



**Retention (Wet) Basin Inspection Checklist for  
use by Basin Owners  
Annual Inspection Form**

Name of Person Inspecting Basin: \_\_\_\_\_ (print) Inspection Date: \_\_\_\_\_

Subdivision Name/Location (reference address): \_\_\_\_\_

Type of Inspection (circle one): Annual    Monthly    Quarterly

Inspector Signature \_\_\_\_\_

**\*This is a general inspection form and not mandated for use by the City of O'Fallon and does not exempt owners from design and maintenance requirements in the BMP Agreement. Inspections should be completed at least once per calendar year and a copy of the completed inspection report submitted to the O'Fallon Citizenserve Portal at <https://www2.citizenserve.com/Portal/PortalController?Action=showApplyPermitPage&type=Development&ctzPagePrefix=Portal&installationID=192> or by hard copy to the Stormwater Management Coordinator, 100 N. Main St. O'Fallon MO 63366 or by email to [micheleg@ofallon.mo.us](mailto:micheleg@ofallon.mo.us). Please provide any details regarding corrective actions taken to correct any deficiencies. If you have questions please do not hesitate to contact the Stormwater Management Coordinator at 636-379-7632**

<b>Condition:</b>	0: Good Condition (No Maintenance Needed) 1: Moderate (Minor Maintenance Needed) 2: Degraded Condition (Routine Maintenance Needed) 3. Serious Condition (Immediate repair or replacement)
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**General Pond Conditions**

Assessment	Condition	Corrective Actions (If needed)
Do the embankments, emergency spillway (if applicable) or side slopes show any erosion or instability		
Is there evidence of animal holes or burrowing or other activity that could contribute to instability or increased erosion		
Any evidence of encroachment into the pond or improper use of the pond? (i.e. private drains, private fences)		
Do vegetated areas need to be mowed? Is there a mowing schedule?		
Any areas that need to be revegetated or vegetated		
Any areas on sides or in water that have invasive or unwanted vegetation such as cat tails, willow trees that needs to be thinned or removed		
Abnormally high water level?		
Unusual algae blooms		

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**Structural Components**

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Assessment	Condition	Corrective Actions (If needed)
Are the pipes/inlets or outlets clogged or obstructed?		
Is outfall channel from pond functioning appropriately? Is it in need of repair?		
Any safety features such as fence, trash rack or grate present in need of repair or replacement		

**Secondary Overflow or Emergency Spillway (If present):**

Location within basin that conveys high flows safely out of basin once it has reached capacity in large storms or in event of primary outlet structure malfunctioning

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Assessment	Condition	Corrective Actions (If needed)
Are pipes, conduits, or conveyances free from debris, litter, sediment		
No visible cracks or breaking		
Tree roots, woody vegetation growing too close to or through structure impacting its integrity		
Erosion, scour, gullies, animal holes; undermined or undercut embankment; exposed dirt, worn vegetation, soil washed out, disturbed or damaged rock or vegetation		

**\*\*Have a professional contractor or engineering firm inspect to ensure proper function when concerned or to check for proper depth per the approved subdivision plans**

**Plan of Action or Additional Comments:**