

**City of Madison Engineering
Standard Operating Procedures & Common Requirements for
Long-term Maintenance of Private Stormwater Facilities**

To better provide uniform oversight and obtain compliance on projects under the City Engineering's jurisdiction for inspection and enforcement.

Applicability

Per ordinance, long-term maintenance of private stormwater facilities and the submission of an annual report is required for any facility that received a stormwater management permit (see City Ordinance Chapter 37.11 (B) 8 b – a portion is excerpted below for reference):

Any property owner required to have a Best Management Practice or a *maintenance* agreement on the property shall submit to the City Engineer an *annual* report reviewing the condition of that practice and the *maintenance* performed during the past calendar year. This report shall be submitted by June 1 and be sealed by a Professional Engineer currently licensed in the State of Wisconsin.

Annual Report Submission Guidelines

1. Annual reports are due by June 1 for the past calendar year.
2. Per City Ordinance chapter 37.11 (B) 8 , annual reports shall consist of the following:
 - (1) Documentation of the completion of the required annual maintenance, including copies of receipts from agents hired to perform the work and date the work was completed;
 - (2) Photos of the treatment device post completion of required maintenance.
3. The Annual Stormwater Maintenance Report template is available at the link below. The report shall be submitted and sealed by a professional engineer or alternate certification approved by the City Engineer:

<https://www.cityofmadison.com/engineering/stormwater/documents/StormwaterMgmtAnnualMtcCert.doc>
4. Annual reports shall be submitted to the City e-mail to DAOlivares@cityofmadison.com
5. Annual reports are entered in to the erosion control and stormwater database and filed in the plan vault.

Failure to Submit an Annual Stormwater Maintenance Report

1. For facilities that received a stormwater management permit, maintenance of stormwater facilities is required per City ordinance. As stated in the City's template for Stormwater Maintenance Agreements, if the owner fails to maintain the stormwater facilities, then the City (or qualified representative) may, after providing Owner with written notice of the maintenance issue and thirty (30) days to comply with the notice, enter the Property in order to conduct the maintenance specified in the Maintenance Notice. The City will conduct such maintenance work in accordance

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with all applicable laws, codes, regulations, and similar requirements and will not unreasonably interfere with Owner's use of property. All costs and expenses incurred by the City in conducting such maintenance may be charged to Owner by placing the amount on the tax roll for the Property as a special assessment in accordance with Section 66.0703, Wis. Stats.

2. For facilities that received a stormwater management permit, violation of the ordinance may result in the issuance of citation(s). Each day that the violation exists shall constitute a separate offense and may result in additional citations.
3. For any facility that has a stormwater utility credit, failure to submit an Annual Stormwater Maintenance Report will result in the loss of the credit. The owner will not be eligible to apply for the credit for one full calendar year. Prior to receiving a credit in the future, the City will require documentation that the facility has been maintained and is functioning as designed.