

Municipal Stormwater Maintenance Program Survey

This survey is meant to gain information regarding municipal stormwater maintenance and inspection programs. We're most curious about how privately held basins are being managed. The information collected in this survey will be used to help MAMSWaP members gain insight regarding others' programs and help develop stronger maintenance programs.

Municipality*

City of Verona

Does your municipality have an active stormwater maintenance program? *

- ☒ Yes
- ☐ No

Approximately how old is your maintenance program?

- ☐ New (under a year)
- ☒ 1-5 years old
- ☐ 5-10 years old
- ☐ Over 10 years

How often are inspections required?

Annually for both Public and Private Facilities.

Do you send notification letters? If so, what is the frequency?

Not currently. We have plans to create a "Maintenance Notice" to send to private owners of SW facilities that are not meeting the required inspection frequency starting in 2025.

Notification Letter

Please upload a copy of your notification letter if you're willing to share.

Who can perform inspections and what are the requirements for the inspectors?

Ex: P.E., native vegetation specialist, landowner, etc.
The inspector shall be a qualified individual acceptable to the City of Verona. This may include the landowner. A PE is not required. The owner may elect to have the City direct a qualified inspector to complete the inspection on the owner's behalf.

Does your municipality have an inspection form?

- ☒ Yes
- ☐ No

Maintenance Inspection Form

Please upload a copy of your maintenance inspection form if you're willing to share.

City of Verona Example Inspection Report.pdf	300.42KB
(2024-10-16)_City of Verona Post Construction SW Facility Procedures.pdf	222.76KB

How are reports submitted?

Ex. online form/website, email, mail, etc.
Online Form/Website - PermiTrack Link: https://www.mypermitrack.com/sehsvc/ec_report?action=ecProjectMapView&client_id=zBMLfkW%2BjS8%3DAhXW6uclB3A%3D&detail=twoColor

Who reviews the submitted reports?

The City or their representative, AECOM.

If follow up is needed, what is the process?

Follow-up has not yet been required for private SW facilities. Our program procedure documents that a "Maintenance Notice" would be sent to the landowner. We plan to create this notice in 2025.

For private facilities that did not perform an inspection, our procedure is to direct a qualified inspector to complete the inspection and report. The owner will be charged the inspection fee, plus the penalty fee identified in the fee schedule.

Are the maintenance reports available to the public?

☐ Yes

☒ No

Please feel free to share any other information about your program or questions you have about other's programs

Lessons learned, things you've tried, barriers, things that work exceptionally well, unique details, etc.

We kicked off the Private SW Facility Inspection Program internally in 2023 when the City's Representative (AECOM) inspected half of the private sites and added them to PermiTrack (an online reporting system). The remaining half were inspected and added to PermiTrack in 2024. In 2025 we plan to add information/guidance and a virtually recorded tutorial for private owner inspection reporting within PermiTrack to the City Website.

The largest hurdles are contacting the private owners, maintaining a database of the recorded maintenance agreements, and starting enforcement policies. We would love to hear more about how municipalities contact private owners, educate them about their facilities, and begin enforcement when some private owners may not know they have a facility onsite and have owned it for multiple years.

Contact Information for the Stormwater Maintenance Program

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