

Town of XXX

Address and phone number

Date

Dear Business Owner,

The [town/city of xxxx] has passed ordinance [number] on [date of passing]. This ordinance deals with illicit discharge detection and elimination and includes specific requirements for commercial and industrial facilities in [town name] that have access to the municipal storm drain system. Access to the storm drain system can occur either on the commercial/industrial property directly through storm drains or when runoff from your site flows into a storm drain located off site.

Stormwater runoff is the water that collects on your site during a rain storm and generally flows to a storm drain. Any surface where water doesn't go into the ground has the potential to cause storm water runoff including: parking lots, building roofs and roads. Stormwater picks up oil and grease, trash, pesticides, gasoline and anything else that has collected on parking lots, building roofs and roads. This dirty water then flows directly into [the Bay, xxx pond, xxx river] without treatment.

The ordinance targets illicit/illegal interconnections with the storm drain system. Illegal tie-ins with the storm water system are responsible for flooding, beach closures, contamination of drinking water supplies and other environmental problems costing every tax payer money each year. Water that flows into a storm drain discharges directly to wetlands, streams, lakes and the bay without treatment of any kind. This ordinance is part of an overall government mandate to regulate storm water discharges.

The attached business self inspection check list provides an overview of the activities that your business should review to be in compliance with the new ordinance. Most of these activities are low cost tasks that you may already be doing. A meeting has been scheduled with the town/city on [date and time] at [location] to discuss this ordinance further and answer any questions you may have. Please RSVP to [name and phone and email] if you are interested in attending this meeting.

If you have any further questions regarding the ordinance or your responsibilities under this ordinance please contact [name, phone, email] or visit our website at [web address]. The full text of the ordinance [ordinance name and number] is available on our website at [web address] or by contacting [name, phone and email].

Sincerely,

Xxxxxx

Attachments:

Business Self Inspection Checklist