FINAL SIGN OFF STORMWATER CHECKLIST

Project: _____ **Date:** _____

Inspector: _____

"Golden Rod/Project Completion & Sign Off" Stormwater Program Requirements

		Yes	No	Pending	At Final	N/A
1.	Provide documentation from State that a Notice of Termination has been filed or Change of Information has been filed and SWPPP revised to demonstrate current phase of construction.					
2.	Provide signed and notarized "Post BMP Maintenance Agreement" prior to issuance of Grading Permit (preferred)					

Within the Public Right of Way

1.	Public streets and sidewalk to be swept and clear of any trash, sediment, debris, landscape materials, etc.					
2.	Public storm drains to be cleaned out and temporary inlet protection removed					
3.	Storm drain "No Dumping Drains to Napa River" stenciling to be installed along SD inlets within the public right of way					
4.	Submit a copy of Engineer's letter stating bio-retention and/or post BMP stormwater treatment device(s) are constructed per "Approved" plans and functioning as designed					
5.	Submit a copy of Appendix B from the BASMAA Post Construction Manual for each bio-retention planter					
6.	All disturbed areas has been stabilized and/or landscaped					

On-Site Requirements

1.	Private storm drains to be cleaned out					
2.	Temporary inlet protection to be removed					
3.	"No Dumping Drains to Napa River" stenciling installed at each SD inlet					
4.	On-site parking and sidewalks have been swept clear of trash, debris, sediment, landscaping materials, etc.					
5.	All temporary BMP's have been removed					
6.	Submit a copy of the Engineer's letter stating that all of the on-site improvements have been completed in conformance with the approved improvement plans					
7.	Provide a digital copy of the improvement plans that include all as-built or field changes in digital AutoCAD format and shape file (.shp), compatible with the City's current version, and tied to the City's coordinate system					
8.	Submit a copy of Engineer's letter stating bio-retention and/or Post BMP stormwater treatment device(s) are constructed per "Approved" plans and functioning as designed					
9.	Submit a copy of Appendix B from the BASMAA Post Construction Manual for each bio-retention planter					
10.	All disturbed areas have been stabilized and/or landscaped					

Comments: _____

Signature: _____ **Signature:** _____

City Staff *Owner/Owner Representative*

Any questions please contact Gerardo Mendez at 707.257.9267. Thank you.

Project Name: _____ Project Number: _____

Bioretention ID _____

Engineer's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

Bioretention Facility Construction Inspection Checklist

	Yes	No	N/A
Layout			
Square footage of the facility meets or exceeds minimum shown in Stormwater Control Plan			
Site grading and grade breaks are consistent with the boundaries of the tributary Drainage Management Area(s) (DMAs) shown in the Stormwater Control Plan			
Inlet elevation of the facility is low enough to receive drainage from the entire tributary DMA			
Locations and elevations of overland flow or piping, including roof leaders, from impervious areas to the facility have been laid out and any conflicts resolved			
Rim elevation of the facility is laid out to be level all the way around, or elevations are consistent with a detailed cross section showing location and height of interior dams			
Locations for vaults, utility boxes, and light standards have been identified so that they will not conflict with the facility			
Facility is protected as needed from construction-phase runoff and sediment			
Excavation (to be confirmed prior to backfilling or pipe installation)			
Excavation conducted with materials and techniques to minimize compaction of soils within the facility area			
Excavation is to accurate area and depth			
Slopes or sidewalls protect from sloughing or native soils into the facility			
Moisture barrier, if specified, has been added to protect adjacent pavement or structures			
Native soils at bottom of excavation are ripped or loosened to promote infiltration			
Overflow or Surface Connection to Storm Drainage (to be confirmed prior to backfilling with any materials)			
Overflow is at specified elevation			
No knockouts or side inlets are in overflow riser			
Overflow location selected to minimize surface flow velocity (near, but offset from, inlet recommended)			
Grating excludes mulch and litter (beehive atrium-style grates with ¼" openings recommended)			
Overflow is connected to storm drain via appropriately sized pipes			
Underground connection to storm drain/outlet orifice (to be confirmed prior to backfilling with any materials)			
Perforated pipe underdrain (PVC SDR 35 or approved equivalent) is installed with holes facing down			
Perforated pipe is connected to storm drain at specified elevation (typ. Bottom of soil elevation)			
Cleanouts are in accessible locations and connected via sweep bends			

	Yes	No	N/A
Drain Rock/Subdrain (to be confirmed prior to installation of soil mix)			
Rock is installed as specified, 12” min. depth. Class 2 permeable, Caltrans specification 68-2.02F(3) recommended			
Rock is smoothed to a consistent top elevation. Depth and top elevation are shown in plans			
Slopes or side walls protect from sloughing of native soils into the facility			
No filter fabric is placed between the subdrain and soil mix layers			
Soil Mix			
Soil mix is as specified			
Mix installed in lifts not exceeding 12”			
Mix is not compacted during installation but may be thoroughly wetted to encourage consolidation			
Mix is smoothed to a consistent top elevation. Depth of mix (18” min.) and top elevation are as shown in plans, accounting for depth of mulch to follow and required reservoir depth			
Irrigation			
Irrigation system is installed so it can be controlled separately from other landscaped areas. Smart irrigation controllers and drip emitters are recommended and may be required by local codes or ordinance			
Spray heads, if any, are positioned to avoid direct spray into outlet structures			
Planting			
Plants are installed consistent with approved planting plan, consistent with site water allowance			
Any trees and large shrubs are staked securely			
No fertilizer is added; compost ta may be used			
No native soil or clayey material are imported into the facility with plantings			
1”-2” mulch may be applied following planting; mulch selected to avoid floating			
Final elevation of soil mix maintained following planting			
Curb openings are free of obstructions			
Final Engineering Inspection			
Drainage Management Area(s) are free of construction sediment and landscaped area are stabilized			
Inlets are installed to provide smooth entry of runoff from adjoining pavement, have sufficient reveal (drop from the adjoining pavement to the top of the mulch or soil mix, and are not blocked)			
Inflows from roof leaders and pipes are connected and operable			
Temporary flow diversions are removed			
Rock or other energy dissipation at piped or surface inlets is adequate			
Overflow outlets are configured to allow the facility to flood and fill to near rim before overflow			
Plantings are healthy and becoming established			
Irrigation is operable			
Facility drains rapidly, no surface ponding is evident			
Any accumulated construction debris, trash, or sediment is removed from facility			
Permanent signage is installed and is visible to site users and maintenance personnel			