Stormwater Treatment Facility (STF) Inspection Checklist

THIS IS NOT A CERTIFICATION.
RETURN CERTIFICATION WITHIN 30 DAYS OF DUE DATE

If you have any questions regarding the checklist or certification, please call the City of Shawnee’s Stormwater Group at (913) 742-6009.

Property Owner: __________________________________________________________
Structure Responsible Party: _________________________________________________
Structure/Property Address: ________________________________________________
Phone Number of Responsible Party: __________________________________________

Structure Type (circle choice or write in below):
Rain Garden; Bioretention; Bioswale; Infiltration Basin/Trench; Porous Pavement;
Extended Detention Wetland; Sand Filter; Wetland Swale; Extended Wet Detention Basin; Native Vegetative
Swale; Extended Dry Detention Basin; Turf Swale; Proprietary Media Filtration; Hydrodynamic Separation;
Catch Basin Insert; Baffle Box; Oil/Grit Separator
Other: ________________________________

Inspection Date: ______________________

The STF/Property Owner does not complete an annual inspection report. STF/Property Owner must coordinate an annual
inspection to be completed entirely by a professional engineer/landscape architect licensed in the State of Kansas.

The following items are simply a guideline for inspection of the stormwater treatment facility. Final certification must be
completed and sealed ONLY by a professional engineer/landscape architect licensed in the State of Kansas.

Annual Inspection Checklist
CIRCLE “YES” OR “NO” FOR ALL ITEMS BELOW

A. HAS DEBRIS OR TRASH ACCUMULATED IN BASIN OR STRUCTURE?..........YES NO
B. ARE NOXIOUS WEEDS PRESENT THAT PREVENT THE DESIRED VEGETATION
   FROM GROWING PROPERLY?.........................................................YES NO
C. IS THERE EXPOSED SOIL NOT COVERED WITH VEGETATION, MULCH,
   OR OTHER NONEROADABLE MATERIAL?...............................YES NO
D. IS ALGAE OR STAGNANT MOISTURE PRESENT IN BASIN OR STRUCTURE?..YES NO
E. ARE UNPLEASANT ODORS EMERGING FROM BASIN OR STRUCTURE?........YES NO
F. HAS SEDIMENT ACCUMULATED IN BASIN OR STRUCTURE?.......................YES NO
G. IS SOIL EROSION PRESENT ALONG STANDING OR MOVING SURFACE WATER?.....YES NO
H. IS SOIL EROSION PRESENT AT BASIN SIDES, INLET, OR OUTLET?...................YES NO
I. ARE HOLES PRESENT FROM ANIMALS OR UNDESIRABLE SOIL LOSS?.........YES NO
J. ARE WET OR SOGGY AREAS PRESENT THAT PREVENT DESIRED
   VEGETATION FROM GROWING OR ALLOWING FOR REQUIRED INFILTRATION?.....YES NO
K. IS RUNOFF ENTERING OR LEAVING THE BASIN OR STRUCTURE IN A MANNER
   THAT PREVENTS PROPER FUNCTION OF ITS INFLOW OR OUTFLOW SYSTEMS?.....YES NO
L. DOES FLOW OUT OF BASIN OR STRUCTURE OCCUR IN A MANNER THAT
   CREATES EROSION OR DAMAGE TO ADJACENT PROPERTY?......................YES NO
M. ARE THE BASIN OR STRUCTURE FUNCTIONS IMPAIRED?.........................YES NO
N. OTHER ITEMS AND COMMENTS:__________________________________________
O. CORRECTIVE MEASURES FOR ALL YES ANSWERS ABOVE:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
1. **ASSESSMENT OF ANY PUMP, PIPE, RIPRAP, AND STRUCTURES PRESENT:**
   (i.e. – IS THERE A NEED FOR REPLACEMENT OR MAINTENANCE OF BASIN OR STRUCTURE COMPONENTS?)

2. **GENERAL ASSESSMENT OF THE BASIN OR STRUCTURE:**
   (i.e. – DOES THE BASIN OR STRUCTURE APPEAR TO FUNCTION PROPERLY? MODIFICATIONS RECOMMENDED FOR IMPROVED FUNCTION)

3. **ASSESSMENT OF BASIN OR STRUCTURE ELEVATIONS:**
   (i.e. – ARE CRITICAL INFLOW, OUTFLOW, OVERFLOW PATHS AND ELEVATIONS UNCHANGED FROM THE AS-BUILT PLANS? NOTE: THE ELEVATION REASONABLENESS CHECK IS INTENDED TO BE A VISUAL CHECK FOR LARGE ACCUMULATIONS OF SEDIMENT OR BASIN MODIFICATIONS AND NOT A REQUIREMENT FOR A SURVEY.)

4. **ASSESSMENT OF BASIN OR STRUCTURE VOLUMES:**
   (i.e. – IS THERE EVIDENCE OF BASIN CHANGES AFFECTING THE STORAGE VOLUME FROM THAT SHOWN ON THE AS-BUILT PLANS? NOTE: THE VOLUME REASONABLENESS CHECK IS INTENDED TO BE A VISUAL CHECK FOR LARGE ACCUMULATIONS OF SEDIMENT OR BASIN MODIFICATIONS AND NOT A REQUIREMENT FOR A SURVEY.)

5. **ASSESSMENT OF REQUIRED VEGETATION AND PLANTINGS:**
   (I.E. – REQUIRED PLANTINGS NEED TO BE AT 80% COVERAGE FOR CERTIFICATION OF FULL FUNCTIONALITY. PLANTING SEASON IS GENERALLY BEST SCHEDULED FOR EARLY SPRING.)

6. **OTHER ITEMS AND COMMENTS:**

7. **CORRECTIVE MEASURES NEEDED AND RECOMMENDED SCHEDULE:**