



TOWNSHIP OF MAPLE SHADE

200 Stiles Avenue
Maple Shade, NJ 08052
(856) 779-9610



DETENTION BASIN REPORT FORM

(Complete One Form Per Individual Detention Basin)

Property owners, homeowners associations, business owners, and residents responsible for maintenance of a detention basin must submit the following form annually by December 31st to the Department of Public Works.

Questions? Contact Patrick Lyons at 856-779-9610 ext. 221

Please carefully complete the form, attach any necessary photos/files, and submit it to:
Patrick Lyons, Director of Public Works, 200 Stiles Avenue, Maple Shade, NJ 08052
or via email to plyons@mapleshade.com

BASIN LOCATION

Basin Block: _____ Basin Lot: _____

Basin Address: _____

OWNER INFORMATION

Owner's Name: _____

Owner's Address: _____

Owner's Block: _____ Owner's Lot: _____

Owner's Phone #: _____

Owner's Email Address: _____

Check this box if Responsible Party Information is the SAME as Owner Information Above

RESPONSIBLE MAINTENANCE PARTY INFORMATION:

Responsible Entity's Name: _____

**Name of Developer, HOA, Property Management Company, or Property Owner responsible to maintain this stormwater facility.*

Contact Person's Name: _____

Contact Person's Address: _____

Contact Person's Phone #: _____

Contact Person's Email Address: _____



TOWNSHIP OF MAPLE SHADE

200 Stiles Avenue
Maple Shade, NJ 08052
(856) 779-9610



STORMWATER MANAGEMENT MEASURE INSPECTION CHECKLIST

Inspection Checklist Instructions: Check off any conditions for the stormwater measure(s) you have. Any checkmarks require preventative and/or corrective maintenance. See forms on [NJDEP website](#) for suggested actions. This list represents general requirements.

PRETREATMENT (Forebay)

- Scouring or erosion present at inflow point
- Clogged pipes or excessive sediment in forebay
- Damaged outlet structure (e.g., cracking, subsidence, spalling, erosion, or deterioration)
- MTD inspection, if applicable (follow manufacturer instructions)

BOTTOM OF SYSTEM

Drain time in approx. hours _____

More than 72 hours may need corrective action.

- Excessive sediment, silt, or trash accumulation
- Erosion or channelization is present
- Animal burrows/rodents are present
- Uneven bed
- Evidence of sinkholes or subsidence
- Blockages, excessive sediment, silt, or trash accumulation on low flow channel
- Damaged low flow channel or undermined channel
- Basin liner visible and/or damaged (if applicable)

VEGETATION

- Large spot(s) showing bare soil
- Overgrown Vegetation
- Tree growth in basin
- Excessive grass height / clippings

BASIN EMBANKMENT AND SIDE SLOPES

- Erosion, soil slide or bulges, seeps and wet spots, loss of vegetation, or erosion on the basin slope

OUTLET

- Trash or debris accumulation more than 20%
- Trash rack is damaged or rusted greater than 50%; Trash rack is bent, loose, or missing parts
- Outlet components (e.g., orifice plates or weir plate) skewed, misaligned, or missing
- Discharge pipe apron is eroded or scoured
- Standing water is present in the outlet structure longer than 72 hours



TOWNSHIP OF MAPLE SHADE

200 Stiles Avenue
Maple Shade, NJ 08052
(856) 779-9610



EMERGENCY SPILLWAY

- Trees or excessive vegetation present
- Damaged structure

MISCELLANEOUS

- Fence: broken or eroded parts
- Gate: missing gate or lock
- Sign/plate: tiled, missing, or faded
- Excessive or overgrown vegetation blocking access to the basin

Form Prepared By: _____ Date: _____