

Private Stormwater Facility Self Inspection Checklist

Property owners are responsible for ensuring that stormwater facilities installed on their property are properly maintained and functioning as designed. Annual inspections and reporting are required under Shoreline Municipal Code Chapter 13.10. Please complete by **10/1/24** and submit this inspection checklist, photos, and any invoicing to City of Shoreline Public Works 17500 Midvale Ave N, Shoreline, WA 98133 or email: bmassa@shorelinewa.gov

Facility Address:	Owner/Managing Agent Address:
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Inspected by: _____

Date: _____

Please record all applicable facility feature conditions.

Note: Not all facilities have every feature listed here.

Catch Basins (Storm Drains)	Good	Needs Work	N/A
Debris around grate?			
Filter torn or restricting flow?			
Trash, vegetation, or debris collecting in basin?			
Visible pollution, oil sheen or other discoloration?			
Sediment >60% of catch/sump?			
Cracks/holes/structural damage?			
Lid or grate not in place/damaged?			
ditches, pipes & culverts			
Debris clogging pipe inlets or outlets?			
Sediment accumulation?			
Excessive bare or eroded soils?			
Trash or debris build-up?			
Vegetation slowing flow?			
Rain Garden/Bioretention			
Excessive vegetation, invasive species?			
Excessive non-aquatic tree or sapling growth?			
Large areas of bare / eroded soils?			
Dead/damaged plants?			
Filter Vault			
Filters have sediment on top?			
Sediment/trash/vegetation/debris?			
Cracks/holes/structural damage?			
Oil/Water Separator			
Discharge water shows signs of oil/contaminates?			
Sediment accumulation of more than 6 inches?			
Accumulation of trash or debris			
Thick layer of oil (more than 1 inch) on surface of water in vault			

Pervious Pavement	Good	Needs Work	N/A
Structural integrity of the pavement intact? Look for deterioration such as: slumping, cracking, spalling, or broken pavers			
Standing water present following rainfall?			
Trash or vegetative debris build up? (moss/etc.)			
Sediment accumulation?			

Detention Tanks/Vaults	Good	Needs Work	N/A
Damage to tank/vault inlets or outlets to tank?			
Floating debris accumulation?			
Sediment(dirt) accumulation?			
Filters covered in sediment?			
Vault cover/lid damaged/not working/missing?			

Additional Observations:

Signature: _____ Date: _____

Answering "Needs Work" to any of these questions indicates that maintenance is required. Please maintain your stormwater facility or call a professional inspector/contractor to complete the work.

NOTE: If there is more than one facility feature with defects, list the stormwater feature ID number (i.e., CB#3, CB#4, etc.) and a brief description of the maintenance performed using the space provided below (attach a separate sheet if necessary.)

Facility Feature ID Number	Maintenance Performed

For additional information please refer to *King County Drainage Maintenance Standards* (<https://www.shorelinewa.gov/government/departments/public-works/surface-water-utility/services/inspections-and-maintenance> or mailed by request) and site plan to determine which facility type and components you have on your property.

I, the undersigned, do hereby certify that the inspection has been performed, the materials have been furnished, the services rendered, and/or the labor performed as deemed necessary from the inspection to meet King County standards and as indicated above.

Signature (Owner/Managing Agent)

Printed Name

Phone Number and Date

Service Contractor Name

Representative’s Signature

Phone Number and Date

Submittal: Mail, email (preferred), or fax the checklist to Brett Massa at: 17500 Midvale Ave N, Shoreline WA 98133 or bmassa@shorelinewa.gov | Fax 206.801.2783 | if using an outside vendor, submit invoice and provide photographs of the documented work.

Annual Private Stormwater Facility Maintenance Tips

Property owners are responsible for ensuring that stormwater facilities installed on their property are properly maintained and function as designed. These maintenance tips can be reviewed along with the completed inspection checklist to schedule service for your stormwater facilities.

CAUTION: Many stormwater features are enclosed spaces where harmful chemicals and gases can collect. Therefore, the inspection and maintenance of these facilities must be conducted by professionals trained and certified to work in confined spaces under hazardous conditions.

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Facility Component	Typical Maintenance Tasks
Catch basins	<ul style="list-style-type: none"> • Clean litter, leaves, and dirt from grate • Change filter if torn, remove and clean if dirty • Remove sediment buildup from sump if >60% of capacity (contact vacor truck for cleaning) • Repair lids, ladders, grates as needed
Pervious pavements	<ul style="list-style-type: none"> • Remove debris such as grass clippings, moss, sediment, trash, and leaves. • Inspect structural integrity of the permeable pavement; repair or replace areas as needed • Inspect permeable pavement after storms to ensure proper drainage; water should not pond for more than 36 hours. • Vacuum/sweep to remove sediment.
Pipe Inlet	<ul style="list-style-type: none"> • Remove excessive vegetation • Remove sediment from pipe
Pipe Inlet (swale)	<ul style="list-style-type: none"> • Clear vegetation from swale inlet
Pipe Inlet (rock lined ditch)	<ul style="list-style-type: none"> • Clear vegetation from rock lined swale
Swale/ditch	<ul style="list-style-type: none"> • Remove trees and excessive vegetation from sides and bottom • Remove trash, grass clippings, and yard waste
Rain Garden/Bioretenention vegetation	<ul style="list-style-type: none"> • Remove weedy and invasive plants. • Do not use fertilizers or pesticides on plants in rain garden. • Remove trash, organic debris, and pet waste from within and around gardens, replenish mulch as needed • Prune or replace woody shrubs and trees when vegetation is dead or dying.
Vaults	<ul style="list-style-type: none"> • Remove trash and debris • Remove accumulated sediment • Identify sources of leaks or spills and containing them as quickly as possible • Ensure structural components are functioning properly
Outfall	<ul style="list-style-type: none"> • Remove excessive vegetation and debris
Spillway	<ul style="list-style-type: none"> • Remove excessive vegetation and debris • Replace rock if missing
Infiltration trench	<ul style="list-style-type: none"> • Remove excessive vegetation and debris
Fence	<ul style="list-style-type: none"> • Repair or replace fence sections, gate, locks