

## City of Wilsonville Annual Stormwater Facility Inspection and Maintenance Report

Name of Development:
Location/Site Address:
Contact Name:
Telephone:
Email:
Mailing Address (if different from Site Address):

## Facilities to be Maintained:

Catch Basin(s)	
Pretreatment Manhole(s)	
Flow Control Manhole(s)	
Detention Pond(s)	# of inlets
	# of outlets
Rain Garden(s)	# of inlets
	#of outlets
Stormwater Planter(s)	# of inlets
	# of outlets
Vegetated Swale(s)	# of inlets
	# of outlets

All Other Facilities as Described on Plans:

## **Inspection Date:**

**Describe Inspection, Maintenance, Repair, or Replanting Activities** (attach invoices for work performed):

Owner or Representative Signature

Date

CITY OF WILSONVILLE • COMMUNITY DEVELOPMENT

29799 SW Town Center Loop East Wilsonville, OR 97070 www.ci.wilsonville.or.us info@ci.wilsonville.or.us The Owner(s) or Owner's designee shall be responsible for annually conducting inspections and performing maintenance on the above stormwater management facilities annually, in conformance with Section 301.13.00, "Operation and Maintenance Requirements," of the City of Wilsonville Public Works Standards. This requirement pertains to all Stormwater Facilities, including but not limited to: catch basins, pipes, treatment manholes, manholes, trash racks, vegetated swales, and detention ponds.

For vegetated stormwater facilities, particular attention will be given to:

- Examine inlets, outlets, and curb cuts for sediment buildup. Remove sediment as necessary to maintain flow into and out of facility.
- Inspect facility for erosion, gullies, and slope slippage. Repair if present.
- Check for evidence of ponding or slow draining soil media. If necessary, remove and clean or replace the clogged soil media.
- Remove weeds manually.
- Ensure that all plants are healthy. Replace all dead or dying plants with approved plantings.
- Remove trash and excess debris.
- Ensure overflow covers are in place.

## For structural facilities and components, particular attention will be given to:

- Remove sediment at least once a year or when basin is half full of sediment.
- Remove trash, oils, and debris.
- Ensure facility is structurally sound by repairing or replacing cracked, loose, askew, or damaged pipes.
- Access covers, trash racks, and metal grates shall be kept free of trash and debris, closed, and in good working order.
- Maintain filter cartridges and other proprietary systems according to manufacturer's recommendations.

Spring	Summer	Fall	Winter
Remove sediment	Remove sediment	Remove sediment	Remove sediment
Remove trash	Remove trash	Remove trash	Remove trash
Remove weeds	Remove weeds	Remove weeds	Fix erosion
Fix erosion	Fix erosion	Fix erosion	Prune trees &
Plant	Check irrigation	Plant	shrubs
Prune grasses	Water plants	Drain irrigation	
Check irrigation	Structural repairs	Structural repairs	