

***ANNUAL EXCAVATION INSPECTION REPORT***

*Adopted **Month xx**, 2012*

***DRAFT***

An inspection and certification is required to be conducted annually by the applicant's engineer, who shall be a Licensed Professional Engineer in the State of New Hampshire. The applicant's engineer must prepare an Annual Excavation Inspection Report (Appendix VI of the Wilton Land Use Laws and Regulations) and certify, with his/her professional stamp, that the existing excavation and reclamation site is in compliance with the original plans submitted to the Planning Board and the New Hampshire Department of Environmental Services. Noted deficiencies will require remedial action. If deficiencies are identified, a plan addressing remedial action should be submitted at the next regularly scheduled Planning Board meeting.

It is the responsibility of the owner/operator to submit to the Planning Board its materials for the Inspection and Certification. All materials must be submitted to the Planning Board for their review at a Public Hearing within 1 year from the date of permit approval or previously submitted Certification. Failure to submit materials and certification within the stated time period will result in a Cease and Desist. To ensure that the most current excavation conditions are represented in the report, inspections shall occur no more than **60** days prior to the date upon which the annual inspection is submitted to the Planning Board for their review. The Planning Board reserves the right to do its own inspection.

If in the event the applicant does not elect to utilize an engineer of his/her choosing, the annual inspection and certification process will be conducted by an agent of the Planning Board. An hourly inspection rate, determined annually by the Planning Board and Planning Board Agent must be placed in an escrow account thirty days prior to the date of annual inspection. After the annual inspection, if a deficit of escrow funds exists, the applicant must pay the difference; and if a surplus of funds exists, the town will return the unused portion to the applicant. If payment has not been received, the Planning Board may suspend or revoke the permit, according to Section 16.0 Enforcement.

***USING THE INSPECTION REPORT***

This inspection report was developed to support compliance with the Town of Wilton, New Hampshire, Annual Inspection. Please note that this inspection report is site specific and shall be customized according to the Best Management Practices (BMPs) and conditions of the site. When conducting the inspection, the responsible person should observe general site conditions and the specific BMPs using the form provided. The following instructions are designed to assist the attached Inspection Report.

- Complete the items in the "General Information" section that will remain constant, such as the project name, and inspector (if only one inspector is used).
- For ease of use, take a copy of the project site plan and number all of the site-specific stormwater BMPs and areas of the site that will be inspected.
- Print out multiple copies of as many site-specific BMP sheets for the inspection report as needed to use during inspection(s).
- For each numbered, site-specific BMP, provide a brief description of the BMP and/or areas being inspected in the site-specific section of the inspection report. For example, specific structural BMPs such as sediment ponds, or specific areas with silt fence should be numbered and listed (e.g., silt fence along the main street; silt fence along slope in NW corner, etc.).

**WILTON LAND USE LAWS AND REGULATIONS - APPENDIX VI – ANNUAL INSPECTION REPORT**

**PROJECT NAME:**

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- When conducting the inspection, walk/drive the site by following the site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been addressed (customize this list according to the conditions at the site). Note any required corrective actions and the date and responsible person for the correction in the Corrective Action Column.

**REFERENCES**

This Report was developed based on information provided by EPA’s Developing Your Stormwater Pollution Prevention Plan and the NHDES – NH Stormwater Manual Volume 3: Construction Phase Erosion and Sediment Control. More information on these sources and additional information on BMPs, visit:

- [www.epa.gov/npdes/swpppguide](http://www.epa.gov/npdes/swpppguide)
- <http://des.nh.gov/organization/divisions/water/stormwater/manual.htm>.

### Town of Wilton - Annual Excavation Inspection Report

General Information		
<b>Project Name:</b>		
<b>Planning Board Case Number:</b>		
<b>Lot Number(s)</b>	<b>Street</b>	
<b>NHDES AOT Permit Number(s)</b>	<b>Year Approved</b>	
	<b>Renewal Date</b>	
<b>Date of Inspection</b>		
<b>Inspector's Name(s) &amp; Title(s)</b>		
<b>Inspector's Address</b>		
<b>Inspector's Qualifications</b>		
<b>Describe present phase of excavation</b>		
<b>Type of Inspection:</b> <input type="checkbox"/> Annual <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event		
Weather Information		
<b>Weather at time of this inspection?</b> <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: _____ Temperature: _____		
<b>Have any off-site discharges occurred since the last inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b> _____		
<b>Are there any discharges at the time of inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b> _____		
<b>What is the area of the open excavation?</b> _____ Acres		
<b>Has the reclamation begun?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If so, how many acres?</b> _____ Acres (See Reclamation Section)		
<b>Is the excavation conforming to the reclamation plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>What is the required height of the excavation above the water table?</b> _____ feet		
<b>What is the volume of material removed in the past year?</b> _____ Cubic Yards		

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**Overall Site Issues**

*Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.*

	<b>Site Activity</b>	<b>Implemented/ Performance?</b>	<b>Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1	Are all slopes and disturbed areas not being actively worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Is there adequate fencing and/or signage at the top of the slopes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are discharge points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Is there still adequate Sight Distance at the Entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Are there vehicle and equipment fueling, cleaning, and maintenance areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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12	If so, are the vehicle, equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Are there any materials on site that are potential stormwater contaminants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	If so are they stored inside and/or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Are there means on the site to control the dust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17	(Other)			
	<b>Reclamation</b>	<b>Implemented?</b>	<b>Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1	Do the final slopes meet or exceed the specified grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Has the area been loamed, and fertilized according to plan reclamation specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Is the drainage leaving the site in the same location as it was originally?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Has 75% growth been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	(Other)			

**Site-specific BMPs (for Excavations)**

	<b>Steep Embankments</b>	<b>Site Issues?</b>	<b>BMP Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1	Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Slipage or Seeps	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Animal Burrows	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Woody Vegetation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Trash & Debris	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Fencing and/or Signage @ top of slope	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>BMP – Detention Basin</b>	<b>BMP Installed?</b>	<b>BMP Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1	Grass Vegetation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Woody Vegetation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Erosion of the side slopes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Slipage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Animal Burrows	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Accumulated Sediment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Inlet Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Outlet Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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	<b>BMP – Siltation Fence</b>	<b>BMP</b>	<b>BMP Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1	Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Repairs needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Other?			

**Site-specific BMPs (for Excavations)**

- *Number the structural and non-structural BMPs identified on your site map and list them below (add as many BMPs as necessary). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required BMPs at your site.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Column.*
- *Copy as many sheets as needed for the site-specific BMP*

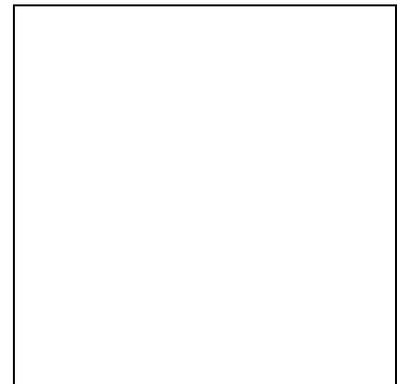
	<b>BMP –</b>	<b>BMP Installed?</b>	<b>BMP Maintenance Required?</b>	<b>Notes and/or Corrective Action Needed or Taken</b>
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Overall Compliance Statement**

Please use the box below to specify how the excavation is in compliance with the approved permit conditions, Excavation and Reclamation Plans. If limited activity has occurred since the last annual inspection, please specify such activity.

**CERTIFICATION STATEMENT**

“I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant civil penalties for submitting false information.



Seal of NH Licensed Professional Engineer

**Print name and title:** \_\_\_\_\_  
NH Licensed Professional Engineer License No. \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_