2021
PRIVATE DRAINAGE FACILITY
INSPECTION & MAINTENANCE REPORT

Due September 15th

Property Owner Name: _____

Property or Business Name: _____

Property Address: _____

Tax Parcel #: _____

Inspected By: _____ Inspection Date: _____

INSTRUCTIONS

1. Refer to the *Stormwater Facility Maintenance Manual* ("manual") to determine **(a)** which facility type and components you have on your property, **(b)** the conditions to check for, and **(c)** the conditions that should exist (the maintenance standard). *The manual is available on-line from the Public Works Stormwater pages at www.cityofpoulsbo.com.*

2. Inspect each component for defects (refer to the maintenance checklists in the manual).

3. Enter the **total number of each type of component** within each facility type.

4. Enter the **number of components that have defects**. Enter "0" if there are no defects.

5. Enter the applicable **defect codes** from the manual.

6. Perform maintenance on all defective facility components to bring them up to the appropriate standard.

7. Check off that maintenance has been completed and **enter the date completed**.

8. Additional information or comments may be added on the last page or a separate sheet of paper.

9. Both the service provider and the owner/agent must sign the Certification on the last page and then return this report to the City of Poulsbo Public Works Department.

Do not send in the report until **both** the inspection **and**
any required maintenance has been completed.
The due date for **both** inspection and maintenance is
September 15th each year.

Thank you !

FACILITY TYPE	ID*	COMPONENT	TOTAL OF EACH TYPE OF COMPONENT	NUMBER OF COMPONENTS WITH DEFECTS	DEFECT CODE(S)	MAINTENANCE COMPLETED ✓	MAINTENANCE COMPLETED DATE
CONVEYANCE							
1. CONVEYANCE ***Brief Definition*:** Culverts, pipes, ditches, and catch basins that pick up and convey runoff from buildings and parking areas.	3.1	Type I Catch Basin					
	3.1	Type I Catch Basin with Spill Control Tee or Elbow					
	3.1	Type II Catch Basin					
	3.1	Type II Catch Basin with Spill Control Tee or Elbow					
	3.3	Pipe / Culvert					
	3.8	Debris Barrier					
	3.9	Energy Dissipater					
	3.23	Ditch					
		Other					
FLOW CONTROL							
2. POND ***Brief Definition*:** Open-air basins made by excavation below existing ground or the construction of above-ground embankments. Temporarily stores stormwater runoff. May be enclosed by a fence. Discharges to a stormwater conveyance system that carries the stormwater to a creek or bay. **Dry Pond:** Designed to drain within 24 hours. Has single cell water storage area. Has a bioswale or other treatment facility associated with it. **Wet Pond:** Designed to retain a permanent pool of water (may dry out during extended dry weather). Has 2 or more cells for water storage. May have a bioswale or other treatment facility associated with it. **Infiltration:** Fills with stormwater but relies on the soil to absorb the stormwater into the ground. Has control structure and overflow spillway like other pond types.	3.6	Dry Pond (water storage area)					
	3.7	Wet Pond (water storage area)					
	3.11	Infiltration Pond (water storage area)					
	3.1	Type II Catch Basin (*NOT CONVEYANCE)*					
	3.2	Control Structure / Flow Restrictor (in Type II CB)					
	3.3	Pipe					
	3.8	Debris Barrier					
	3.9	Energy Dissipater					
	3.10	Fencing/Gate/Landscaping					
	3.24	Access Road					
		Other:					
		Other:					

* Section number in the *City of Poulsbo Stormwater Facility Maintenance Manual*

FACILITY TYPE	ID*	COMPONENT	TOTAL NUMBER OF COMPONENTS	NUMBER OF COMPONENTS WITH DEFECTS	DEFECT CODE(S)	MAINTENANCE COMPLETED ✓	MAINTENANCE COMPLETED DATE
FLOW CONTROL							
3. INFILTRATION CHAMBER / TANK ***Brief Definition*:** Underground perforated pipe, tank, vault, trench, or drywell system that allows runoff to percolate back into surrounding soil. Some may include Type I Catch Basins, Type II Catch Basins or elements to facilitate inspection and cleaning. Some are enclosed or buried without access and are only evaluated by looking for flooding or erosion problems in the surrounding area.		Manufacturer Name:					
	3.27	Chamber					
	3.27	Isolator Row					
	3.27	Overflow Manifold					
	3.1	Type II Catch Basin (*NOT CONVEYANCE)*					
	3.2	Control Structure/Flow Restrictor (in Type II CB)					
		Trench or Drywell:					
		Other:					
4. TANK / VAULT (DRY) ***Brief Definition*:** Underground structure used to store runoff. May be large-diameter pipe or a concrete vault. A tank may consist of a series of pipes connected by Type II catch basins. It may have intermediate access ports along the pipe length. Vaults will have a minimum of 2 access ports. Dry tanks and vaults are intended to drain completely.	3.4	Tank (water storage area)	Legs/ tubes:				
	3.4	Vault (water storage area)					
	3.1	Type II Catch Basin- End or connector for tank legs (*NOT CONVEYANCE)*					
	3.2	Type II Catch Basin with Control Structure/Flow Restrictor					
	3.3	Pipe					
	3.4	Access Port or Riser:					
		Other:					
5. VAULT (WET) ***Brief Definition:*** Underground runoff storage area. Concrete precast or poured in place. Usually has access at the corners and is normally a large scale storage facility.	3.14	Vault (water storage area)					
	3.1	Type II Catch Basin *NOT CONVEYANCE*					
	3.2	Type II Catch Basin with Control Structure/Flow Restrictor					
	3.3	Pipe					
	3.4	Access Port or Riser:					
		Other:					

* Section number in the *City of Poulsbo Stormwater Facility Maintenance Manual*

FACILITY TYPE	ID*	COMPONENT	TOTAL NUMBER OF COMPONENTS	NUMBER OF COMPONENTS WITH DEFECTS	DEFECT CODE(S)	MAINTENANCE COMPLETED	
						✓	DATE
WATER QUALITY TREATMENT							
6. BIOSWALE ***Brief Definition:*** Broad open channel that is lined with grass or water- tolerant (wet swale) vegetation, which acts as a filter to remove pollutants from runoff.	3.5	Typical Biofiltration Swale					
	3.22	Wet Biofiltration Swale					
	3.8	Debris Barrier					
	3.9	Energy Dissipater					
		Other:					
7. SPECIALTY TREATMENT ***Brief Definition*:** Structures or manufactured units intended to capture oils and/or sediments or filter stormwater. Most are contained within their own individual vault.	3.15	Stormfilter™ (media filter)					
	3.16	Baffle Oil / Water Separator					
	3.17	Coalescing Plate Oil / Water Separator					
	3.18	Vortechs™					
	3.25	Filterra™					
		Other:					
LOW IMPACT DEVELOPMENT							
8. PERVIOUS PAVEMENT ***Brief Definition:*** Hard surfacing of asphalt or concrete that is porous and allows water to pass through it into a gravel layer and the underlying soil.	7.0	Pervious pavement					
		Other: (ex. paving stones)					
		Other:					
9. BIO-RETENTION ***Brief Definition:*** CELL: Shallow depressions with a designed soil mix and variety of plant material. May or may not have an under-drain. Not designed to convey runoff. SWALE: Same design features as cells; but also convey runoff when ponding depth is exceeded**.** RAIN GARDEN: Same as cell but no designed soil mix.	7.0	Bioretention Cell					
	7.0	Bioretention Swale					
	7.0	Rain Garden					
	3.8	Debris Barrier					
	3.9	Energy Dissipater					
		Other:					

* Section number in the *City of Poulsbo Stormwater Facility Maintenance Manual*

Certification

I, the undersigned, do hereby certify under penalty of perjury, that the inspection has been performed, the materials have been furnished, the services rendered, and/or the labor performed as deemed necessary for the inspection and maintenance to meet City of Poulsbo standards for the facilities indicated above.

Owner / Managing Agent

***Please check status*: ☐ Owner ☐ Agent**

Signature

Printed Name

Company Name

Mailing Address

City State Zip

Phone Number

E-mail Address

Date

Service Provider

Signature

Printed Name

Company Name

Mailing Address

City State Zip

Phone Number

E-mail Address

Date

COMMENTS: *(Check here ☐ if also using reverse side or additional pages are attached)* _____

Complete and submit all pages of this checklist via mail, email, hand-delivery or fax to:

City of Poulsbo Public Works Department
ATTN: Stormwater Program Manager
200 NE Moe St.
Poulsbo, WA 98370

Fax: 360-697-6796
Email: publicworks@cityofpoulsbo.com
Phone: 360-779-4078