



COUNTY OF PRINCE WILLIAM  
DEPARTMENT OF PUBLIC WORKS  
Environmental Services Division  
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Spec 9: Bioretention

Level 1 \_\_\_\_ Level 2 \_\_\_\_

Construction  
Inspection Checklist:

|                          |       |                    |
|--------------------------|-------|--------------------|
| Project Name             |       | Plan #             |
| Address / Location       |       | LND #              |
| Phase / Section          |       | VSMP Permit #      |
| Contractor               | Phone | Inspector's Name   |
| Certifying Professional* | Phone | Date of Inspection |

\* Certifying professional must be a licensed Professional Engineer (PE), Landscape Architect (LA), or Land Surveyor (LS) in the state of Virginia.

The following checklist provides a basic outline of the anticipated items for the construction inspection of bioretention facilities. This checklist does not necessarily distinguish between all the design variations and differences in construction between the families of practices. Inspectors should review the plans carefully, and adjust these items and the timing of inspection verification as needed to ensure the intent of the design is met. The standard for design of this practice is based on Virginia Stormwater BMP Clearinghouse and Prince William County Design Construction Standards Manual (DCSM).

All items should be checked when completed. Items labeled "Certification of ....." must be crossed off, dated and initialed by certifying inspector.

|     | 1. Pre-Construction Meeting:   | Yes | No | NA | Date |
|-----|--|-----|----|----|------|
| 1.1 | Pre-construction meeting between the contractor designated to install the bioretention practice and the person completing this checklist has been conducted. |     |    |    |      |
| 1.2 | Identify the tentative schedule for construction and verify the requirements and schedule for interim inspections and sign-off.                              |     |    |    |      |
| 1.3 | All pervious areas of the contributing drainage areas have been adequately stabilized with a thick layer of vegetation.                                      |     |    |    |      |
| 1.4 | Stormwater has been diverted around the area of the bioretention practice and perimeter erosion control measures to protect the facility                     |     |    |    |      |

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|   | during construction have been installed. Photo required.   |     |    |    |              |
| 1.5   | Area of bioretention practice has not been impacted during construction.   |     |    |    |              |
|   | <b>2. Excavation:</b>  | Yes | No | NA | Date         |
| 2.1   | Area of bioretention excavation is marked and the size and location conforms to plan.  |     |    |    |              |
| 2.2   | Compare the bioretention surface and invert design elevations with the actual constructed elevations of the inflow and outlet inverts and adjust design elevations as needed.                              |     |    |    |              |
| 2.3   | If the excavation area has been used as a sediment trap: verify that the bottom elevation of the proposed stone reservoir is lower than the bottom elevation of the existing trap.                         |     |    |    |              |
| 2.4   | Subgrade surface is free of rocks and roots, and large voids. Any voids should be refilled with the base aggregate to create a level surface for the placement of aggregates and underdrain (if required). |     |    |    |              |
| 2.5   | No groundwater seepage or standing water is present. Any standing water is dewatered to an acceptable dewatering device.   |     |    |    |              |
| 2.6   | Excavation of the bioretention practice has achieved proper grades and the required geometry and elevations without compaction at the bottom of the excavation. Constructed dimensions: _____              |     |    |    |              |
| 2.7   | Sides of excavation covered with geotextile; no tears or holes, or excessive wrinkles are present.   |     |    |    |              |
| 2.8   | For Level 2 bioretention, ensure the bottom of the excavation is scarified prior to placement of stone.  |     |    |    |              |
| <b>Certification of Excavation Inspection:</b> Inspector certifies the successful completion of the excavation steps listed above.<br><br><b>Photo required</b> include: <ul style="list-style-type: none"> <li>Excavated area prior to installation of stone, including measurements (L*W*D);</li> <li>Non-woven geotextile fabric installed on sides of excavated subgrade only.</li> </ul> Material delivery tickets required include: <ul style="list-style-type: none"> <li>Geotextile installed on sides</li> </ul> |  |     |    |    | Date<br><br> |

|     |  |     |    |    |      |
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|     | <b>3. Filter layer, Underdrain, and Stone Reservoir Placement:</b>   | Yes | No | NA | Date |
| 3.1 | Material Verification: 1.) All aggregates, including, as required, the filter layer (choker stone & sand), the stone reservoir layer or infiltration sump conform to specifications as certified by quarry.<br>2.) Underdrain size and perforations meet the specifications (if applicable). |     |    |    |      |
| 3.2 | For Level 2 installations: placement of filter layer and initial lift of stone reservoir layer aggregates with   |     |    |    |      |

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|  | underdrain or infiltration sump, spread (not dumped) to avoid aggregate segregation  |  |  |  |             |
| 3.3  | Placement of underdrain, cleanouts, observation wells, and underdrain fittings are in accordance with the approved plans.              |  |  |  |             |
| 3.4  | Elevations of underdrain and outlet structure are in accordance with approved plans, or as adjusted to meet field conditions.          |  |  |  |             |
| 3.5  | Placement of remaining lift of stone reservoir layer as needed to achieve the required reservoir depth.                                |  |  |  |             |
| 3.6  | If underdrain provided, filter fabric shall be placed on pea gravel layer over underdrain for a width of 1'-2' on either side of pipe. |  |  |  |             |
| <b>Certification of Filter Layer and Underdrain Placement Inspection:</b>  |  |  |  |  | <b>Date</b> |
| <p>Inspector certifies the successful completion of the soil media steps listed above. Photos and material delivery tickets for these items are attached.</p> <p><b>Photo required</b> include:</p> <ul style="list-style-type: none"> <li>• Perforated underdrain pipe (if applicable) with a solid vertical overflow pipe;</li> <li>• Depth of #57 stone;</li> <li>• Depth of pea gravel.</li> </ul> <p>Material delivery tickets required include:</p> <ul style="list-style-type: none"> <li>• 57 stone;</li> <li>• Pea gravel.</li> </ul> |  |  |  |  |             |

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|   | <b>4. Bioretention Soil Media Placement:</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Date</b> |
| 4.1   | Soil media is certified by supplier or contractor as meeting the project specifications.  |            |           |           |             |
| 4.2   | Soil media is placed in 12-inch lifts to the design top elevation of the bioretention area. Elevation has been verified after settlement (2 to 4 days after initial placement). |            |           |           |             |
| 4.3   | Side slopes of ponding area are feathered back at the required slope (no steeper than 3H: 1V).  |            |           |           |             |
| <b>Certification of Bioretention Soil Media Placement:</b>  |   |            |           |           | <b>Date</b> |
| <p>Inspector certifies the successful completion of the filter layer and underdrain placement steps listed above and any necessary photos are attached.</p> <p><b>Photo required</b> of a measurement of the soil media installed.</p> <p>Material delivery ticket required from an approved soil media vendor.</p> |   |            |           |           |             |

|     |   |            |           |           |             |
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|     | <b>5. Pretreatment and Plant Installation:</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Date</b> |
| 5.1 | Placement of energy dissipaters and pretreatment practices (forebays, gravel diaphragms, etc.) are installed in accordance with the approved plans. |            |           |           |             |
| 5.2 | Riser, overflow weir, or other outflow structure is set to the proper elevation and functional; or  |            |           |           |             |

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| 5.3   | External bypass structure is built in accordance with the approved plans                      |  |  |             |
| 5.4   | Appropriate number and spacing of plants are installed in accordance with the approved plans. |  |  |             |
| 5.5   | Ponding depth verification after plant and mulch placement.                                   |  |  |             |
| <b>Certification of Pretreatment and Plant Installation:</b>  |   |  |  | <b>Date</b> |
| Inspector certifies the successful completion of any pretreatment measures, plants and mulch as listed above.<br><br><b>Photo required</b> for this step include: <ul style="list-style-type: none"> <li>• Overall photos of showing mulch and plants installed;</li> <li>• Location of inflow and appropriate energy dissipation;</li> <li>• Any pretreatment measures required per the approved plans;</li> <li>• Distance from the top of the mulch to the top of the overflow (either pipe or berm).</li> </ul> Material delivery tickets required for this step include: <ul style="list-style-type: none"> <li>• Approved plants listing number and species;</li> <li>• Shredded hardwood mulch.</li> </ul> |   |  |  |             |

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|     | <b>6. Post Construction:</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Date</b> |
| 6.1 | All erosion and sediment control practices have been removed.                                   |            |           |           |             |
| 6.2 | Follow-up inspection and as-built survey/certification has been scheduled.                      |            |           |           |             |
| 6.3 | GPS coordinates have been documented for all bioretention practice installations on the parcel. |            |           |           |             |

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|---|-------------|
| <b>Comments (Clarification, Deviations, etc.)</b> | <b>Date</b> |
|   |             |

All items checked above have been inspected by me (or by an individual under my responsible charge) and have been completed to my satisfaction and meet the approved plans (or deviations are noted here).

Signature: \_\_\_\_\_

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

Certifying Professional's License Number (Seal): \_\_\_\_\_