

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.

Public Involvement and Participation Written Program

2.2.1 Permit Activities

- The Village of XYZ allows public involvement and participation to provide input on the Village's Annual Report, Storm Water Management Program, and Storm Water Management and Erosion Control Ordinance at monthly Village Board Meetings.

2.2.2 Delivery Mechanism

- Village Website – Passive
- Village Board Meetings - Active
- Private Clubs and Watershed Groups - Active

2.2.3 Volunteer Activities

- The Village is a part of the ABC County Storm Water Management and posts dates for public workshops, information seminars, and other volunteer activities on their website.

2.2.4 Target Participants

- See the provided Table 2.2 – 2021 Public Involvement Participation Plan and Measurable Goals

Table 2.2 - Village of XYZ's 2021 Public Involvement Participation Plan

Public Involvement	Target Audience	Activity	Delivery Mechanism	Frequency	Responsible Party
It is the responsibility of the owner to inspect private storm sewer facilities on their property and submit results to the Village of XYZ. Inspections are to occur after rain events greater than a 2-year recurrence interval or once every two years at a minimum. Village Staff is responsible for monitoring all privately owned storm water facilities for inspection. If inspection reports are not obtained by the Village, Village Staff will complete the inspection and expenses are charged back to the property owner.	General Public	Private Stormwater Facility Inspection	Active	Once every two years or as needed	Storm Sewer Facility Owner
	Village Employees				
	Local Businesses				
	Local Industries				
The XYZ Village Board holds monthly meetings open to the public to provide input on the Village's Annual Report, Storm Water Management Program, the Village's Storm Water Management and Erosion Control Ordinance, and any other issues.	General Public	Village Board Meetings	Active	Monthly	Village of XYZ
	Village Employees				
	Local Businesses				
	Local Industries				
The Village of XYZ is a part of the Waukesha County Storm Water Management and posts dates for public workshops, information seminars, and other volunteer activities on their website.	General Public	Volunteer Activity	Active	Monthly	Village of XYZ & ABC County
The Village of XYZ will hold a yearly meeting to inform the target audience about any updates/progress the Village has made to the Annual Report or Storm Water Management Program.	General Public	Annual Village Board Meeting	Active	Once per year	Village of XYZ
	Village Employees				
	Local Businesses				
	Local Industries				
	Contractors				
	Developers				
The Village of XYZ posts informative links in reference to stormwater on their Village Website. The Goal is to inform the general public on the importance and increase awareness of Stormwater Management.	General Public	Village Website	Passive	Monthly	Village of XYZ
	Village Employees				

Village Contact:
 phone:
 email: