

City of Valley Center

Stormwater Facility Inspection & Maintenance Guidance

Underground Dry Detention Ponds

Regular inspection and maintenance is critical to the effective operation of this stormwater management facility so that it can function as designed. In the City of Valley Center, local regulations require that property owners maintain all stormwater facilities on their properties to ensure they are fully functioning to treat and control stormwater runoff, and to document facility inspections and maintenance activities. This documentation must be kept by the property owner and must be made available to Stormwater Management staff upon their request.

This page provides guidance on inspection and maintenance activities that must be performed for underground dry detention ponds. Some facilities may have more, or less, frequent maintenance needs, depending upon a variety of factors including the occurrence of large storm events, overly wet or dry (i.e., drought) regional hydrologic conditions, and any changes in the land (e.g., development, landscaping, etc.) that drains to the facility.

Inspection Activities	Suggested Schedule
<ul style="list-style-type: none"> After several storm events or an extreme storm event, inspect for: signs of clogging of the inlet or outlet structures and sediment accumulation. 	As Needed
<ul style="list-style-type: none"> Inspect for: trash and debris; clogging of the outlet structures and any pilot channels; excessive erosion; sediment accumulation in the basin and inlet/outlet structures; tree growth on dam or embankment; the presence of burrowing animals; standing water where there should be none; vigor and density of the grass turf on the basin side slopes and floor; differential settlement; cracking; leakage; and slope stability. 	Semi-annually
<ul style="list-style-type: none"> Inspect that the outlet structures, pipes, and downstream and pilot channels are free of debris and are operational. Note signs of pollution, such as oil sheens, discolored water, or unpleasant odors. Check for sediment accumulation in the facility. Check for proper operation of control gates, valves or other mechanical devices. 	Annually
Maintenance Activities	Suggested Schedule
<ul style="list-style-type: none"> Perform structural repairs to inlet and outlets Clean and remove debris from inlet and outlet structures. 	Monthly or as needed
<ul style="list-style-type: none"> Repair damage to inlet or outlet structures, control gates, valves, or other mechanical devices; repair undercut or eroded areas. 	As Needed
<ul style="list-style-type: none"> Monitor sediment accumulations, and remove sediment when the pond volume has become reduced 20% or more. 	As Needed

The inspection checklist that is presented on the next page is provided to guide and document inspection and maintenance activities. Please use this checklist or other form(s) of maintenance documentation when and where deemed necessary in order to ensure the long-term proper operation of the stormwater management facility.

For more information on the maintenance of your stormwater facility, please contact:
City of Valley Center Stormwater Management, 545 W. Clay Valley Center KS. 67147, (316) 755-7320

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Underground Dry Detention Pond Inspection Checklist

Project Name: _____ Project #: _____
BMP Name/ID (as shown on the O&M Plan): _____
Refer to the Operations & Maintenance Plan for this property to get the information requested in this box. The Operations and Maintenance Plan for this property is recorded with the Sedgwick County Register of Deeds.

Property Owner Name: _____

Property Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner Change since last inspection? Y N

Inspection Date/Time: _____

Weather and Site Conditions (last rainfall date, dry/wet soil, etc.): _____

Inspection Items	Condition*	Comments/Corrective Action
*Note - Condition should be marked as Satisfactory (S) or Unsatisfactory (U). An explanation of corrective actions must be provided for all items marked as Unsatisfactory. The completion date of any corrective actions taken must also be documented.		
Inspect the inlet and outlet structures and channels – these are the locations/structures where water enters and exits the pond.		
1. Are the inlets and outlets and channels clear of debris and functional? Yes = Satisfactory		
2. Are trash racks clear of debris and functional? Yes = Satisfactory		
3. Has sediment accumulated at any of the inlet and outlet structures? Yes = Unsatisfactory		
4. Does the concrete/masonry appear to be in good condition? Yes = Satisfactory		
5. Do the pipes appear to be in good condition? Yes = Satisfactory		
6. Is the pond control valve operating properly? Yes = Satisfactory		

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Inspection Items	Condition*	Comments/Corrective Action
7. Is the pond drain valve operating properly? Yes = Satisfactory		
8. Are there signs of erosion (washing away of soil) in the outlet channels? Yes = Unsatisfactory		
9. Other (describe)?		
Inspect bottom of the facility.		
10. Are there visible signs of pollution (e.g., excessive trash, oil, foul smell, etc.)? Yes = Unsatisfactory		
11. Is there excessive sediment accumulation? Yes = Unsatisfactory		
Identify any potential hazards to humans or the environment.		
12. Have there been complaints from residents? Yes = Unsatisfactory		
13. Are there any other public hazards that should be noted? Yes = Unsatisfactory		

By signing my name below, I certify that the information submitted in this document (and all attachments) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for knowingly submitting false information, including the possibility of regulatory violations and associated fines.

Inspected by (Name): _____

Inspected by (Signature): _____