

**Village of Wales  
Maintenance Inspection Form  
Storm Water Management Systems**

Inspection Date: \_\_\_\_\_

Inspector Name:

Facility I.D.:

Inspector Credentials:

Type of Storm Water Facility:

- Dry Pond ☐
- Wet Detention Pond ☐
- Grass Swale or Bioretention ☐
- Infiltration Basin ☐
- Proprietary Device ☐

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>I. Facility components</b>					
<b>A. Berms, Side Slopes and Emergency Spillway</b>					
1. Vegetation and ground cover adequate					
2. Berm erosion					
3. Animal burrows					
4. Unauthorized plantings					
5. Cracking, bulging, or sliding of berm					
a. Inside face					
b. Outside face					
c. Emergency spillway					
6. Emergency spillway clear of obstructions and debris					
7. Other (add more below)					
8.					

Note: Please note in the remarks section if a component listed is not applicable.

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>I. Pond components</b>					
<b>B. Riser/Structure and Principal Outlet Pipe</b>					
Type: Reinforced concrete Corrugated pipe PVC or HDPE —					
1. Orifice Obstructions					
2. Riser top trash rack					
a. Debris removal necessary					
b. Corrosion control					
3. Weir trash rack					
a. Debris removal necessary					
b. Corrosion control					
4. Sediment accumulation inside riser or structure					
5. Concrete/Masonry condition riser and barrels					
a. Cracks or displacement					
b. Minor cracking					
c. Major cracking (rebars exposed)					
d. Joint failures					
e. Water tightness					
6. Sediment accumulation within outlet pipe.					
7. Outlet slope protection or rip-rap condition					
8. Other (add below if needed) _____					
9.					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
Pond components					
C. Permanent Pool (Wet Ponds)					
1. Undesirable vegetative growth					
2. Floating or floatable debris removal required					
3. Visible pollution					
4. Safety shelf/shoreline degradation					
5. Other (specify below)					
6.					
D. Sediment Forebays					
1. Debris removal required					
2. Permanent water depth/ sediment accumulation (min. of 3 feet of standing water typically required. If less measured then maintenance likely needed)					
3. Other (specify below)					
4.					
E. Dry Pond Areas					
1. Vegetation adequate					
2. Undesirable vegetative growth					
3. Undesirable woody vegetation					
4. Drainage paths clear of obstructions					
5. Standing water or wet areas (check after dry period)					
6. Sediment and/or trash accumulation					
7. Other (specify below)					
8.					

Items Inspected	Checked		Maintenance Needed		Remarks	
	Yes	No	Yes	No		
Pond components						
F. Condition of Inlets Into Pond						
1. Riprap failures						
2. Slope erosion						
3. Storm drain pipes						
4. End sections/grates						
5. Other (specify)						
G. Other						
1. Encroachments on pond or easement area						
2. Complaints from residents (describe on back)						
3. Aesthetics						
a. Grass mowing required						
b. Weed removal needed						
c. Other (specify)						
4. Any public hazards (specify)						
5. Maintenance access						
H. Proprietary Devices						
1. Accumulation of sediment within device (removal per manufacturer's recommendations.)						
2. Device defects observed						

II. Summary (provide additional sheets if necessary)

1. Inspector Remarks:

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2. Overall Condition of Facility (Check One)

☐ Acceptable  
☐ Unacceptable

3. List of maintenance issues and date maintenance required (provide additional sheets as necessary) Required Date:


Note: An inspection is required to be completed by a qualified individual for every storm water management facility within the Village of Wales every 3 - years. The inspection form must be completed and submitted to the Village Administrator no later than October 15, 2023.

The Village may schedule an inspection for facility(s) in which a completed form is not received beginning October 15, 2023. All costs related to the inspection will be billed to or assessed against the property. Any maintenance required will be noted and forwarded to the responsible party. The responsible party shall schedule the required maintenance (whether inspected internally or by the Village) within a reasonable time and provide evidence to the Village that the maintenance was completed. This evidence shall include the date of maintenance completed, copies of invoices (if applicable) and photos (if applicable). If required maintenance is not scheduled within a reasonable time period or completed properly, the Village will provide notice to the Owner of record and will proceed to schedule the necessary maintenance if no response is received from the Owner. All costs associated with the maintenance will be billed or assessed to the property.

Forward all forms and maintenance related articles to:

Village Administrator  
Village of Wales  
P.O. Box 47  
129 W. Main Street  
Wales, WI 53183