



**City of Monroe
Annual Inspection
SCM Maintenance and Inspection Check List
*Bioretention***

[Note: A separate form must be used for each SCM]

Project Name: _____
 Project Address: _____
 Owner's Name: _____
 SCM Name: _____
 Inspection Date: _____
 Inspector: _____
 Inspector Address/Phone Number: _____

Maintenance Item	Satisfactory	Unsatisfactory	Comments/Actions Required
1. Debris Cleanout			
Clear of trash and debris			
2. Vegetation Management			
Banks / surrounding areas mowed			
Unwanted vegetation present			
Condition of plants			
Condition of mulch – Must be double hammered hardwood, 3 inches deep (replace at least every 3 years and renew yearly)			
3. Erosion			
Evidence of soil erosion on banks or contributing areas			
4. Sedimentation			
Forebay (if present) sediment inspection (cleanout when 50% full)			

Evidence of sediment in bioretention cell			
5. Energy dissipaters			
Condition of dissipater at inlets			
Condition of dissipater at outfall			
Inspect pea gravel diaphragm (replace as needed)			
6. Inlet			
Condition of pipe of swale (cracks, leaks, sedimentation, woody vegetation)			
7. Outlet			
Condition of outlet / drop box			
8. Dewatering (drawdown must be between 48 hours and 120 hours)			
Evidence of standing water			
9. Overall functionality			
Evidence of bypass			
P Index test results for soil media (indicate test results and date last tested)			
10. Miscellaneous:			

Attach to this form documentation of SCM maintenance escrow account activity. This may be provided in the form of a bank statement which includes the current balance, as well as deposits and withdraws for the previous 12 months.

Maintenance Actions Taken: [If any of the above items were marked “U” for unsatisfactory, explain the actions taken and time table for correction. Attach additional pages as necessary.]

Additional Comments:

I do hereby certify that I conducted an inspection of the SCM described herein. I further certify that at the time of my inspection said SCM was performing properly and was in compliance with the terms and conditions of the approved maintenance agreement required by the Phase II Post-Construction Stormwater Ordinance.

Certification:

Inspector's Signature

Date

Inspector's SCM Stormwater Certification Number:

(PE Seal, if applicable)

Note: An annual inspection of each SCM must be performed by a qualified professional in accordance with the City of Monroe's Phase II Stormwater Ordinance. All such inspections shall be documented and submitted on this form. The annual inspection shall occur before the first and each subsequent anniversary of the as-built certification. The inspection report along with 1-4 photos for each SCM shall be submitted on/or before the anniversary date to the City of Monroe's Engineering Department at 300 W. Crowell Street, Monroe, NC 28112 or mailed to the City's Stormwater Department at PO Box 69, Monroe, NC 28111-0069.