

ENFORCEMENT RESPONSE PLAN FOR STORMWATER MANAGEMENT Village of Pittsford, New York

Last updated 6/26/2024

Introduction

In accordance with the General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Sewer System (MS4), issued by the New York State Department of Environmental Conservation (DEC), the Village of Pittsford is required to develop and implement an Enforcement Response Plan (ERP) to ensure compliance with stormwater regulations. The purpose of this ERP is to specify criteria by which Village personnel can determine the enforcement action most appropriate for instances of non-compliance and communicate how the enforcement tools available to Village personnel will be used to achieve compliance following violations of the Village's stormwater regulations. This document addresses the NYS DEC MS4 General Permit's ERP requirements for the following Minimum Control Measures (MCM's):

- MCM 3: Illicit Discharge Detection and Elimination (Part VI.C)
- MCM 4: Construction Site Storm Water Management (Part VI.D)
- MCM 5: Post-Construction Site Storm Water Management in New and Redevelopment (Part VI.E)

The enforcement actions and procedures within this plan are generally applicable to each of the three MCMs listed above; however, enforcement actions and procedures which are specific to an individual MCM are addressed within the attachments, listed as follows:

- Attachment A: Illicit Discharge Detection and Elimination
- Attachment B: Construction Site Storm Water Management
- Attachment C: Post-Construction Site Storm Water Management in New and Redevelopment

The procedures within this ERP have been developed with the following objectives in mind:

- Prevent pollutants from entering the MS4 and causing environmental harm
- Communicate definitions for non-compliance
- Establish appropriate enforcement action based on the nature and severity of the violation
- Promote consistent and timely use of enforcement tools
- Ensure that violators return to compliance in a timely manner
- Recover costs incurred by the Village due to operator non-compliance
- Promote compliance through education and compliance assistance first and, if necessary, penalties second

The Village of Pittsford has the authority to enforce stormwater regulations under the following sections of its municipal code: Chapter 175

Illicit Discharge Detection and Elimination: ____ Chapter 175 of Village of Pittsford Codes

Construction Site Storm Water Management: ____ Chapter 175 of Village of Pittsford codes

Post-Construction Site Storm Water Management: ____ Chapter 175 of Village of Pittsford codes

Acronyms

The following acronyms shall have the following meaning:

DEC Department of Environmental Conservation

ERP Enforcement Response Plan

MCM Minimum Control Measure

MS4 Municipal Separate Storm Sewer System

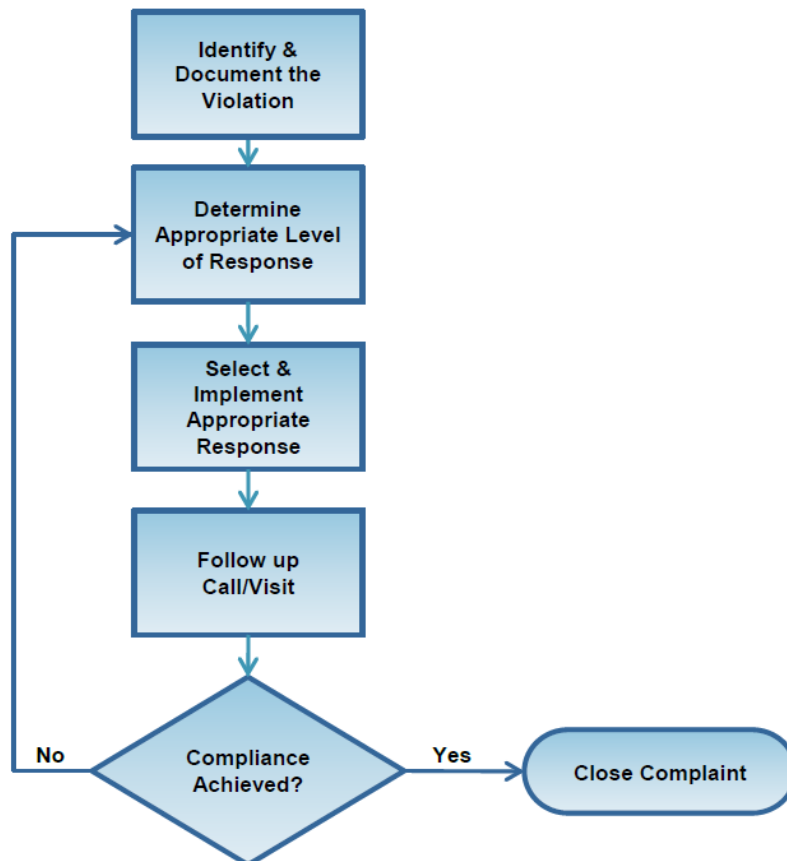
NOV Notice of Violation

SWO Stop Work Order

Enforcement Response Plan Overview

The enforcement process consists of six basic steps beginning with identification of a violation and concluding with closing the complaint. The overall process is shown in the flowchart below and is further explained in the following sections.

Enforcement Response Flowchart for the Village of Pittsford's Stormwater Management Program



1. Identifying/Investigating Noncompliance

The Village may become aware of stormwater non-compliance or violations in several ways.

- Permit-required inspections or monitoring may reveal non-compliance: the Village's programs include periodic or complaint-based compliance inspections of facilities subject to Construction/Post-Construction programs and routine monitoring and inspections to support the IDDE, as required by the MS4 permit.
- Staff of other Village agencies may also identify illicit connections or illicit discharges while performing their regular job functions.
- Finally, there may be complaints from the public.

This section discusses the Village's plans for inspections in each of the three regulatory programs required by the MS4 permit: IDDE, Construction, and Post-Construction.

IDDE

The Village may receive a complaint concerning an illicit connection or discharge through the Village's online or phone reporting system or an illicit discharge may be observed during Village operations. When one of these mechanisms triggers an IDDE investigation, the Village conducts appropriate in-sewer and/or surface inspection(s) to identify the source of dry weather discharge/ pollutants of concern entering the MS4, consistent with applicable laws, and takes necessary enforcement action to require abatement of the discharge. When another Village agency identifies an illicit connection or discharge on their property, the agency is responsible for tracking, eliminating, and reporting it.

Construction/Post-Construction

The MS4 permit Parts II.4 and II.5 require the Village to address stormwater runoff to the MS4 from new construction activities and new development and redevelopment projects that result in soil disturbance of 1 acre or more. Sites that are less than 1 acre but the activity is part of a larger common plan of development or sale that would disturb one acre or more are also included. The Village inspects sites that have received Stormwater Permit approval under the Village's MS4 construction/post-construction permitting, inspection, and enforcement program.

With respect to construction permitting, the Village uses announced and unannounced inspections, in addition to inspections triggered by complaints, in accordance with applicable laws, to determine whether projects have obtained appropriate permits under the Village's program and are complying with their Stormwater Pollution Prevention Plan (SWPPP). The Village prioritizes inspection sites most likely to have an adverse impact on water quality, based on the amount of exposed soil, the location of the site relative to a water body, and the past performance of the responsible parties.

With respect to developed sites, the Village performs inspections based on complaints of discharges entering Village sewers. Following the completion of construction, the Village performs, on a complaint basis and periodically, compliance verification inspections of sites with Village Stormwater Maintenance Permits to determine whether the owners are complying with their Stormwater Maintenance Permits and maintaining their stormwater facilities.

2. Determining the Appropriate Level of Response

Once a potential violation is identified, the appropriate level of response should be determined and an appropriate response remedy should then be selected. The Village has five levels of responses, each of which is briefly described below.

2.1 Level 1: No Enforcement Action

There may be situations where Village personnel are made aware of a potential violation; however, sufficient evidence does not exist to prove a violation is taking place. An example of such situation may be if a complaint is

received stating that a private stormwater control has not been properly maintained. However, after a brief site inspection and/or verbal discussion, Village staff determines the stormwater control is within compliance and no enforcement action is required. In such situations, the potential violation and response should be documented using the Enforcement Response Documentation Form (Attachment D) or other equivalent form for future reference.

2.2 Level 2: Informal Response

The Village will pursue compliance with stormwater violations through informal methods whenever reasonable. Informal responses include telephone notifications, verbal notices, meetings, and notices of violation (NOV) each of which is described in Section 3.1. These methods are appropriate for situations where education is needed, violations do not pose a significant impact to human health or the environment, or the Village believes that compliance can be achieved without the use of formal measures. In addition, implementation of informal measures often establishes the documentation necessary to implement formal enforcement actions if informal measures do not result in compliance.

2.3 Level 3: Formal Response

Formal procedures will be implemented to resolve prolonged non-compliance or immediate impacts to human health and the environment. Additionally, formal responses may be implemented immediately when the responsible party has a history of non-compliance. A history of non-compliance is defined as receiving more than 3 informal or formal responses to stormwater violations in the past 2 years. Formal responses include stop work orders, administrative orders, compliance schedules, orders to show cause (OSC), monetary penalties (municipal infractions), and suspended service, each of which is described within Section 3.2.

2.4 Level 4: Judicial Response

A judicial response involves civil or criminal prosecution and will be implemented when a violation is significant and/or the responsible party is uncooperative throughout the Village's attempts to achieve compliance using formal responses. Judicial responses include injunctive relief, consent decrees, civil penalties and criminal penalties, each of which is discussed in Section 3.3.

2.5 Level 5: Referral to Other Agencies

If formal responses prove insufficient to resolve the situation, the Village of Pittsford may enlist the help of the NYS DEC, or any other governmental agency involved. Help from the NYS DEC may be solicited at an earlier stage of the process in the event the NYS DEC has a vested interest in the site, has a history of dealing with the responsible party, or the violation is deemed significant enough for immediate action.

3. Selecting an Appropriate Response Remedy

Once the severity of the violation is determined, the proper response must be identified and initiated. The Village's selected response remedies are described below. Each violation must be documented even if the decision is to take no action. Documentation must explain why such action was or was not taken.

3.1 Informal Remedies

i.) Verbal/Email Notice

A verbal notice will be used to obtain additional information pertaining to a potential violation or to resolve an infrequent violation. The initial contact will take place within 24 hours of determining a potential violation. At a minimum, the conversation shall be documented with the following information:

1. date/time of contact,
2. the Village staff member who initiated contact,
3. the person contacted (responsible party), and

4. the content of the conversation.

The initial contact will start the enforcement timeline. In the event the call/email is not answered, the Stormwater Coordinator or another delegated Village employee will make a site visit and leave a note on the property if feasible. If no contact is made after attempting both methods, the enforcement timeline will begin on the date of the site visit. The length of the violation will be measured beginning with the initial contact or site visit depending on the situation. If a violation is found during a Village inspection, the inspection will serve as the start of the enforcement timeline.

ii.) Notices of Violation

A Notice of Violation (NOV) is an official communication from the Village to the responsible party which informs the party a violation has occurred. The NOV will be issued as a warning for significant violations of the Village's stormwater ordinances and requirements or in cases where a verbal warning for a minor infraction has been ignored for at least 7 days. The NOV documents the initial attempts of the Village to resolve the violation.

The NOV will include the following information:

1. the specific violation,
2. photos (if possible),
3. timeframe and actions required to return to compliance, and
4. a warning that further enforcement action may be taken for failure to comply.

The NOV's shall be sent via certified mail/return receipt or hand delivered and signed by the responsible party.

iii.) Compliance Schedule

A compliance schedule directs the responsible party to address the violation and restore compliance by a specified date. The compliance schedule will include the following:

1. the specific violation,
2. the Village's previous correspondence and attempts to achieve compliance,
3. required actions to be completed by the responsible party, and
4. dates by which the actions must be completed to return to compliance.

Issuance of a compliance schedule does not necessarily relieve the responsible party of having to meet any existing stormwater control commitments, nor protect the responsible party.

iv.) Meeting

A meeting will be requested with the responsible party within 2 working days (or a timeframe deemed appropriate for the situation) of the initial contact without fully mitigating the violation, or in the opinion of the Stormwater Coordinator, when the responsible party is not putting forth a good faith

effort. The meeting will serve to educate the responsible party regarding the violation and to discuss necessary measures for correction. The meeting will be conducted by the Stormwater Coordinator or another delegated Village employee. At a minimum, the meeting shall be documented with the following information:

1. meeting location,
2. date/time of meeting,
3. meeting attendees,
4. content of the conversation, and
5. agreements made at the meeting.

3.2 Formal Remedies

i.) Stop Work Order

A stop work order (SWO) is a notice which informs the construction site operator of an ongoing stormwater management violation and requires a termination of work until the matter is resolved. No Village permits, payments, or approvals of any kind will be issued for any project the owner or contractor is involved with as long as the SWO is in effect. The SWO will be issued for failure to comply with an NOV or for extreme violations of the Village's construction site stormwater requirements.

The SWO will include the following information:

1. the specific violation,
2. contact information for the Village personnel who must be contacted to discuss required remediation procedures,
3. the mitigation goals necessary to remove the stop work order, and
4. a warning notifying the site operator of additional enforcement actions for continued noncompliance.

A stop work order will not be removed until the situation is completely resolved as determined by the issuer of the stop work order.

ii.) Administrative Order/Violation

An administrative order is a formal enforcement document that requires the responsible party to either cease the specified activity or implement specified corrective measures. An administrative order will be issued when informal remedies have been pursued and have not resulted in compliance.

iii.) Order to Show Cause

An Order to Show Cause (OSC) directs the responsible party to appear before the Village Stormwater Manager, explain their noncompliance, and show cause why more severe enforcement actions should not be pursued. An OSC will be issued when an administrative order or other enforcement remedy has been disputed and has not resulted in compliance.

iv.) Municipal Code Infraction

A municipal infraction is a civil offense punishable by a civil penalty. An administrative fine is assessed by the Municipal Court Judge to the responsible party for a violation of the Village's stormwater management requirements. The fine is considered punitive in nature and is not related to any specific cost borne by the Village. The amount of the fine will be proportional to the harm caused by the violation at the discretion of the Municipal Court Judge. The Village may also recover damages to its MS4 or for the cost of fixing/maintaining stormwater infrastructure as stated in Village ordinances.

v.) Suspend Service

The Village has the authority to suspend water service, solid waste removal, and any other Village services deemed applicable. These actions will be used against a responsible party that fails to comply with previous remedies or to stop discharges considered to pose an immediate risk to the public or the environment.

3.3 Judicial Remedies

i.) Injunctive Relief

An injunction is a court order which directs the responsible party to cease a specified action or behavior. The Village will seek injunctive relief if the responsible party refuses to comply with an administrative order or if delays in filing a civil suit would result in irreparable harm to the MS4 or receiving waterbody.

ii.) Consent Decree

A consent decree is an agreement between the Village and the responsible party reached after a lawsuit has been filed. A consent decree will be pursued when the Village and the responsible party can reach a suitable agreement.

iii.) Civil Penalties

If necessary, a civil suit will be used to recover costs borne by the Village in responding to the responsible party's noncompliance.

iv.) Criminal Penalties

Criminal prosecution is a formal process of charging the responsible party with violations of ordinance provisions punishable by fines and/or imprisonment. Criminal prosecution will be pursued when the responsible party has ignored all previous corrective actions for 2 weeks and in the view of the Village Attorney or the State DEC the responsible party is not taking sufficient action to mitigate the violation. Criminal penalties may be started sooner at the discretion of the Town Attorney.

3.4 Additional Considerations

The following criteria will be considered to aid in determining the correct level of response:

i.) Magnitude

Incidents which may cause damage to the MS4 or pose a threat to human health and/or the environment will be considered significant and necessitate a formal enforcement action.

ii.) Duration

Violations which continue over prolonged periods of time will result in escalated enforcement actions.

iii.) Compliance History

The responsible party's compliance history will be an important factor in determining the appropriate remedy to apply. The Village has the authority to issue informal or formal notices for less severe violations. However, recurring violations may lead the Village to escalate the level of response in a shorter time frame than usual.

iv.) Good Faith of the Operator

Good faith is a characteristic of actions showing the responsible party intends to achieve compliance in a timely manner. If the responsible party is attempting in good faith to correct the violation, the Village's enforcement responses may be less severe. However, potential threats to human health or the environment will always take precedence when considering the Village's level of response.

In addition, while the responsible party's good faith in correcting its noncompliance may be a factor in determining which enforcement response is suitable, good faith does not preclude the responsible party from enforcement action.

4. Enforcement Roles and Responsibilities

The following table details the typical enforcement roles of Village staff. 1st level indicates primary responsibility, 2nd level represents secondary responsibility, and NA indicates staff does not have the authority to make the decision.

Table 4-1: Staff Enforcement Roles Enforcement Action	Stormwater Management Officer	Public Works Superintendent/Village Clerk
Verbal/Email Notice	1st Level	2nd Level
Meetings	1st Level	2nd Level
Notice of Violation	1st Level	2nd Level
Compliance Schedule	1st Level	2nd Level
Stop Work Order	1st Level	2nd Level
Administrative Order	1st Level	2nd Level
Monetary Penalty	NA	1st Level (Municipal Court)
Suspend Service	NA	1st Level (Board of Trustees)
All Judicial Remedies	NA	1st Level (Board of Trustees)

All significant violations and the responses shall be reported to the SMO. The SMO or delegated Village employee will be primarily responsible for informal responses to achieving compliance. If compliance is not achieved or the risk to the environment or safety and health of the community increases, the SMO will retain responsibility for enforcement. When the situation requires a formal response, the SMO will assume the responsibility for deciding the proper approach to achieve compliance. The Board of Trustees, Village Attorney and the SMO will be copied on all formal enforcement responses. The Board of Trustees will consult with the Village Attorney and SMO on judicial actions.

5. Escalation Process and Schedule for Site Violations

The common violations and enforcement response schedules differ for each MCM. Therefore, refer to the following attachments for this information:

- Attachment A: Illicit Discharge Detection and Elimination
- Attachment B: Construction Site Storm Water Management
- Attachment C: Post-Construction Site Storm Water Management in New and Redevelopment

ATTACHMENT A

ESCALATION PROCESS AND SCHEDULE FOR ILLICIT DISCHARGE VIOLATIONS

Table's A-1 and A-2 (below) provide typical responses to common illicit discharge violations and a typical schedule for escalation of enforcement actions. Each violation has unique circumstances and concerns. Therefore, the tables below serve as guidance only. Violations which pose a significant threat to human health and/or the environment will utilize more severe enforcement actions on a compressed timeframe in order to quickly eliminate the violation, abate any damages, and prevent recurrence.

Table A-1: Examples of Common Illicit Discharge Violation Responses

Violation	Circumstances of Violation	Initial Level of Response	Initial Response Remedy
Dumping household toxins in a storm drain	Isolated Incident	Informal	Verbal Notice or NOV
Repeat Violation		Formal	Municipal Infraction
Contractor discharging paint, concrete wash water, or other deleterious substance into a storm drain	First Incident	Informal	Verbal/Email Notice or Meeting or NOV
Repeat Violation		Formal	Municipal Infraction
Restaurant or business discharging fat, oil, grease, or mop wash water to storm drain	Isolated Incident	Informal	Verbal Notice or Meeting or NOV
Repeat Violation		Formal	Municipal Infraction
Direct connection of anything other than stormwater or clean groundwater to a storm sewer	Isolated Incident/ Unaware of connection	Informal	Verbal Notice or Meeting or NOV
Known issues previously ignored by the responsible party or new connection		Formal	Municipal Infraction
Discharging wastewater from RV, camper, or another source to a storm sewer	Any Instance	Formal	Municipal Infraction

Table A-2: Possible Escalation Process, Response Schedule, and Responsibilities for Illicit Discharge Violations

Response	Time Frame	Responsibility
Verbal Notification	Within 24 hours of determining a potential violation	SMO
Notice of Violation	Within 2 days of violation	SMO
Meeting	Within 3 days of violation	SMO

Compliance Schedule	Within 3 days of violation	SMO
Stop Work Order	Within 4 days of violation	SMO
Administrative Order	Within 4 days of violation	SMO
Monetary Penalty	Within 10 days of violation	Municipal Court
Suspend Service	Within 6 days of violation	Board of Trustees
Judicial Actions	As deemed appropriate by the Public Works Director	Board of Trustees
Referral to other agencies	As deemed appropriate by the Stormwater Manager/Code Officer	SMO

ATTACHMENT B

ESCALATION PROCESS AND SCHEDULE FOR CONSTRUCTION VIOLATIONS

Tables B-1 and B-2 (below) provide typical responses to common construction site violations and a typical schedule for escalation of enforcement actions. Each violation has unique circumstances and concerns. Therefore, the tables below will serve as guidance only. Violations which pose a significant threat to human health and/or the environment will utilize more severe enforcement actions on a compressed timeframe in order to quickly eliminate the violation, abate any damages, and prevent recurrence.

Table B-1: Examples of Common Construction Site Stormwater Violation Responses

Violation	Circumstances of Violation	Initial Level of Response	Initial Response Remedy
Conducting earth disturbing activities without stormwater construction permit	Operator is unaware of requirements	Informal	Verbal Notice
Operator is aware but has chosen not to obtain appropriate permit		Formal	Stop Work Order
Best management practices (BMPs) not maintained or installed correctly, no runoff	First Violation	Informal	Verbal/Email Notice
Repeat Violation		Informal	Notice of Violation
BMPs not maintained/installed, runoff	First Violation	Informal	Verbal/Email Notice
Previously warned of deficiencies (dry or wet weather)		Formal	Notice of Violation or Stop Work Order/ Municipal Infraction
Site conditions require BMPs listed on SWPPP plans but BMPs are not installed	First Violation	Informal	Verbal/Email Notice or Notice of Violation
Repeat Violation		Formal	Stop Work Order and/or Municipal Infraction
Tracking soil offsite, dust blowing offsite	First Violation	Informal	Verbal/Email Notice
Repeated Violation		Formal	Notice of Violation or Stop Work Order/ Municipal Infraction
Extreme infractions	First Violation	Informal	Notice of Violation
Second warning or history of violation		Formal	Stop Work Order
Not conducting regular inspections and maintenance as specified in the permit	First Violation	Informal	Verbal/Email Notice
Second Violation, no discharge issues		Informal	Notice of Violation
Second Violation, BMPs non-compliant, discharge happening, no good faith effort by responsible party		Formal	Stop Work Order and/or Municipal Infraction
SWPPP not updated when site inspected	First Violation	Informal	Verbal Notification
Repeat Violation		Informal	Notice of Violation
>2 Violations		Formal	Municipal Infraction
SWPPP not on site	First Violation	Informal	Verbal Notification
Second Violation		Informal	Notice of Violation
>2 Violations		Formal	Municipal Infraction

Table B-2: Possible Escalation Process, Response Schedule, and Responsibilities for Construction Site Stormwater Violations

Response	Time Frame	Responsibility
Verbal Notification	Within 24 hours of determining a violation	SMO
Notice of Violation	Within 2 days of violation	SMO
Compliance Schedule	Within 3 days of violation	SMO
Stop Work Order	Within 7 days of notice of violation	SMO
Administrative Order	Within 4 days of SWO	SMO
Judicial Actions	As deemed appropriate	Board of Trustees
Referral to other agencies	As deemed appropriate	SMO

Minor infractions to the Village of Pittsford ordinances are infractions not causing immediate harm to the environment or the public health and safety, but having a strong likelihood to do so if the weather changes. Examples of this are:

- BMPs incorrectly installed, but no runoff is occurring on site
- Contractor not following their own Stormwater Management Plan but there are no deleterious effects on the environment
- Not installing sediment control BMPs and just sweeping street as needed
- Allowing sediment to be tracked offsite during dry weather

Significant infractions to the Village of Pittsford ordinances are infractions creating an immediate risk to the environment or public health and safety such as:

- Sediment plume from site reaches a Village of Pittsford storm drain manhole
- Sediment has remained in Village right of way for 7 days or more
- Sediment from construction site has been transported more than 50 feet offsite
- Dust from the site is causing a safety hazard
- Dust from site reduces visibility to less than 100 feet for any length of time
- A visible layer of dust is deposited on parked cars or impervious surfaces a quarter mile or more from the site that was observed coming from a specific construction site or there is direct evidence of the origin of the dust

Extreme infractions to the Village of Pittsford ordinances are infractions having an immediate risk to the health and safety of the public or the environment on a large scale such as:

- Sites over 30 acres with insufficient erosion controls implemented and dust reducing visibility to less than 30 feet at any time or causing an immediate safety hazard
- Sites over 30 acres with insufficient erosion controls implemented and sediment flowing offsite to a surface water body or storm sewer drain

The length of compliance timeline will vary with the severity of the violation. Compliance schedules will be determined by the SMO using the following guidelines:

- The Village of Pittsford will determine the level of effort from the contractor that constitutes a good faith effort.
- Mitigating stormwater issues is the top priority on-site.

When computing working days, the weekend (Saturday and Sunday) will only be counted as one working day.

- The minimum compliance timeline will be 24 hours.

- The availability of materials can be a factor. For example, if the contractor is unable to obtain rock for a tracking pad after checking with all local suppliers, the timeline can be lengthened to accommodate this issue.
- All immediate risks to the public health and safety or the environment shall be mitigated to the point where the site is not continuing to pollute the environment within a maximum of 24 hours.

ATTACHMENT C

ESCALATION PROCESS AND SCHEDULE FOR POST-CONSTRUCTION STORMWATER MANAGEMENT VIOLATIONS

Tables C-1 and C-2 (below) provide typical responses to common post-construction stormwater management violations and a typical schedule for escalation of enforcement actions. Each violation has unique circumstances and concerns. Therefore, the tables below will serve as guidance only. Violations which pose a significant threat to human health and/or the environment will utilize more severe enforcement actions on a compressed timeframe in order to quickly eliminate the violation, abate any damages, and prevent recurrence.

Table C-1: Examples of Common Post-Construction Stormwater Management Violation Responses

Violation	Circumstances of Violation	Initial Level of Response	Initial Response Remedy
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Failure to obtain a stormwater maintenance permit	First warning	Informal	Verbal/Email Notice
Repeat Violation		Formal	Municipal Infraction and/or suspend service
Failure to submit an annual inspection for the stormwater maintenance permit	First warning	Informal	Verbal/Email Notice
Repeat Violation		Formal	Municipal Infraction and/or suspend service
Failure to renew a stormwater maintenance permit	First warning	Informal	Verbal/Email Notice
Repeat Violation		Formal	Municipal Infraction and/or suspend service
Failure to maintain a post-construction stormwater control	Isolated incident	Informal	Notice of Violation
Repeat violation		Formal	Municipal Infraction and/or suspend service
Failure to get approval to modify a practice	First warning	Informal	Notice of Violation
Fail to make requested changes		Formal	Municipal Infraction and/or suspend service
Failure to notify the Public Works Department of a change of ownership	First Incident	Informal	Verbal/Email Notice
Repeat Violation		Informal	Notice of Violation

Table C-2: Possible Escalation Process, Response Schedule, and Responsibilities for Post-Construction Stormwater Management Violations

Response	Time Frame	Responsibility
Verbal Notification	Within 24 hours of determining a potential violation	SMO
Notice of Violation	Within 2 days of violation	SMO
Compliance Schedule	Within 3 days of violation	SMO
Administrative order	Within 4 days of violation	SMO
Monetary Penalty	Within 5 days of violation	Municipal Court
Suspend Service	Within 6 days of violation	Board of Trustees
Judicial Actions	As deemed appropriate	Board of Trustees
Referral to other agencies	As deemed appropriate	SMO

**ATTACHMENT D
ENFORCEMENT RESPONSE DOCUMENTATION FORM**

Village Personnel Involved Date

Brief description of Violation

Location of Violation (address)

Responsible Party Telephone () -

Street Town Zip

Detailed description of Violation:

Level of Response Selected Remedy Date for Follow-Up

Additional Notes:
