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| Enforcement Response ProceduresMS4 Permit Section III.B |

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| **City of Rice Lake****Post-Construction Stormwater Management Enforcement Response Procedures** |
| Upon the receipt of a Land Disturbance Application by an owner to the City of Rice Lake the following procedures shall be followed to verify compliance with the City’s Post-Construction Stormwater Management Regulatory Mechanism:1. The City shall follow the established site plan review process which includes a review and approval of the post-construction stormwater management practices. The City Administration shall withhold permit approvals until post-construction management features have been planned and designed to meet, at a minimum, the City’s requirements.
2. The City shall follow the established construction site inspection process which includes construction inspections of the post-construction stormwater practices and features. The City Administration shall withhold final acceptance of the post-construction stormwater management features until the following have been completed:
* Maintenance plan has been submitted and approved
* Maintenance agreement has been approved and signed
* As-built drawings have been submitted to the City
* Documentation certifying that the features have been constructed in accordance with design specifications provided by the City
* A final inspection has been completed by City Staff or a City Representative
1. If following construction completion, the City has been notified or has observed that the proper maintenance has not been completed, the City shall:
2. Ensure that the appropriate measures are taken to promptly eliminate the violation
3. Evaluate the severity of the violation
4. Work with the City Administration to issue the appropriate notice to the violator
5. Direct the appropriate staff to oversee and verify compliance actions are completed
6. The violation, enforcement, and actions taken to resolve the violation shall be documented including:
7. Name or the person responsible for violating the terms and conditions of the City’s Regulatory Mechanism(s)
8. Date(s) and location(s) of the observed violation(s)
9. Description of the violation(s), including references(s) to relevant Regulatory Mechanism(s)
10. Corrective actions (including completion schedule)
11. Date(s) and type(s) of enforcement used to compel compliance (e.g. written notice, citation, stop work order, withholding of local authorizations, etc.)
12. Referrals to other regulatory organizations (if any)
13. Date(s) violation(s) resolved
14. Violations shall be documented with the City of Rice Lake Violation form and City of Rice Lake Violation Documentation form.
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