BMP features (*2-3 per page- no more, no less on any one page*). Include captions describing the photographs.

**ADDITIONAL COMMENTS**

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# Level Spreader Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INLET/FLOW SPLITTER DEVICE

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Rip Rap Displacement /Sedimentation		
Structural Condition		
Other (Describe)		

### POOLING AREA AND LEVEL LIP

Assessment	Code Status	Comments
Sediment/debris accumulation		
Level lip is cracked , settled, undercut or eroded		
Stormwater is by-passing level spreader		
Woody Vegetation growth in pooling area or on level lip		
Grass is maintained as mowed		
Nuisance Vegetation is Present		
Other (Describe)		

### BYPASS CHANNEL

Assessment	Code Status	Comments
Bare soil/erosive gullies		
Turf Reinforcement condition		
Displacement of rip-rap		
Other (Describe)		

### FILTER STRIP

Assessment	Code Status	Comments
Grass length: (too short/too long)		
Bare soil/erosive gullies		
Sediment accumulation		
Nuisance vegetation is present		
Other (Describe)		

# Level Spreader Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### MISCELLANEOUS

Assessment	Code Status	Comments
Trash/debris		
Access		
Evidence of routine maintenance being performed?		
Other (Describe)		

### PHOTOGRAPHS

Attach low-resolution, digital color photographs of the site and BMP features (*2-3 per page- no more, no less on any one page*). Include captions describing the photographs.

### ADDITIONAL COMMENTS

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# Grass Swale Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation.debris/sediment		
Erosion/undercutting		
Displacement/sedimentation of fabric or rip-rap		
Pipe condition		
Other (Describe)		

### ENTIRE LENGTH OF SWALE

Assessment	Code Status	Comments
Trash debris		
Bare soil/erosive gullies		
Sediment accumulation		
Vegetation length: (too short/too long)		
Invasive vegetation		
Erosion/Damage to outlet		
Other (Describe)		

### PHOTOGRAPHS

Attach low-resolution, digital color photographs of the site and BMP features (2-3 per page- no more, no less on any one page). Include captions describing the photographs.

### ADDITIONAL COMMENTS

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# Dry Pond Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation.debris/sediment		
Erosion/undercutting		
Displacement/sedimentation of fabric or rip-rap		
Pipe condition		
Other (Describe)		

### FOREBAY (AS APPLICABLE)

Assessment	Code Status	Comments
Sediment/debris accumulation		
Bare soil/erosion on side slopes		
Invasive vegetation		
Other (Describe)		

### MAIN TREATMENT AREA

Assessment	Code Status	Comments
Standing water (>5-days after storm)		
Sediment/debris accumulation		
Bare soil/erosion on side slopes		
Invasive vegetation		
Side slopes maintained as mowed/covered		
Emergency spillway properly armored and free of woody vegetation		
Other (Describe)		

# Dry Pond Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### EMBANKMENT

Assessment	Code Status	Comments
Bare soil, erosion, loss of dam material		
Shrubs/trees present (>3'tall)		
Animal burrows		
Grass cover is eroding/unhealthy		
Signs of seepage on downstream face		
Other (Describe)		

*\* Note: It is recommended that shrubs/trees if present on the embankment be removed if greater than 3' tall*

### OUTLET DEVICE

Assessment	Code Status	Comments
Obstructed pipe, trash rack, or draw-down orifice		
Erosion/undercutting		
Joint failure/loss of joint material, soil piping		
Overall structural condition		
Sediment in Pipe		
Displacement of fabric/rip-rap		

*\* Note: It is recommended that the pond drain be exercised twice a year to prevent freezing*

### MISCELLANEOUS

Assessment	Code Status	Comments
Trash/debris		
Access		
Evidence of routine maintenance being performed?		
Fence condition (if applicable)		
Other (Describe)		



# Wet Pond Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation.debris/sediment		
Erosion/undercutting		
Displacement/sedimentation of fabric or rip-rap		
Pipe condition		
Other (Describe)		

### FOREBAY (AS APPLICABLE)

Assessment	Code Status	Comments
Sediment/debris accumulation		
Bare soil/erosion on side slopes		
Invasive vegetation		
Other (Describe)		

### MAIN POND POOL AREA

Assessment	Code Status	Comments
Visible pollution/muddiness of water quality,		
Sediment accumulation		
Trash accumulation		
Is vegetative shelf thriving? *		
Invasive vegetation (%) *		
Algae cover (%) *		
Bare soil/erosion on side slopes		
Side slopes maintained as mowed/covered		
Emergency spillway properly armored and free of woody vegetation		
Water level returns to normal pool elevation (>5-days after rainfall event)		
Other (Describe)		

\* *Note: Replace such plants as necessary per original approved construction plans*

\* *Invasive vegetation should be no greater than 5% of surface area*

\* *If algae is predominant, rectify prior to passing inspection*

# Wet Pond Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### EMBANKMENT

Assessment	Code Status	Comments
Bare soil, erosion, loss of dam material		
Shrubs/trees present (>3'tall) *		
Animal burrows		
Grass cover is eroding/unhealthy		
Signs of seepage on downstream face		
Signs of structural failure: i.e., horizontal/vertical cracks		
Upslope, top, and downslope maintained as mowed		
Condition of soil on dam: bare spots or loss of dam material?		
Other (Describe)		

*\* Note: It is recommended that a dam specialist be consulted regarding established trees growing on a dam. Owner may choose to leave trees provided they are not adversely affecting BMP functionality or creating a hazardous condition (via roots. However, the Town assumes no liability for any damage caused by remaining trees on the dam.*

### OUTLET DEVICE

Assessment	Code Status	Comments
Obstructed pipe, trash rack, or draw-down orifice		
Erosion/undercutting		
Joint failure/loss of joint material, soil piping		
Overall structural condition		
Leaking devices		
Sediment in Pipe		
Displacement of fabric/rip-rap		
Other (Describe)		

*\* Note: It is recommended that the pond drain be exercised twice a year to prevent freezing*



# Constructed Wetland Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation.debris/sediment		
Erosion/undercutting		
Displacement/sedimentation of fabric or rip-rap		
Pipe condition		
Other (Describe)		

### FOREBAY/DEEP POOL AT OUTLET STRUCTURE

Assessment	Code Status	Comments
Sediment/debris accumulation		
Bare soil/erosion on side slopes		
Invasive Vegetation		
Side slopes maintained/mowed		
Other (Describe)		

### MAIN TREATMENT AREA

Assessment	Code Status	Comments
Returns to permanent pool elevation (>5-days after storm)		
Sediment/debris accumulation		
Plants are dead, diseased, or dying <i>(Replace such plants as necessary per original approved construction plans)</i>		
Side slopes maintained as mowed		
Bare soil/erosion on side slopes		
Invasive vegetation (%)		
Algae cover (%)		
Emergency spillway properly armored and free of woody vegetation		
Other (Describe)		

# Constructed Wetland Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### EMBANKMENT

Assessment	Code Status	Comments
Bare soil/erosion/loss of dam material		
Shrubs/trees present		
Animal burrows		
Signs of structural failure: i.e., horizontal or vertical cracks		
Upslope, top, and downslope maintained as mowed		
Other (Describe)		

### OUTLET DEVICE

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/undercutting		
Joint failure/loss of joint material/soil piping		
Leaking device		
Structural Condition		
Sediment in Pipe		
Displacement of fabric/rip-rap		
Other (Describe)		

\* = *It is recommended that the pond drain be exercised twice a year to prevent freezing*

### MISCELLANEOUS

Assessment	Code Status	Comments
Trash/debris		
Access		
Evidence of routine maintenance being performed?		
Fence condition (if applicable)		
Other (Describe)		



# Bioretention Area Checklist for Annual BMP Report Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

## Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

## INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/undercutting		
Structural condition		
Displacement /sedimentation of fabric/rip-rap		
Other (Describe)		

## PERIMETER/SIDE SLOPES/EMBANKMENT

Assessment	Code Status	Comments
Sediment/debris accumulation		
Bare soil/erosion		
Woody vegetation		
Turfgrass maintained as mowed		
Other (Describe)		

## PRE-TREATMENT AREA (Forebay, grass swales, & verges, gravel)

Assessment	Code Status	Comments
Sediment/debris accumulation		
Erosion/gullies present		
Invasive vegetation		
Flow is by-passing pretreatment		
Other (Describe)		

# Bioretention Area Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### BIORETENTION CELL

Assessment	Code Status	Comments
Overgrown vegetation (requires pruning)		
Plants are dead, diseased, or dying <i>(Replace such plants as necessary per original approved construction plans)</i>		
Mulch is decomposed or displaced		
Soils/mulch clogged with sediment		
Evidence of lack of proper drainage (i.e., dead plants, or successional wetland vegetation)		
Bare or eroded areas in grass cells		
Other (Describe)		

### OUTLET DEVICE

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/undercutting		
Structural condition		
Sediment in pipe		
Joint failure/loss of joint material/soil piping		
Displacement of fabric/rip-rap		
Other (Describe)		

### MISCELLANEOUS

Assessment	Code Status	Comments
Trash/debris		
Access		
Evidence of routine maintenance being performed?		
Other (Describe)		



# Sand Filter Checklist for Annual BMP Report

## Town of Cary, North Carolina

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: debris/sediment		
Structural condition of grates & covers		
Trash/debris covering		
Other (Describe)		

### SEDIMENT CHAMBER \* \* = All applicable OSHA requirements should be followed during inspection

Assessment	Code Status	Comments
Sediment exceeds O&M manual tolerance		
Access hatch condition		
Vault/pipe structural condition		
Baffles and/or weir condition		
Access ladder/steps condition		
Oil accumulation		
Leaking Device		
Proper Drainage		
Trash/Debris		
Other (Describe)		

### SAND CHAMBER \* \* = All applicable OSHA requirements should be followed during inspection

Assessment	Code Status	Comments
Holding water >24-hours after rain event		
Sand bed has been silted-in (silt/clay and contaminated sand should be removed and replaced with clean sand)		
Sand bed color profile (if discolored >3" deep, remove and replace with clean sand)		
Sand bed has been eroded or displaced (rake to level)		
Access hatch condition		
Vault/pipe structural condition		
Access ladder/step condition		
Trash/debris		
Other (Describe)		

# Sand Filter Checklist for Annual BMP Report

## Town of Cary, North Carolina (Continued)

BMP Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

*(Revised January 1, 2010)*

<b>FF</b>	<b>Fully Functional (No Repairs Needed) = Pass for Inspection</b>
<b>PF</b>	<b>Partially Functional (Repairs Needed) = Fail the Inspection</b>
<b>NF</b>	<b>Not Functional (Repairs Needed) = Fail the Inspection</b>
<b>MON</b>	<b>Monitor (Monitor for a period of time – perhaps until the next inspection)</b>
<b>N/A</b>	<b>Not Applicable</b>

### OUTLET DEVICE

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/undercutting		
Joint failure/loss of joint material		
Leaking device		
Control valve operation		
Emergency by-pass condition		
Displacement of fabric/rip-rap at outlet		
Other (Describe)		

### MISCELLANEOUS

Assessment	Code Status	Comments
Access		
Hazardous fumes or odors present		
Other (Describe)		

### PHOTOGRAPHS

Attach low-resolution, digital color photographs of the site and BMP features (2-3 per page- no more, no less on any one page). Include captions describing the photographs.

### ADDITIONAL COMMENTS

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