



Annual Inspection and Maintenance Report for  
Stormwater Control Measure (SCM):

## Bioretention Pond

### Fee Notice

The annual inspection is **NOT** complete until a fee of \$100.00 per SCM is paid to Durham County Stormwater.

Please visit our website [Durham County | Fee Schedule](#) for more information.

### Contact Us!

Contact Durham County Stormwater Division with questions.

**E-mail:** [Stormwater@dconc.gov](mailto:Stormwater@dconc.gov)

**Phone:**  
(919)560-7008

### General Notice

This inspection checklist is **NOT** an exhaustive list.

Professional inspectors are responsible for performing a comprehensive review and note additional items.

### Basic Project and SCM Information

**Project Number:** sw-

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Financial Responsible Owner (FRO)Name:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

**Certified Inspector (s) Name:** \_\_\_\_\_

**Bioretention Pond Name (if multiple):** \_\_\_\_\_

**Current Weather:** \_\_\_\_\_

**Watershed of SCM:** \_\_\_\_\_

Score the SCM at the end of the inspection by checking the box of the appropriate status

**PASS**

☐

**PASS  
WITH MODIFICATIONS**

☐

**FAIL**

☐

**Code Key:**

<b>N/A</b>	<b>NOT APPLICABLE</b>
<b>A</b>	<b>ACCEPTABLE</b>
<b>M</b>	<b>MONITOR; MINOR MAINTENANCE NEEDED</b>
<b>RN</b>	<b>MAINTENANCE REQUIRED; SCM NOT FUNCTIONING AS DESIGNED</b>

<b>INFLOW POINTS</b>	<b>NA</b>	<b>A</b>	<b>M</b>	<b>RN</b>	<b>Comments</b>
Obstruction: vegetation/debris/sediment/ other					
Pipe condition					
Erosion or undercutting					
Dissipator Pad Condition					
Other (describe)					

<b>BIORETENTION CELL</b>	<b>NA</b>	<b>A</b>	<b>M</b>	<b>RN</b>	<b>Comments</b>
Overgrown vegetation					
Standing Water for > 12 Hours Post Rain Event					
Vegetative health					
Invasive Vegetation (Estimate %)					
Ground Cover condition (mulch, sod..)					
Erosion or gullies present					
Underdrain system (if applicable)					
Ponding depth					
Other (describe)					
<b>EMBANKMENT</b>	<b>NA</b>	<b>A</b>	<b>M</b>	<b>RN</b>	<b>Comments</b>
Erosion and/or loss of dam material					
Shrubs/ trees present*					
Plant health					
Animal Burrow Present					
Soft spots or boggy areas					
Other (Please describe)					

**Code Key:**

<b>N/A</b>	<b>NOT APPLICABLE</b>
<b>A</b>	<b>ACCEPTABLE</b>
<b>M</b>	<b>MONITOR; MINOR MAINTENANCE NEEDED</b>
<b>RN</b>	<b>MAINTENANCE REQUIRED; SCM NOT FUNCTIONING AS DESIGNED</b>

<b>OUTLET DEVICE</b>	<b>NA</b>	<b>A</b>	<b>M</b>	<b>RN</b>	<b>Comments</b>
Obstruction: vegetation/debris/sediment/ other					
Structural Condition					
Erosion/undercutting					
Dissipator pad condition					
High-flow bypass					
Other (describe)					

<b>MISCELLANEOUS</b>	<b>NA</b>	<b>A</b>	<b>M</b>	<b>RN</b>	<b>Comments</b>
Trash or debris					
Access					
Vandalism					
Fish or wildlife observation					
Fence condition					
Signage					
Other (describe)					

**Photographs**

Attach color digital photographs of the site and SCMS including a caption describing each photo.

## Additional Comments

**REMEMBER TO SCORE THE SCM ON THE FIRST PAGE OF THE REPORT!**

### Professional Certification

*Certification shall be provided by a registered North Carolina Professional Engineer of Landscape Architect with qualified professional Stormwater Control Management (SCM) Inspection and Maintenance training.*

*Placement for professional seal*

**Date of Inspection:** \_\_\_\_\_

**Name of Certified Inspector:**

\_\_\_\_\_

**Certified Inspector's Signature:**

\_\_\_\_\_

# Durham County Stormwater Ordinance

## Sec. 14-160. Operation and Maintenance of Stormwater Control Measures

(d) SCM Inspections. Upon completion of construction, the owner shall have the SCMs inspected by a registered professional engineer, registered land surveyor, or registered landscape architect. If any deficiencies in the SCM are found, those deficiencies shall be corrected, and the device shall be re-inspected, and this process shall continue until the SCM is found to be without deficiencies.

Between September 1 and December 1 of each of the following years, the owner shall have the device inspected by a registered professional engineer, registered land surveyor or registered landscape architect. If any deficiencies in the SCM are found, those deficiencies shall be corrected, and the device shall be re-inspected, and this process shall continue until the SCM is found to be without deficiencies.

The owner shall transmit all inspection reports to the County in accordance with the procedures found at: [Durham County | Stormwater](#) After the owner submits the SCM inspection report, the County shall review it within 30 calendar days. If the inspection report is complete and correct, the County shall approve it and notify the owner that the annual inspection requirement has been met. If the report is deficient, the owner shall be required to correct the deficiencies and resubmit the report.

The inspection report shall contain all of the following items:

1. The name and address of the owner;
2. The recorded book and page number of the lot of each SCM;
3. A statement that an inspection was made of all SCMs;
4. The date the inspection was made; and
5. The original signature and seal of the registered professional engineer, registered landscape architect, registered architect, or registered surveyor.
6. Identified deficiencies, if any, with location and description of deficiency provided. If deficiencies require repair, deficiencies must be corrected in order for the inspection report to be approved.