



## TOWN OF GARNER STORMWATER CONTROL MEASURE ANNUAL INSPECTION REPORT

This completed certification and accompanying materials are to be submitted to the Stormwater Program Administrator each year on or before June 30, for all stormwater facilities. All stormwater facilities shall be maintained in accordance with instructions for the specific type of facilities, as described in Stormwater Best Management Practices ("Design Manual"), NC Department of Environmental Quality, Water Quality Section, 2017, including any and all subsequent revisions. At minimum, maintenance activities shall conform to the guidelines contained therein, and shall maintain the Facility as designed for optimal functioning.

**Project Information:**

Project Name:	
Property Address:	
Property Owner:	
Property Owner Address:	
Property Owner Email:	Telephone:
Wake County PIN:	Date of Inspection:
Recorded Book and Page Number for each required storm water control facility:	Book/Page:

Use **ONE** SCM checklist sheet for each specific type of SCM device found at each SCM 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 SCM 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 SCM's per Site	Describe (only if needed)
<b>Bioretention Areas</b>		
<b>Constructed Wetlands</b>		
<b>Dry Ponds</b>		
<b>Grass Swales</b>		
<b>Level Spreaders</b>		
<b>Proprietary Device</b> (*Must receive DEQ/TOG advance approval)		
<b>Riparian Buffers</b>		
<b>Sand Filter</b>		
<b>Underground Detention/Storage</b>		
<b>Wet Ponds</b>		
<b>Other</b> (Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe))		

The results of this inspection are as follows:

**NON-COMPLIANT**

VISUAL INSPECTION FOUND APPARENT ISSUES WHICH NEED IMMEDIATE ATTENTION. COMPLETE THE REPAIR ITEMS INDICATED ON THE ATTACHED CHECKLISTS WITHIN 60-DAYS OF THE DATE OF THIS REPORT. RE-INSPECTION AND CERTIFICATION PRIOR TO OR AT THE 60-DAY INTERVAL WILL FOLLOW SATISFACTORY COMPLETION OF ALL REPAIRS. REPORTS NOT RECEIVED WITHIN 60-DAYS WILL LEAD INTO ENFORCEMENT ACTIONS. SEE ITEM "D" BELOW REGARDING ENFORCEMENT.

**COMPLIANT WITH MAINTENANCE**

ITEMS  
SHALL  
IF  
ITEM

VISUAL INSPECTION FOUND DEFICIENCIES THAT NEED ATTENTION. COMPLETE THE MAINTENANCE INDICATED ON THE ATTACHED CHECKLISTS WITHIN 30-DAYS OF THE DATE OF THIS REPORT. THE TOWN BE NOTIFIED OF THE REPAIRS HAVE BEEN PERFORMED WITH PHOTOS OF MAINTENANCE PERFORMED. NOTIFICATION HAS NOT BEEN RECEIVED WITHIN 30-DAYS THIS WILL BE CONSIDERED A VIOLATION. SEE "D" BELOW.

**COMPLIANT** (CHECK HERE IF INITIAL INSPECTION WAS NON COMPLIANT AND THIS IS A RE-INSPECTION)  
VISUAL INSPECTION FOUND NO APPARENT ISSUES, (CERTIFICATION BELOW; SEE ITEM "E").

**Information for All SCMs:**

Additional pages are required to complete this Stormwater Control Measure Annual Inspection Report. A narrative for each SCM is to be provided that details the current condition. Photographs are to be included to document sufficiently the current condition of all structures and features.

**Engineer Certification:**

As a duly registered professional engineer in the State of North Carolina, I hereby attest that all required stormwater control facilities for the above referenced project were thoroughly inspected under my responsible charge, were found to be performing properly and were in compliance with any approved stormwater management plan, applicable operation and maintenance agreements, and the Town of Garner and NCDEQ standards and regulations.

Certifier's Name	License Number:
Title:	Company Name:
Address:	City/State/Zip
Telephone:	Email:

Seal/Signature/Date

## Submittal Requirements:

- 1) **SUBMITTAL TIMELINE.** All inspections must be submitted to the Town of Garner electronically (pdf file) within the fiscal year that begins July 1 and ends June 30 and subsequently every year at the end of the month in which it was initially submitted.
- 2) **ELECTRONIC PDF SUBMITTALS.** Submittals shall be in the form of an electronic copy sent via email to [stormwater@garnernc.gov](mailto:stormwater@garnernc.gov) as a pdf file. The Town of Garner's standard *STORMWATER SCM ANNUAL MAINTENANCE INSPECTION REPORT* form shall be submitted with as many applicable SCM attachment check-off sheets as necessary based upon actual numbers of SCM's at a site. As an example, if a given site has four **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 SCM 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 (5) 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. We need pictures of the overall SCM, berms, riser structure, outfall looking up into the riser to see the flow path, and dissipators at a minimum.
- 3) **PDF FILE NAMING.** For simplicity, create the pdf file name with an equivalent site name as identified by the Town of Garner's site name for the SCM followed by the year of inspection. *Example: Mayflower Subdivision 2022.* If the site fails – give it the following name – *Mayflower Subdivision 2022 FAIL.*
- 4) **PAPER COPIES.** Paper copy submittals are no longer required or desired. All submittals should be submitted electronically to the Stormwater Program Administrator: Jaclyn Stannard at the following email address: [stormwater@garnernc.gov](mailto:stormwater@garnernc.gov) Additional submittal questions may be answered by the Stormwater Program Administrator via telephone at: (919) 773-4421. If you have trouble emailing the size of your PDF document, please email [stormwater@garnernc.gov](mailto:stormwater@garnernc.gov) to obtain a SharePoint link to upload your documentation.

### **Note #1: Inspections that are NOT IN COMPLIANCE**

The "NON COMPLIANT" box should be checked under item "C". The failed inspection form along with the specific SCM check-off attachments summarizing required repairs must be submitted to the TOG within one week following the inspection. Re-inspection and certification will be required after the repairs. The Owner has a maximum of 90-days from the date of the preliminary inspection to make all repairs, correct all deficiencies, and submit a certification to the TOG in order to avoid enforcement actions.

**Note #2 Inspections with Minor Maintenance** The "Compliant with Maintenance" box should be checked. The inspection forms along with specific SCM check-off attachments summarizing the maintenance need to be submitted to the town. Maintenance should be performed and a follow-up notification (email with pictures) sent to the town.

**Note #3: Inspections With No Deficiencies** – "The "COMPLIANT" box should be checked under item "C". The inspection form should be signed, stamped, and sealed by the appropriate professional and submitted to the TOG within the same month of, on or before the established inspection due date. Attach the applicable SCM check-off sheets and confirmatory digital photographs accordingly.

# Underground Detention Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

## Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

## INFLOW POINTS

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

## UNDERGROUND VAULT\*

Assessment	Code Status	Comments
Sediment/debris accumulation		
Vault structural condition		
Baffles and/or weir condition		
Access ladder/steps condition		
Proper drainage		
Other (Describe)		

\* All applicable OSHA requirements should be followed during an underground detention inspections.

**OUTLET DEVICE**

Assessment	Code Status	Comments
Erosion/Undercutting		
Joint Failure/Loss of grout		
Leaking Device		
Emergency By-pass Condition		
Rip-Rap: Size, Quantity, Underlying Fabric?		
Other (Describe)		

**MISCELLANEOUS**

Assessment	Code Status	Comments
Trash/debris		
Other (Describe)		

**PHOTOGRAPHS**

Attach low-resolution, digital color photographs of the site and SCM features (2-4 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 SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INLET/FLOW SPLITTER DEVICE

Assessment	Code Status	Comments
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		
Other (Describe)		

### **BYPASS CHANNEL**

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

### **FILTER STRIP**

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

### **MISCELLANEOUS**

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

## **PHOTOGRAPHS**

Attach low-resolution, digital color photographs of the site and SCM 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 SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Debris		
Erosion/undercutting		
Displacement/sedimentation of fabric or rip-rap		
Outlet 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 SCM 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 SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
Debris/Sediment		
Erosion/undercutting		
Displacement/sedimentation of 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
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)		

**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 grout 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?		
Other (Describe)		

**PHOTOGRAPHS**

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

**ADDITIONAL COMMENTS**

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## Wet Pond Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

Assessment	Code Status	Comments
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 litoral shelf thriving? *		
Invasive vegetation (%) *		
Algae cover (%)		
Bare soil/erosion on side slopes		
Side slopes maintained with vegetation		
Emergency spillway properly armored and free of woody vegetation		
Water level returns to water quality 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*

**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		
Removal of all woody vegetation on the dam		
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)		

## OUTLET DEVICE

Assessment	Code Status	Comments
Obstructed pipe, trash rack, or draw-down orifice		
Erosion/undercutting		
Joint failure/loss of grout 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**



## 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 SCM features (*2-3 per page- no more, no less on any one page*). Include captions describing the photographs.

## ADDITIONAL COMMENTS

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# Constructed Wetland Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

## Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

## INFLOW POINTS

Assessment	Code Status	Comments
Obstruction: vegetation/debris/sediment		
Erosion/undercutting		
Displacement of dissipator		
Pipe condition		
Other (Describe)		

## FOREBAY/DEEP POOL AT INLET 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		
Deep pool at outlet		
Other (Describe)		

## 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 grout 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?		
Other (Describe)		

**PHOTOGRAPHS**

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

**ADDITIONAL COMMENTS**

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## Bioretention Area Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### INFLOW POINTS

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

### PERIMETER/SIDE SLOPES/EMBANKMENT

Assessment	Code Status	Comments
Bare soil/erosion		
Woody vegetation		
Other (Describe)		

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

Assessment	Code Status	Comments
Sediment/debris accumulation		
Erosion/gullies present		
Invasive vegetation		
Other (Describe)		

**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
Riser structure has 9-12 inches of pooling		
Erosion/undercutting		
Structural condition		
Sediment in pipe		
Joint failure/loss of grout 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)		

**PHOTOGRAPHS**

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

**ADDITIONAL COMMENTS**

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## Sand Filter Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</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		
Vault/pipe structural condition		
Baffles and/or weir condition		
Access ladder/steps condition		
Proper Drainage		
Trash/Debris		



**SAND CHAMBER \***

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

Assessment	Code Status	Comments
Standing 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)		
Vault/pipe structural condition		
Access ladder/step condition		
Trash/debris		
Other (Describe)		

**OUTLET DEVICE**

Assessment	Code Status	Comments
Obstructions		
Erosion/undercutting		
Joint failure/loss of grout material		
Emergency by-pass condition		
Other (Describe)		

**MISCELLANEOUS**

Assessment	Code Status	Comments
Access		
Other (Describe)		

**PHOTOGRAPHS**

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

**ADDITIONAL COMMENTS**

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# Other SCM Type Checklist for Annual SCM Report Town of Garner, North Carolina

SCM Site Name \_\_\_\_\_ Date \_\_\_\_\_

### Item-by-Item Code Key:

<b>C</b>	<b>Compliant (No Repairs Needed) = Passes Inspection</b>
<b>C/M</b>	<b>Compliant with minor maintenance (repairs and notification within 30 days)</b>
<b>NC</b>	<b>Not Compliant (Repairs and re-inspection within 60 days)</b>
<b>N/A</b>	<b>Not Applicable</b>

### FEATURES

Assessment	Code Status	Comments

### PHOTOGRAPHS

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

