

**City of Madison Engineering Erosion Control Enforcement  
Standard Operation Procedures & Common Requirements (Updated 6/16/2015)**

*To better provide uniform oversight and obtain erosion control compliance on projects  
under the City Engineering's jurisdiction for inspection and enforcement.*

1. Warnings will be provided twice during the duration of a project for erosion control violations of MGO Ch 37. Any violations after the two warnings will result in the issuance of a citation.
  2. Non-compliance violations and warnings for administrative and field items will be tracked separately.
  3. Administrative non-compliance shall include, but not be limited to: failure to hold a required preconstruction meeting, failure to submit erosion control plan initial implementation certification form, failure to complete weekly inspection report, or failure to complete a post-rain event inspection report.
  4. For permitted projects that are required to submit weekly inspection reports, compliance checks are run automatically every Monday morning at 6:00 AM. To be considered in compliance, an online inspection report must be completed before this automatic compliance check is performed. Property owners, applicants, and authorized inspectors will receive an automatic email notice that the required inspection report has not been completed. **This is not to be considered a reminder system; if this email notice is sent, the site is already in non-compliance.**
  5. Post-rain event inspection report compliance will be run manually by City Engineering 48 hours after the rain event day. Notices of non-compliance will be sent to property owners, applicants, and authorized inspectors for permitted projects that have not completed the required inspection report.
  6. Property owners, applicants, and their authorized inspectors will **NOT** be reminded by City Engineering when a rain event requiring inspection occurs (0.5 inches or larger). The permit holder or their authorized inspector(s) will need to check for rainfall amounts. The rain gauge closest to the construction site should be used to determine rainfall amount.  
West Side: [http://infosyahara.org/rainfallgauges\\_station2](http://infosyahara.org/rainfallgauges_station2)  
East Side: <http://w1.weather.gov/data/obhistory/KMSN.html>
- In the event the closest rain gauge is out of order, the gauge for the other side of town shall be referenced. If both gauges are out of order, default to the "Madison Area" Location on the National Weather Service website: <http://www.nws.noaa.gov/climate/xmacis.php?wfo=mkx>
- Rain gauges at the construction site or any other location will not be acceptable, as they cannot be verified by City inspection staff in a timely manner.
7. Field non-compliance shall include, but is not limited to: land disturbance work without a permit, working without erosion control measures installed, improperly installed erosion control measures, failure to maintain erosion control measures, tracking of sediment onto adjacent streets or property, discharge of silt laden runoff or pump discharge from the site, etc.
  8. Field violations will generate warnings from the City inspector that will be conveyed on-site to the project superintendant (if available) and by email notice to the property owner, applicant, and authorized inspector.
  9. If the usual notice and citation methods fail to result in the permitted site being brought into compliance with MGO Ch 37 requirements, additional enforcement measures such as, but not limited to, stop work orders or referral to the City Attorney will be used.
  10. In the case of a safety hazard, City inspection staff will attempt to obtain immediate corrective action to remedy on the part of the contractor, property owner, or applicant. If immediate action is not available (unable to contact, or parties refuse to comply immediately), then City Engineering will take measures necessary to correct the hazard. These costs will be billed to the property owner as a special charge per Madison General Ordinances. In the case of a refusal to comply, this will result in an immediate field violation and issuance of a citation as well.