

STORMWATER SCM ANNUAL MAINTENANCE INSPECTION REPORT
Post-Construction Maintenance Report Form July 1, 2024

(All previous versions of this form are invalid)

Craven County, North Carolina

Inspection Date: _____

The Craven County Stormwater Ordinance for Nutrient Control requires that Stormwater SCM runoff control devices/structures be inspected annually to certify they are being maintained properly and are functioning as originally designed and intended.

A. General Information: (Fill out ALL information) *USE ONLY ONE INSPECTION FORM PER SITE WITH AS MANY ACCOMPANYING SCM CHECKLIST ATTACHMENT SHEETS AS NEEDED. IF MULTIPLE SCM'S EXIST AT A SITE, SUBMIT MULTIPLE CHECK-OFF ATTACHMENT SHEETS ALONG WITH THE STANDARD 2-PAGE FORM. ALSO, ATTACH DIGITAL PHOTOGRAPHS OF THE SITE, STRUCTURES, AND DEVICES AS APPLICABLE. COMPLETE ALL BOXES – LEAVE NOTHING BLANK Boxes

Project Name: (as found in Craven County Files)	Legal Owner of Record: (Name from County Real Estate/Tax Website or from the owner if more recently updated):																								
Alternate Name if applicable:	Legal Owner of Record Address: (from County Real Estate/Tax Website or from the owner if more recently updated):																								
Physical Address/Location of SCM:	Owner Name:																								
Craven County Site Plan # or Subdivision Plan #	Owner Telephone Number w/ Area Code: ()																								
Site Contact Entity: (Owner, Management Company, or HOA)	Name of Inspection Company:																								
Site Contact Person Name/Title:	SCM Inspector Name: (a person's name - not a company name)																								
Site Contact Entity Mailing Address:	Mailing Address of Inspection Company:																								
Site Contact Person Telephone Number: ()	Qualification//Credentials of Inspector: <table border="1"> <thead> <tr> <th>Type</th> <th>Name of Entity</th> <th>State</th> <th>#</th> </tr> </thead> <tbody> <tr> <td colspan="4">Registration:</td> </tr> <tr> <td colspan="4">Licensure:</td> </tr> <tr> <td colspan="4">Certification:</td> </tr> <tr> <td colspan="4">NCSU SCM Maintenance and Inspection Seminar _____</td> </tr> <tr> <td colspan="2">Year of Certification _____</td> <td colspan="2">Certification # _____</td> </tr> </tbody> </table>	Type	Name of Entity	State	#	Registration:				Licensure:				Certification:				NCSU SCM Maintenance and Inspection Seminar _____				Year of Certification _____		Certification # _____	
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Year of Certification _____		Certification # _____																							
Site Contact Person e-mail address:	SCM Inspector Telephone Number: () SCM Inspector e-mail Address:																								

B. Stormwater SCM device checklists to be used & attached to this report. Use one checklist per each SCM type.

- Bioretention Areas
- Constructed Wetlands
- Dry Ponds
- Grass Swales
- Level Spreaders
- Proprietary Devices (i.e., Precast Engineered Wetland Devices) **Requires DWR and the County's pre-approval prior to use*
- Riparian Buffers
- Sand Filters
- Underground Storage/Retention Structures
- Wet Detention Ponds/Basins
- Other: Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe)

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)
Bioretention Areas		
Constructed Wetlands		
Dry Ponds		
Grass Swales		
Level Spreaders		
Proprietary Device (*Must receive DWQ/Craven County advance approval)		
Riparian Buffers		
Sand Filter		
Underground Detention/Storage		
Wet Ponds		
Other (Ex: Rain Garden, Green Roofs, Infiltration Basins, Cisterns, Permeable Pavement (Describe))		

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

D. Notice of Violations. Violations are triggered as follows:

- 1) When an annual inspection is **30-days** past due and no efforts have been documented (submitted) to the Craven County indicating that the inspection has taken place; or
- 2) When a site inspection does take place and is non-compliant, and the follow-up **60-day** repair window outlined above elapses and no repairs and/or follow-up certification is received by the County or we have not received request for an extension on repairs;
- 3) When a site inspection does take place but is complaint with maintenance and then, after **30-days**, only some (but not all) of the maintenance issues have been rectified and notification to the town has not been received.

E. Certification (is performed when SCM is functional and is compliant)

I, _____, as a duly registered Professional in the State of North Carolina, herby state that, to the best of my abilities the stormwater control measure (SCM) device(s) is/are fully functioning and operating as designed and intended.

Seal/Signature

Inspection by: _____

Date: _____

Craven County, Planning, Inspection, and Community Development, 2828 Nuese Blvd., New Bern, NC 28562 Attention: Stormwater Administrator

Submittal Requirements:

- 1) **SUBMITTAL TIMELINE.** All inspections must be submitted to Craven County electronically (pdf file) by the end of the month the inspection is due.
- 2) **ELECTRONIC PDF SUBMITTALS.** Submittals shall be in the form of an electronic copy sent via email as a pdf file. The Craven County'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 SCM's **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 the above shall be submitted as ONE pdf – preferably no more than five (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. Textbook quality digital pictures likewise are not needed. However, all pictures shall be submitted in COLOR – no black and white pictures are accepted. 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 Craven County's site name for the SCM followed by the year of inspection. **Example: Weldon Ridge Phase 1 2009.** If the site fails – give it the following name – **Weldon Ridge Phase 1 2009 FAIL.**
- 4) **PAPER COPIES.** Paper copy submittals are no longer required or desired. All submittals should be submitted electronically to the Craven County Stormwater Administrator at the following email address: stormwater@cravencountync.gov Additional submittal questions may be answered by the SCM Regulatory Administrator via telephone at: (252) 636-6618.

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 county within 48-hours following the inspection. Re-inspection and certification will be required after the repairs. The Owner has a maximum of 60-days from the date of the preliminary inspection to make all repairs, correct all deficiencies, and submit a certification to the county to avoid enforcement actions. *It is strongly encouraged that the inspector be part of the repair and maintenance process in a QA/QC role to ensure that repairs are being performed properly*

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 county. Maintenance should be performed, and a follow-up notification (email with pictures) sent to the county.

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 county 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 Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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 inspection,

Underground Detention Checklist for Annual SCM Report Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key: *(July 1, 2024)*

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

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

Proprietary Device
Hydrodynamic Separator Checklist for Annual SCM Report
Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key: *(July 1, 2024)*

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

INFLOW POINTS

Assessment	Code Status	Comments
Debris/Sediment		
Structural Condition		
Other (Describe)		

SEPARATOR BODY*

Assessment	Code Status	Comments
Sediment/debris accumulation		
Separator structural condition		
Access ladder/steps condition		
Other (Describe)		

* All applicable OSHA requirements should be followed during any confined spaces

OUTLET DEVICE

Assessment	Code Status	Comments
Debris/sediment		
Erosion/Undercutting		
Joint Failure/Loss of Grout Material		
Rip-Rap: Size, Quantity, Underlying Fabric?		
Other (Describe)		

Proprietary Device
Hydrodynamic Separator Checklist for Annual SCM Report
Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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

Level Spreader Checklist for Annual SCM Report

Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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

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

FILTER STRIP

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

Grass Swale Checklist for Annual SCM Report

Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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

Dry Pond Checklist for Annual SCM Report

Caven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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)		

Dry Pond Checklist for Annual SCM Report Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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)		

Wet Pond Checklist for Annual SCM Report

Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key: *(July 1, 2024)*

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

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 littoral 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*

Wet Pond Checklist for Annual SCM Report Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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		
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)		

** Note: It is recommended that a dam specialist be consulted regarding established trees growing on a dam. Owner may choose to leave trees provided they are not adversely affecting SCM functionality or creating a hazardous condition (via roots. However, the County assumes no liability for any damage caused by remaining trees on the dam.*

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*

Wet Pond Checklist for Annual SCM Report Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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

Constructed Wetland Checklist for Annual SCM Report

Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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)		

Constructed Wetland Checklist for Annual SCM Report

Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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)		

Bioretention Area Checklist for Annual SCM Report Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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 Area Checklist for Annual SCM Report

Craven County, North Carolina (Continued)

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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)		

Sand Filter Checklist for Annual SCM Report Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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		
Other (Describe)		

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)		

Other SCM Type Checklist for Annual SCM Report Craven County, North Carolina

SCM Site Name _____ Date _____

Item-by-Item Code Key:

(July 1, 2024)

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

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.

ADDITIONAL COMMENTS
