

**SECTION 3**  
**OPERATION AND PROCEDURE**  
**REPORT FORMS AND CHECKLISTS**

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**SECTION 3.1**  
**AGENCY REVIEW AND PROCEDURES**

**SECTION 3.1.1**  
**STANDARD OPERATING PROCEDURES**  
**FOR CONSTRUCTION ACTIVITIES**

**Standard Operating Procedures  
For Construction Activities**

1. A Permit Application, Permit Review Fee, and Final Stormwater Management Plan is submitted to the authorized enforcement agency (AEA) for review. The AEA may also require a performance security bond prior to issuance of a permit.
  - a. Has all criteria been met?  
(Refer to applicable sections of stormwater ordinance and this manual)
  - b. Have necessary easements been acquired?

2. Plans must be reviewed by the AEA within 15 days of submittal.
3. If denied, any modifications or additional information required must be in submitted by written application.
4. The AEA shall have 15 days to review additional information.

***Permit will be issued contingent upon submittal and approval of all items mentioned above. If Permit is denied, all land use will be suspended until all above mentioned items are approved.***

5. Inspections on the Stormwater Management Plan measures should be performed weekly by the Applicant. Both the Illicit Discharge Routine Inspection Checklist (Section 3.2.1) and the Comprehensive Inspection Checklist for Construction Sites (Section 3.3.2) shall be completed weekly and remain on-site. This weekly log will be submitted to the Owner upon completion.
6. In the event of a Stormwater Management Plan failure, the AEA must notify the party or parties listed on the application in writing. In this event, the Illicit Discharge Non-Routine Inspection Checklist (Section 3.2.2) and Comprehensive Inspection Checklist for Construction Sites (Section 3.3.2) shall be completed by the AEA.
7. The AEA shall report their finding(s) and corrective action(s) needed to the party or parties listed on the application in writing. In addition, if illicit discharges are found, the AEA shall also submit a Report Form for Illicit Discharges (Section 3.2.3) to the Applicant.
8. Except during an emergency, the AEA will require corrective measures within 48 hours of notification of the applicant.
9. During an emergency, the AEA may take immediate action, and then notify the Applicant as soon as possible.
10. Upon land disturbance completion, the Applicant shall notify the AEA so a final completion inspection can be performed.

**3.1.2**

**RECOMMENDED NONCOMPLIANCE  
ENFORCEMENT ACTIONS**

**Recommended Noncompliance Enforcement Actions**

When the AEA determines that an activity is not being carried out in accordance with the requirements of the Ordinance, Final Stormwater Management Plan and/or this manual, it shall issue a written notice of violation to the owner of the property. The notice of violation shall contain:

1. The name and address of the owner or applicant;
2. The address when available or a description of the building, structure or land upon which the violation is occurring;
3. A statement specifying the nature of the violation;
4. A description of the remedial measures necessary to bring the activity into compliance with this Ordinance and a time schedule for the completion of such remedial action;
5. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;

Such notice may require without limitation:

1. The performance of monitoring, analyses, and reporting;
2. The elimination of illicit connections or discharges;
3. That violating discharges, practices, or operations shall cease and desist;
4. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property; and
5. Payment of a fine to cover administrative and remediation costs; and
6. The implementation of source control or treatment BMPs.

Any person receiving a Notice of Violation shall have 2 days to correct the Stormwater practices pursuant to the requirements of the Notice of Violation, and request a follow-up field verification from the AEA.

Please see the Stormwater Ordinance for violation appeal and penalty procedures.

**SECTION 3.2**  
**ILLICIT DISCHARGE**  
**INSPECTION AND REPORT FORMS**



**3.2.1**

**ROUTINE INSPECTION CHECKLIST**