



Village of Wales • P.O. Box 47 • 129 W. Main Street • Wales, WI 53183

August 4, 2023

**RE: Storm Water Basin or Best Management Practice Inspections for Year 2023**

In 2018, the Village of Wales (Village) advised property owners that the Wisconsin DNR (WDNR) MS4 General Permit, issued to the Village, requires that the Village perform oversight of public and private storm water best management practices (BMPs) within the Village. A BMP is a facility or structure (e.g. storm water basin) that improves the quality and reduces the quantity of storm water runoff before entering waterways. In 2018, the Village required all property owners with BMP facilities to perform inspection of their facilities and to submit a report to the Village, as required for WDNR permit compliance. The purpose of the inspections was to ensure all BMPs continue to function appropriately by controlling storm water runoff and to promote storm water quality.

In 2019, the Village was reissued the WDNR MS4 General Permit. Like the previous permit term, the permit requires all property owners with BMPs to perform an inspection of facilities and provide the results to the Village a minimum of once during the permit period. The current permit term began in 2019 and will remain effective through 2024. Facility inspection responsibility and maintenance can be found in Village approved agreements (e.g. development agreement or other Village directives). Inspections of basins are typically required every three years pursuant to certain agreements.

For 2023, the Village will require property owners to perform inspection of their BMP facilities and submit a report to the Village, as required for WDNR permit compliance. Property owners will be responsible for ensuring a qualified person performs inspection of all property BMP facilities and prepares a suitable report for submittal to the Village **no later than October 15, 2023**. The cost of the inspection and report and any necessary corrective repairs will be the responsibility of the property owner. **Please note that the report will require property owners to provide a date for which corrective action will be performed and all identified issues resolved. Owners are responsible for submission of a subsequent notification to the Village that work was performed to resolve all issues.**

Property owners may request that the Village have the Village Engineer perform the inspection and provide a report to the owner for submission to the Village. The Village will initially pay for performance of inspection of Basins and reports prepared by the Engineer. The Village will invoice the property owner for that cost at a rate of \$400 per basin. Should the owners not inspect their BMP facilities and not provide inspection reports to the Village by the required date, the Village will require the Village Engineer to inspect those facilities and the Village will bill the property owner. The Village will provide notice in advance of this inspection. As noted in the Village of Wales Storm Water Management and Erosion Control Ordinance, Chapter 384, the Village Board authorizes the Village Engineer to inspect all existing facilities within the Village a minimum of once per year and to bill those costs to the property owner. The Village is providing property owners the opportunity to perform the inspection first.

Once property owners have submitted the inspection reports the Village will direct the Village Engineer review the submitted inspection reports and perform a brief site visit at a time after the date the property owner anticipates that all issues will be resolved. The Village will pay for the initial visit and discussion of results to the property owner via email. However, should any significant issues be discovered during the Engineer's inspection, the Village will require the property owner to pay for the cost of the initial inspection and any necessary follow-up visits.

The Village requires that the property owners use the standard Village of Wales BMP Inspection Form. Comments shall list any deficiencies and/or any corrective necessary or completed. Please include at least one photograph of each BMP for the report. The inspection form can be found in the "STORM WATER EDUCATION" section found along the left side of the Village's website, <http://www.vi.wales.wi.gov/>. Property owners are to provide the Village with photographic or other documentation once all issues are resolved.

Please submit the reports electronically to the Village Administrator at [administrator@villageofwales.gov](mailto:administrator@villageofwales.gov). The Village will also accept paper reports.

With any questions or request that the Village Engineer perform your inspection, please contact the Village Administrator or Mike Court at SEH. Mike Court can be contacted by phone or email, 414-949-8905 or [mcourt@sehinc.com](mailto:mcourt@sehinc.com), respectively. Thank you in advance for your assistance.

Sincerely,  
VILLAGE OF WALES

Gail E. Tamez  
Administrator Clerk-Treasurer

Enclosure - BMP Location Map

Cc: Wales Village Board  
Mike Court, Village Engineer  
Steve Yoss, Project Engineer