

Consultant Inspection Process Form – for dam inspected by outside consultant

Task	<input checked="" type="checkbox"/>	Date Completed	Responsible Party	
			Owner/ Consultant	DNR
Inspection Notification *Notify dam owner of DNR inspection date/time			X	
File Research *Review last inspection report, photos, database, aerial photos, ownership information, etc.			X	
Field Inspection *Physically inspect dam, conduct survey if required			X	
Inspection Checklist *Fill out form documenting observations during inspection			X	
Photo Documentation *Print and label photos, back up digital copies			X	
Review Sufficiency Rating *Complete Sufficiency Rating questionnaire based on current condition of the dam.				X
Review Hazard Rating *Review downstream development for changes, check if downstream zoning is adopted			X	
Review EAP *Review and update EAP, submit to DNR			X	
Review IOM *Review and update IOM, submit to DNR			X	
Inspection Report Submitted to DNR Regional Engineer			X	
Inspection Report Submitted to DNR Central Office				X
Response Letter *DNR letter which outlines work needed to be completed on the dam based on consultant inspection				X
Update database *Update owner contact information, follow-up dates, inspection dates, etc. on DNR database				X
Notify DNR of planned work * Determine if plans and specs are needed for the proposed dam work, issue proper permits or plan approvals			X	
Complete Required Elements *Owner completes required items listed in inspection report			X	
Enforcement *Pursue enforcement action against the dam owner if the required elements are not completed by the appropriate deadlines				X

Dam Name:

Field File #:

Engineer Completing Form:

Key Sequence #: