[Town/City Name]

[Department Name]

[Address]

[Date]

[Recipient Contact Information]

[Recipient Address]

Subject: Required Stormwater BMP Inspection & Maintenance Reporting Form for [Address], [Site Plan Approval Project/ Permit Number]

**NOTICE OF VIOLATION**

This letter serves to remind you that are you are required to annually submit an Inspection & Maintenance (I&M) Reporting Form documenting that your onsite stormwater best management practices (BMPs) have been inspected and maintained, as needed, in accordance with your property’s Stormwater BMP I&M Plan that was approved as a condition of your property’s [Site Plan Approval/ Stormwater Permit]. The I&M Plan was required by the [City/Town’s Ordinance/Regulation Title] that was in effect at the time of your property’s [Site Plan Approval/ Stormwater Permitting]. We have not received an I&M Reporting Form for [Year].

Please submit a completed I&M Reporting Form within [Number of Days] calendar days of receiving this Notice of Violation in order to avoid enforcement actions as authorized under the [Town’s/City’s Ordinance/Regulation Name] for non-compliance of approved conditions. Please refer to the [Town’s/City’s Ordinance/Regulation Name] for more information on the [Town/City Name]’s enforcement actions on non-compliance of project approval conditions, as well as RSA Chapter 676, Section 17.

Your prompt attention to this matter is greatly appreciated. Proper I&M of stormwater BMPs is critical to ensuring that BMPs continue to perform as designed, removing pollutants from stormwater to protect downstream waterbodies. In addition, the [Town/City] is required by Federal law to ensure adequate I&M is taking place at your property.

If you need information regarding the stormwater BMP I&M requirements, including a copy of a blank I&M Reporting Form, please consult the [website name and link]. If have any questions about the project’s approved I&M Plan, please contact the [Town/City Name]’s [Department Name] at [Email], or [Phone Number].

[Signature]

[Name]

[Title]

[Department Name]

[Town/City Name]