



Submit report to:
 City of Lynchburg
 525 Taylor Street
 Lynchburg, Virginia 24501
 Attn: Stormwater Compliance Inspector

City of Lynchburg Stormwater Utility
Annual BMP Operation & Maintenance Inspection for Bioretention
 Due Every April 1st

Owner Name:	
Property Address: Street: City: Zip code:	
Date BMP placed in service:	
Parcel Number:	As-built plans available: Y N
Date of Inspection:	Date of Last Inspection:
Phone Number:	Email address:

Check all that apply: Type of Infiltration: **Basin** **Trench** **Permeable Pavement**

Facility Location:

- Surface
- Underground

Filtration Media:

- No filtration media (e.g. dry well)
- Sand
- Bioretention soil
- Peat
- Other:

Type of Pretreatment:

- Sediment forebay (above ground)
- Check dam
- Grass channel
- Grass filter strip
- Stone diaphragm
- Other:
- None

Hydraulic configuration:

- On-line facility
- Off-line facility

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Contributing Drainage Area	On-going	Excessive trash/debris		
		Bare exposed soil		
		Evidence of erosion		
		Excessive landscape waste/yard clippings		
Pretreatment	On-going	Maintenance access to pretreatment facility		
		Excessive trash/debris/sediment		
		Evidence of clogging		
		Dead vegetation, exposed soil		
		Evidence of erosion		
		Evidence of standing water: ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation		

Checklist—Virginia Stormwater Management Handbook, chapter 9

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Inlets	On-going	Inlets provide stable conveyance into facility		
		Presence of invasive species/weeds		
		Dead vegetation/exposed soil		
Filter media	Annually	Filter media is too low, compacted, or the composition is inconsistent with design specifications		Amend media to contain 85-88% sand, 8-12% soil fines, 3-5% organic matter in form of leaf compost
		Mulch is older than 3 years or in poor condition		Mulch shall be removed and replaced every 2-3 years.
		Chemicals, fertilizer and/or oil are present		No dumping of yard wastes into practice. Remove oil/grease from practice immediately.
		Sediments are greater than 20% of design depth		Check plant health, manually remove sediment immediately without damaging plants.
		Exposed/bare soil		Backfill with soil, reseed, and protect area until vegetation is reestablished
		Topsoil is in poor condition, the pH level is not 6-7, the composition is inappropriate		3 inch surface depth of loamy sand or sandy loam texture, with less than 5% clay content, and organic matter content of at least 2%. If the pH is less than 6.5, spread limestone over the practice
		Filter bed is blocked and/or filled inappropriately		Redistribute soil substrate and remove sediments within two weeks.
Under-drain/pea gravel filter	Every 3-5 years	Perforated pipe is not delivering conveyances as designed		Check if pipe is clogged with debris or woody roots have pierced it. Manually clear out or replace pipe immediately.
		Evidence of standing water. Does not dewater between storms. Water ponds on the surface of basin for more than 48 hours after an event		This is an indication that underlying soil interface is clogged. This should be promptly investigated and addressed
Outlet/overflow spillway	Annually/after major storms	Evidence of blockage		Determine source of debris and promptly address
		Litter is present within the practice		Remove immediately. Maintain contributing areas free of litter.
Outlet	On-going	Outlets provide stable conveyance out of facility		
		Excessive trash/debris/sediment accumulation at inlet		
		Evidence of erosion at/around inlet		
Overall	On-going	Maintenance access to facility		
		Condition of structural components		
		Condition of hydraulic control components		

BMP Element	Frequency	Problem	Yes or No?	Corrective Action
Overall	On-going	Excessive trash/debris/sediment		
		Evidence of erosion		
		Evidence of oil/chemical accumulation		
		Evidence of standing water: ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation		
		Complaints from local residents		
		Mosquito proliferation		
		Encroachment on facility or easement by buildings or other structures		

Warning: If any bioretention facility component has a watertight cover—be careful regarding the possibility of flammable gasses within the facility. Care should be taken lighting a match or smoking while inspecting facilities that are not vented. If the bioretention facility is in a completely enclosed vault the **OSHA Confined Space Entry** procedures must be followed.

A customized maintenance schedule must be prepared for each bioretention facility, since the maintenance tasks will differ depending on the scale of bioretention, the landscaping template chosen, and the nature of the surface cover. The above is a general guideline only.