

Private Stormwater Best Management Practice (BMP)

Inspection Checklist

Site Name and Address:
Owner Name:
Owner Address:
Date of Inspection:
Inspector Name:
Inspector Email:
Description/Type(s) of BMP:

INSPECTION CHECKLIST

One inspection report must be submitted annually in accordance with the property's Stormwater Maintenance Agreement. Inspection must ensure proper functioning of entirety of stormwater management/BMP facilities in accordance with City engineering standards, including all pipes, channels and other conveyances built to convey stormwater to the facility. Structures, improvements, and vegetation provided to control the quantity and quality of stormwater must also be inspected and maintained. The Landowner is responsible for any costs associated with inspection and maintenance.

Complete a separate checklist for EACH private stormwater BMP. If you select YES for any items, please describe maintenance completed.

Date Inspected	Item	Maintenance Required?	Notes
	Take at least 2 photos of BMP before inspecting. Submit with this form to City.	Yes / No	
	Does the BMP function as designed?	Yes / No	
	Is there erosion/damage on side slopes, around inlets that requires repair?	Yes / No	
	Do any structures (e.g., flared-end sections, standpipes, drain tiles, concrete aprons) require repair?	Yes / No	
	Do any pre-treatment areas (e.g., forebay, sump, filter strip, rock) have accumulated sediment or debris?	Yes / No	

	Is there anything in or around the BMP that looks or smells unusual (e.g., oil, paint, foamy)?	Yes / No	<i>If it appears to require immediate attention, call 911. Also, take photos if "Yes."</i>
	Is there accumulation of sediment, trash and/or debris in the main/deepest part of the BMP?	Yes / No	
	Are paved surfaces draining to basin free of sediment and debris?	Yes / No	
	Is water standing in the BMP more than 48 hours when it should be infiltrating?	Yes / No	
	Does dead vegetation need to be removed, trimmed, or maintained?	Yes / No	
	Is replanting of vegetation or seeding necessary?	Yes / No	
	Does anything you observed pose a hazard to the public?	Yes / No	
	Have you received any neighbor complaints about this BMP since the last inspection?	Yes / No	

Additional Notes:

If you have a different form that covers everything listed in this form you may use that instead, please refer to your Stormwater Maintenance Agreement with the City. Best Management Practices must be inspected annually, please submit checklists to Patrick Martin (pmartin@lakevillemn.gov) in the City of Lakeville Environmental Resources Department.

Maintenance activities range in terms of the level of effort and expertise required to perform them. Routine maintenance, such as mowing and removing debris or trash, is needed multiple times each year. More significant maintenance, such as removing accumulated sediment, is needed less frequently, but requires more skilled labor and special equipment. Inspection and repair of critical structural features such as embankments and risers need to be performed by a qualified professional (e.g., a structural engineer) that has experience in the construction, inspection, and repair of these features.

An engineer must sign off on the inspection report to certify all work done was completed in compliance with the property's Stormwater Maintenance Agreement and/or City Standards.

Name: _____

Date: _____

Signature: _____

Title: _____