

Department Note: As MS4 Permittees demonstrate compliance differently and MS4 Permittees may have different MS4 permit conditions, the following written program procedure is intended to provide ideas on various formats. Therefore, please note the provided example may not be appropriate, as is, for your community. Additionally, the following is a written program procedure that has been submitted to the Department by a MS4 Permittee. However, the MS4 Permittee name have been removed to keep them anonymous.

Village of Waterville

2.5 Post-Construction Storm Water Management

March 2021

The Village of Waterville has adopted an ordinance (Ch. 34-107) which regulates storm water discharges for new development and redevelopment. This program outlines the Village's procedures for post-construction storm water management plan review and local approval, handling of public complaints relating to post-construction storm water management facilities, and long-term maintenance, inspections, and enforcement of privately owned facilities.

Process for Obtaining Local Approval & Responding to Complaints

The Village utilizes the Erosion Control and Storm Water Permit Process Flowchart (attached) for approval of storm water practices for new and redevelopment of sites greater than one acre of disturbance. Any citizen complaint is investigated by Village staff with an observation of the site in question.

Storm Water Plan Review

The Village utilizes checklists to ensure that plan reviews and post-construction requirements are met by each site with greater than one acre of land disturbance. The attached checklists (Checklist C and Checklist 3) guide the reviewer through the required components.

Municipally Owned Storm Water Facility Inspections

- Village staff will inspect municipally owned storm water facilities once per year.
- Inspection reports will be recorded on a spreadsheet or other tracking system, and reports will be retained for at least 5 years.

Privately-Owned Storm Water Facility Inspections

- Any site that contains a storm water facility (detention pond, infiltration basin, permeable pavement, etc.) shall be inspected at the frequency indicated in the site-specific long-term maintenance plan. Long-term maintenance plans are typically recorded with the county Register of Deeds prior to construction of the facility and are amended to reflected the constructed facility along with a certification by the design professional that they meet the intent of the storm water ordinance.
 - If a long-term maintenance plan does not exist for a particular storm water facility, then the facility shall be inspected at least once every year by the owner of the facility.
- An inspection report shall be completed for each inspection. Inspection reports shall be retained by the storm water facility owner for at least 5 years.
- The inspection reports shall be submitted to the Village at least once every year.

- The responsible party shall cause an inspection to be completed by a qualified professional every 5 years with a copy of this inspection report provided to the Village.
- Any citizen complaint will be investigated by Village staff with an observation of the site in question.
- Failure to perform an inspection and/or submit an inspection report to the Village by August 1st any year will result in a written notice from the Village requiring the inspection be completed and report submitted within a reasonable period of time as determined by the Village. Failure to complete the inspection and submit the inspection report within the above timelines will be considered a violation.

Storm Water Facility Maintenance

- Any maintenance actions or needed repairs identified in the inspection report shall be completed by the owner within a reasonable time period of the inspection as determined by the Village.
- Upon completion of routine maintenance activities, a follow-up inspection report shall be completed to document the corrections and submitted to the Village.
 - Upon completion of removal of accumulated sediment from a storm water facility to re-establish the size and depth of the facility as designed, the facility shall be surveyed to confirm and record the completed work. This survey information shall be submitted to the Village with the post-maintenance work inspection report.

*Local, state or federal permits may apply to storm water facility maintenance activities, depending on the location of the facility and the type of work proposed.

Information on disposal options for sediment removed from storm water facilities can be found on the Wisconsin Department of Natural Resources web-site at: <http://dnr.wi.gov/topic/waste/nr528.html>

Storm Water Facility Maintenance and Inspection Violations and Enforcement Measures

- Failure to complete inspections and/or reports and submit them to the Village within the timelines identified in the notice from the Village is considered a violation.
- Any maintenance activities identified on the storm water facility inspection report that are not completed within a reasonable time period, as determined by the Village shall be considered a violation.
- After discovering a violation due to lack of necessary maintenance activities, the Village shall notify the permit holder in writing. This written notification shall be hand delivered to the permit holder or sent to the last known address, with a reasonable attempt to verify that the permit holder received it.
- If violations are not corrected, the Village may follow the enforcement provisions found in Sec. 34-114 of the Storm Water Ordinance.

Attachments:

Village of Waterville's Erosion Control and Storm Water Permit Process Flowchart
Checklist C
Checklist 3
Storm Water Facility Inspection Form