



**ENGINEERING DIVISION STANDARD OPERATING
PROCEDURE**

**Illicit Discharge Detection and Elimination – Illicit Discharge
Elimination and Enforcement**

SOP Identification No: SOP-IDDE 3.5

BMP No: 3.5

PURPOSE:

To provide a uniform procedure for enforcement of the UG Code of Ordinance associated with the elimination of illicit discharges into the stormwater sewer system within the MS4 Service Area.

CONTACT:

Stormwater Manager	Telephone No. (816)-582-5326
Sewer Maintenance Dispatch	Telephone No. (816)-331-2377
Engineering Department	Telephone No. (816)-331-1852
Codes Enforcement	Telephone No. (816)-331-1803

PROCEDURE:

1. Upon receiving a determination of the source and/or location causing the illicit discharge, the Stormwater Manager will inform the Director of Public Works and the Code Enforcement Officer of the resulting investigation. If appropriate, given the results of the investigation, the Director, or his authorized designee, will contact the property owner and mail a Notice of Violation letter describing the violations and corrective action required for compliance. The property owner will be given thirty (30) days, or an acceptable timeframe as part of a schedule of compliance which has been developed, to correct, remove and/or cleanup the illicit connection or discharge.
2. Depending upon the circumstances, property owners may be provided certain options for correcting the violation(s). For example, in the event of economic hardship, the property owner may be referred to appropriate community resources for assistance.
3. After 30 days, the Inspector will re-inspect the property to confirm that the illicit discharge or connection violations have been resolved.
4. If the illicit connection or discharge has not been corrected, the Director may take action consistent with the City of Raymore Municipal Code, including but not limited to imposing a fine, initiating legal proceedings to correct the violation, or authorizing City personnel to enter the property, correct the violation, and place a lien on the property.
5. Final resolution of the violation will be retained in the Code Department files and recorded in the City of Raymore's tracking system.

APPLICABLE REFERENCE INFORMATION:

1. City of Raymore Municipal Code Section 545.330 Article 1 Administration

DOCUMENTATION:

File and save all completed forms

Review incidents on an annual basis to look for patterns of illicit discharge and to evaluate the enforcement process.