

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 ABC’s Post Construction Program

Last updated May 2023

Post-Construction Storm Water Management

I Village Staff Roles

The Village’s Post-Construction Storm Water Management Program contains definite procedures and are the same despite private or public development. The Village is staffed with assorted personnel who all have their own areas of expertise, roles, and, responsibilities to the Village’s Post-Construction Strom Water Management Program. Table 2 below summarizes the roles of Village Staff and others for the Post-Construction Storm Water Management Program.

Table 2 – Village Staff Roles in Post-Construction Strom Water Management

Storm Water Management Program Step	Village Staff and Roles
Plan Review	Development Contractor <ul style="list-style-type: none"> • Provide the Village a complete set of construction as-builts
Inspection	Developer <ul style="list-style-type: none"> • Inspect storm water BMPs Utilities Superintendent / Building Inspector / Village Engineer <ul style="list-style-type: none"> • Inspect storm water BMPs
Permit Termination	Developer <ul style="list-style-type: none"> • Provide proper documentation required to terminate applicable storm water permits (Private Development) Village Engineer <ul style="list-style-type: none"> • Provide proper documentation required to terminate applicable storm water permits (Public Development)
Enforcement	Utilities Superintendent / Building Inspector <ul style="list-style-type: none"> • Enforce required BMP inspection/maintenance • Follow up on any previous enforcement mechanisms

Documentation Management	<p>Utilities Superintendent</p> <ul style="list-style-type: none"> • Track all post-construction BMP inspections • Maintain a working logbook for post-construction projects including construction as-builts, inspection reports, etc. <p>Building Inspector</p> <ul style="list-style-type: none"> • Track all post-construction BMP inspections <p>Village Engineer</p> <ul style="list-style-type: none"> • Retain applicable records
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*Post-Construction Storm Water Management roles will vary depending on the Long-Term Maintenance Agreement which will dictate if Village staff or Developer is responsible for operation and maintenance.

The following written program procedure was submitted to the Wisconsin DNR by a MS4 Permittee. However, the MS4 Permittee name have been removed to keep them anonymous. Uploaded to MS4 BMP Menu January 2025.

I Village Owned BMP Inspection Procedure

Village staff are responsible for inspecting and maintaining Village owned storm water BMPs. Each BMP is inspected at a minimum of once every other year; however, all Village owned BMPs are inspected following each 2-year recurrence interval (2.7 inches in 24 hours) storm event between April 1st and October 15th. Village staff utilize the Storm Water BMP Inspection Form provided in Exhibit #1 for routine Storm Water BMP inspections. Furthermore, Village staff perform visual inspections of BMPs, specifically in the Spring to identify any issues or debris buildup caused by snowmelt. Maintenance items identified during Village owned BMP inspection are completed within 30 days that the inspection was conducted.

I Private Owned BMP Maintenance Procedure

Private owned BMPs are to be inspected as indicated in the Long-Term Maintenance Agreement (LTMA) with the Village. If no LTMA exists, the BMP is to be inspected at the same frequency as Village owned BMPs. The Village has provided private BMP owners Village BMP inspection forms in the past to be utilized for private BMP inspections. Completed electronic or hard copy inspection forms are to be submitted to the Village's Utilities and Public Works Department within 14 days of performing the inspection. Village staff will review all forms for completeness. Any incomplete inspection forms will be returned to the inspector as "incomplete". If an inspection form indicates maintenance is required on a BMP, Village staff will follow up with the inspector or BMP owner to authorize proposed BMP maintenance means and methods.

If an owner of a privately owned BMP has not submitted an inspection form to the Village within the time frame reported on the LTMA or a two-year period, then Village staff will conduct an inspection. Maintenance items identified during private owned BMP inspection are to be completed within 30 days that the inspection was conducted. Any maintenance items not completed within the allotted time will be completed by Village staff or Village hired outside party. In the event that Village staff conducts an inspection or maintenance for a private owned BMP, the Village will charge the BMP owner for all applicable equipment, tools, machinery, materials, labor, and inspection/maintenance means and methods.

N. Measurable Goals:

The Village's measurable goals for the Post-Construction Storm Water Management Program are as follows:

- The Village compiles a working logbook for all post-construction BMPs including as-builts, inspection reports, etc.
- Zero Storm Water issue complaints as a result of proper BMP maintenance.
- Zero private owned BMP inspections performed by Village staff due to non-compliance of BMP owner.
- Obtain all LTMA's for privately owned BMPs.