



Annual Stormwater Management Facility Operation & Maintenance Inspection for
Bioretention, Microbioretention and Planter Box

Owner Information:

Name: _____ Check box if new owner
Phone Number: _____ Email: _____

Facility Information: (one form per facility)

Address: _____ Location: _____
(ie. front of house)

CSP Number: _____ Facility ID: _____
Description (check one): Bioretention Microbioretention Planter Box Ponding Depth: 6" 12" Other: _____

Inspection: (can be performed by the owner)

Inspector's Name: _____ Date of Inspection: _____
Inspector Type: _____ Certification Number: _____
Maintenance Performed: _____ Date All Maintenance Completed: _____
Has there been rain in the last 3 days? _____ Amount: _____

Inspection Tasks (any maintenance or repairs should be noted in the Notes section at the bottom of the form)	Inspected?	Is Maintenance Needed?	Date Maintenance Completed
Overall			
1. Inspect pretreatment (forebay, stone diaphragm, grass filter strip, sump pit or trench drain), and remove any sediment or standing water. (Type of pretreatment is listed on your letter)			
2. Is there erosion or sediment accumulation at the inflow points*? Erosion needs to be raked to create a level surface and any sediment that has washed into the bioretention/planter box should be removed			
3. Inspect the surface for any debris or leaf accumulation. Leaves and trash should be removed.			
4. Examine the ponding depth* and adjust accordingly. Photo of ponding depth including a ruler must be included.			
Vegetation			
1. Inspect the surface for weeds. Remove any that are present.			
2. Ensure that all of the plants are healthy. Any that are dead, dying or diseased need to be replaced.			
3. Prune any trees or shrubs as necessary.			
Mulch			
• The mulch layer should be uniform in depth (2-3 inch layer) and level. Rake if necessary.			
Structural Components			
1. Is the planter box structurally sound? (Planter boxes only. If repairs are made, explain in Notes section below)			
2. Inspect the observation well or overflow pipe to ensure covers are in place.			

Notes (include description of maintenance or repairs completed)

See [Planter Box Maintenance for Homeowners](#) and [Microbioretention Maintenance for Homeowners](#) for reference

*Photo required

Inspector's Signature:

Annual Stormwater Management Facility Operation & Maintenance Inspection Form Instructions:

******One form per facility ******

The top portion of the form is to be filled in with the relevant information. The letter that was sent to the owner includes information for the form.

Owner Information should be filled in with the contact information of the owner of the facility. If the owner is different than the one listed on the letter, please check the box.

Facility Information can be obtained from the letter.

Inspection Information should be completed by the individual completing the inspection. The owner can complete the inspection.

The **Inspection Tasks** table needs to be completed by the person inspecting each component. Components are shown on the detail below. Any maintenance completed should be described in the Notes section.

Photos. Attach a minimum of three (3) date stamped photos of the facility to this inspection report.

1. Close-up photo of the inflow/downspout discharge and splash block/rocks
2. Facility's location with the home or building in the background
3. Ponding depth (including a ruler) for planter box or ponding depth (including a ruler) for microbioretention

When the form is complete. Submit form and photos to:

Arlington County Department of Environmental Services
c/o Christine Simpson
2100 Clarendon Blvd., Suite 705
Arlington, VA 22201