

# STANDARD OPERATING PROCEDURE

## ENFORCEMENT RESPONSE

CITY OF BELLEVILLE  
6 MAIN STREET  
BELLEVILLE, MICHIGAN 48111



APRIL 2017

## **SECTION A – PURPOSE**

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires an Enforcement Response Procedure (ERP) to address violations of the ordinance(s) or regulatory mechanism(s) identified in the Stormwater Management Plan.

## **SECTION B – GENERAL PENALTY**

This section describes the general penalties in place for municipal civil infractions and/or any ordinance or regulatory mechanism violations. This section should include all information regarding these penalties, and any other codes that correspond with violations. Sub-sections may be necessary to describe specific violation codes as they correspond with specific municipal regulations and codes.

Chapter 46 of the Codified Ordinances for the City of Belleville defines the penalties levied by the City for ordinance violations.

## **SECTION C –PART 91 MUNICIPAL ENFORCEMENT AGENCY**

The City of Belleville is an approved Municipal Enforcement Agency under the Part 91 of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as Amended. As an enforcing agency, the City of Belleville is responsible for implementing and enforcing their Grading and Soil Erosion Control Ordinance.

C.1 Refer to Chapter 90 of the Codified Ordinances for the City of Belleville.

## **SECTION D – ENFORCEMENT TRACKING**

The City of Belleville will track all violations and issued permits. The following information will be collected and used for tracking records for each violation that is imposed by the City of Belleville.

1. Name
2. Date
3. Location of the Violation (address, cross streets, etc.)
4. Business, Agency, Organization as applicable
5. Description of the Violation
6. Applicable Correspondence
7. Follow-up Actions
8. Key Dates
9. Descriptions of the City of Belleville Enforcement Response
10. Schedules for Achieving Compliance
11. Date the Violation was Resolved

## **SECTION E – PROCESS FOR REVISION**

Any questions on this policy and procedure should be directed to the Stormwater Manager or the City Engineer, Hennessey Engineers, Inc. This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.