

AN ORDINANCE AMENDING CHAPTER 7 OF THE GILLETTE CITY CODE  
REGULATING STORMWATER RUNOFF AND DRAINAGE WITHIN THE CITY OF  
GILLETTE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE,  
WYOMING:

SECTION ONE. ARTICLE 3, CHAPTER 7, Section 7-9 of the Gillette City Code is repealed.

SECTION TWO. ARTICLE 6, Chapter 7 of the Gillette City Code entitled Stormwater Management is enacted to read as follows:

ARTICLE 6  
Stormwater Management

- § 7-21 Purpose, Findings of Fact, Applicability, Compatibility, Severability and City Storm Drainage Design Manual
- § 7-22 Definitions
- § 7-23 General Prohibitions
- § 7-24 Stormwater Permit Procedures and Requirements
- § 7-25 Stormwater Permit Fees
- § 7-26 Erosion and Sediment Control Inspection
- § 7-27 Requirements for Stormwater Pollution Prevention Plan (SWPPP)
- § 7-28 Maintenance and Repair of Stormwater Detention Facilities
- § 7-29 Waivers to Stormwater Detention Requirements
- § 7-30 Basic Stormwater Detention Design Criteria
- § 7-31 Enforcement and Penalties
- § 7-32 Right to Appeal

ARTICLE 6  
Stormwater Management

**§ 7-21. PURPOSE, FINDINGS OF FACT, APPLICABILITY, COMPATIBILITY, SEVERABILITY AND CITY STORM DRAINAGE DESIGN MANUAL**

The City of Gillette establishes this set of water quality and quantity policies applicable to all surface waters to provide reasonable guidance for the regulation of stormwater runoff for the purpose of protecting local water resources from degradation.

**SECTION A. PURPOSE**

The purpose of this article is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in

watersheds within this jurisdiction. This article seeks to meet that purpose through the following objectives:

1. Minimize increases in stormwater runoff from any land disturbing activities in order to reduce flooding, siltation and stream bank erosion, and maintain the integrity of stream channels.
2. Minimize increases in non-point source pollution caused by stormwater runoff from land disturbing activities which would otherwise degrade local water quality.
3. Minimize the total annual volume of surface water runoff which flows from any group of development sites, sub-watersheds, or watershed through the use of established stormwater volume control techniques as detailed in the Storm Drainage Design Manual.
4. Reduce stormwater runoff rates and volumes, soil erosion and non-point source pollution, wherever possible, through stormwater management controls and ensure that these stormwater management controls are properly maintained such that they pose no threat to public health and safety.

## **SECTION B. FINDINGS OF FACT**

It is hereby determined that:

Stormwater runoff contributes to increased quantities of water-borne/non-point source pollutants. Land disturbing activities and associated increases in impervious cover alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition. Stormwater runoff from commercial, industrial and residential activities further contributes to pollutant loading and increases water volume. These impacts on water quality, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff.

Therefore, the City of Gillette establishes this set of water quality and quantity policies applicable to all surface waters to provide reasonable guidance for the regulation of stormwater runoff for the purpose of protecting local water resources from degradation. It is determined that the regulation of stormwater runoff discharges from land development projects, construction activities, and existing urban activities is necessary in order to control and minimize increases in stormwater runoff rates and volumes. The regulation of soil erosion, stream channel erosion, and non-point source pollution associated with stormwater runoff is in the public interest to help prevent threats to public health and safety.

## **SECTION C. APPLICABILITY**

This Article shall be applicable to the entire City of Gillette covering all subdivisions, developments, site plans, residential building permit applications, as well as existing residential, commercial, industrial, and institutional properties, unless eligible for an exemption or granted a waiver by the City of Gillette.

## **SECTION D. COMPATIBILITY**

This Article is not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law. The requirements of this article should be considered minimum requirements, and where any provision of this Article imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

## **SECTION E. SEVERABILITY**

If the provisions of any article, section, subsection, paragraph, subdivision or clause of this Article shall be judged invalid by a court of competent jurisdiction, such order or judgment shall not affect or invalidate the remainder of any article, section, subsection, paragraph, subdivision or clause of this article.

## **SECTION F. CITY STORM DRAINAGE DESIGN MANUAL**

In Chapter 7, Section 7-5 of Gillette City Code, the City of Gillette has developed and adopted additional policy, criteria, and information, including technical specifications and standards, for the proper implementation of the requirements of this Article and provides such information in the form of a Storm Drainage Design Manual.

The manual may be updated and expanded from time to time, at the discretion of the City of Gillette, based on improvements in engineering, science, monitoring and local maintenance experience. Stormwater Management practices must be designed and constructed in accordance with the design and sizing criteria outlined in the Storm Drainage Design Manual.

One copy of the manual shall be available for public inspection at the office of the Engineering Division and the office of the City Clerk during normal business hours. The document will also be available to download free of charge on the City's website.

## **§ 7-22. DEFINITIONS**

1. Applicant means a property owner or agent of a property owner who has filed an application for a stormwater management permit.
2. Best Management Practices (BMPs) shall mean structural or engineered control devices and systems to treat stormwater, which may be temporary or permanent in nature. BMPs may also be non-structural, operational or procedural practices, such as schedules of activities, prohibitions of practices, maintenance procedures, and/or other management practices to prevent or reduce erosion and sediment runoff.
3. Certificate of Termination (COT) means documentation issued by the City Engineer or Chief Building Official of the City of Gillette terminating stormwater permit coverage once construction activities are complete.

4. Channel means a natural or artificial watercourse with a definite bed and banks that conveys continuously or periodically flowing water.
5. City of Gillette shall mean a representative or designee of the City of Gillette to include persons from the Department of Development Services.
6. City of Gillette Engineer shall mean the person currently employed by City of Gillette to serve as City Engineer, or their designee.
7. Dedication means the deliberate appropriation of property by its owner for general public use.
8. Design Professional means a person such as a land surveyor, engineer, architect or other person who has knowledge or training of the application of design principles related to stormwater pollution prevention plans. (Design Professionals are recommended but not required for individual residential lots.)
9. Developer means a person who undertakes land disturbance and/or development activities.
10. Development shall mean a planning or construction project involving substantial property improvement and, usually, a change of land-use character within the site; the act of using land for building purposes.
11. Engineer shall mean a person licensed as a Professional Engineer in the State of Wyoming.
12. Erosion means the wearing away of land as caused by development activities that exceeds the natural processes by which the surface of the land is worn away by the action of water, wind, or chemical action.
13. Fee in Lieu means a payment of money, by way of variance approval, in place of meeting all or part of the Stormwater Management standards. The standards and variances are as outlined by this Article and the Storm Drainage Design Manual.
14. Final Stabilization means a uniform perennial vegetative cover with a density of at least 70% of the native background cover that has been established on all disturbed areas that have not been paved over or covered by permanent structures. This, in part, may include any required landscaping for development.
15. Impervious Cover means those surfaces that cannot effectively infiltrate rainfall (e.g., building rooftops, pavement, sidewalks, driveways, etc).
16. Industrial Stormwater Permit means a National Pollutant Discharge Elimination System (NPDES) permit issued to a commercial industry or group of industries which regulates the pollutant levels associated with industrial stormwater discharges or specifies on-site pollution control strategies.

17. Infiltration means the process of percolating stormwater into the subsoil.
18. International Residential Code (IRC) is a comprehensive, stand-alone residential code adopted by the City of Gillette that creates minimum regulations for one and two family dwellings and townhomes of three stories or less. The IRC is the adopted building code for the incorporated areas of the City of Gillette providing for the regulation of the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, use, height and area of all buildings and structures.
19. International Building Code (IBC) shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. The scope includes all buildings except detached one- and two-family dwellings and townhouses up to three stories.
20. Jurisdictional Wetland means an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.
21. Land Disturbance Activity means any activity which changes the volume or peak flow discharge rate of rainfall runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any activity which bares soil or rock or involves the diversion or piping of any natural or man-made watercourse.
22. Landowner means the legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights in the land.
23. Municipal Separate Storm Sewer System (MS4) shall mean a conveyance or system of conveyances, including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains, that is designed or used for collecting or conveying stormwater; not privately owned; not a combined sewer; and not part of a Publically Owned Treatment Works (POTW).
24. Non-point Source Pollution means pollution from any source other than from any discernible, confined, and discrete conveyances, and shall include, but not be limited to, pollutants from agricultural, silvicultural, mining, construction, subsurface disposal and urban runoff sources.
25. Notice of Intent (NOI) serves as the application for permit coverage under WYDEQ Construction General Permit.
26. Notice of Termination (NOT) means the termination of permit coverage associated with construction activity under the Wyoming Stormwater General Permit.
27. Notice of Transfer and Acceptance (NOTA) means the form submitted by the current and future Permittee to the City of Gillette when the responsibility for controlling the

stormwater discharges for a construction activity transfers from one operator to another. This form is also used to acknowledge the mutual agreement and acceptance between a homebuilder and a homebuyer that the final stabilization requirements have not been met and that they are being conveyed from one party to the other.

28. Off-Site Facility means a stormwater management measure located outside the subject property boundary described in the permit application for land development activity.
29. Outfall shall mean the point or location where stormwater runoff discharges from a conduit, stream or drain, storm sewer, channel, or detention/retention facility.
30. Permittee shall mean the “person responsible for the land-disturbing activity” or who has ownership interest in the property.
31. Person shall mean, except to the extent exempted from this Article, any individual partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, city, town, county or other political subdivision of the State, any interstate body or any other legal entity conducting land-disturbing activities subject to this article.
32. Qualified Personnel is a person who is familiar with the requirements of the SWPPP, permit conditions and the proper operation and maintenance of all implemented BMPs.
33. Receiving Waters means bodies of water that receive runoff or wastewater discharges, such as rivers, streams, lakes, estuaries, and ground water.
34. Recharge means the replenishment of underground water reserves.
35. Re-development means any construction, alteration or improvement of 2,500 square feet or more in areas where existing land use is high density commercial, industrial, institutional or multi-family residential.
36. Site shall mean the entire area of the land-disturbing activities as proposed in the permit application.
37. Soil Stabilization means either final or temporary stabilization of disturbed areas that are initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding fourteen (14) calendar days.
38. Stop Work Order means an order issued which requires that all construction activity on a site be stopped.
39. Stormwater Discharger and/or Permittee means any person responsible for a construction site, industrial facility or a person who owns or controls personal property or equipment that impacts the quality of stormwater discharges, either by increasing the

quantity/volume and/or conveying pollutants via stormwater runoff which flows directly to the MS4.

40. Stormwater Maintenance Agreement is a legally recorded document that acts as a property deed restriction, and which provides for long-term maintenance of permanent stormwater management practices.
41. Stormwater Management means the use of structural or non-structural practices that are designed to reduce stormwater runoff pollutant loads, discharge volumes, and/or peak flow discharge rates.
42. Stormwater Pollution Prevention Plan (SWPPP) shall mean the document required by the City of Gillette as part of any land disturbing activity of 2,500 square feet or more which addresses the temporary and permanent Stormwater Management activities or BMPs. The WY DEQ minimum requirements for a SWPPP shall be considered as meeting the SWPPP requirements of the City.
43. Stormwater Runoff means flow on the surface of the ground resulting from precipitation.
44. Watercourse means a permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water.
45. Wyoming Department of Environmental Quality (Wyoming DEQ) Agency responsible for enforcing the Clean Water Act in the State of Wyoming.
46. Wyoming Pollutant Discharge Elimination System (WYPDES) means the program established by the federal Clean Water Act to regulate the discharge of pollutants into surface waters of the State of Wyoming.

## **§ 7-23. GENERAL PROHIBITIONS**

1. No person, site or facility shall discharge, cause, permit, or contribute to the discharge of any of the following to the municipal storm sewer system or receiving waters except where approved by the City of Gillette and Wyoming DEQ:
  - a. Any liquid, solid, or gas which by reason of its nature or quantity are flammable, reactive, explosive, corrosive, or radioactive or by interaction with other materials could result in fire, explosion or injury;
  - b. Any solid or viscous materials that could cause obstruction to the flow or operation of the municipal storm sewer system;
  - c. Any pollutant that injures or constitutes a hazard to human, animal, plant, or fish life, or creates a public nuisance;
  - d. Any medicinal, infectious, toxic, or hazardous material or waste.

2. No person, site or facility shall discharge into or connect any pipe or channel to a local watercourse or modify a watercourse unless a written permit has first been obtained from the City of Gillette and all other applicable, state and federal jurisdictions.
3. No person, site or facility responsible for new development, significant re-development or construction sites shall fail to use Best Management Practices, as approved in the SWPPP, to control the discharge of pollutants, as defined in the State of Wyoming DEQ Water Quality Rules and Regulations, in stormwater runoff to the municipal separate storm sewer system or its receiving waters.
4. No political subdivision or any person subject to the authority of a political subdivision that discharges, contributes or allows the discharge or contribution of stormwater directly or indirectly to the municipal separate storm sewer system of the City of Gillette shall fail to use Best Management Practices, as approved by the SWPPP, to control the discharge of pollutants and volume of flow in such discharges.
5. No person, site or facility shall allow excessive fugitive dust emission which causes or has the potential of entering public rights-of-way or causes or has the potential to cause harm to public or private property.
6. No person shall construct, use, maintain or continue existence of illicit connections to the storm drain system.
  - a. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
  - b. A person is considered to be in violation of this article if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
7. Exemptions from Discharge Prohibitions

The following discharges are exempt from this article:

- a. Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.
- b. Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.
- c. The prohibition shall not apply to any non-stormwater discharge permitted under a WYPDES and/or NPDES permit, waiver, or waste discharge order issued to the Discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the Discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.



- d. Discharge or connection regulated under an Industrial Stormwater WYPDES Permit provided that the Discharger is in compliance with all requirements of the Permit issued to the Discharger, administered by the Wyoming DEQ, and all other applicable laws and regulations.
- e. Discharges from the following activities, unless identified by the City of Gillette or Wyoming DEQ as significant sources of pollutants to surface waters of the State:
  - i. Waterline flushing;
  - ii. Landscape irrigation, general irrigation, or lawn watering;
  - iii. Diverted stream flows;
  - iv. Rising ground waters;
  - v. Uncontaminated ground water infiltration other than wastewater that enters a sewer system, including sewer service connections and foundation drains, from the ground through such means as defective pipes, pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow;
  - vi. Uncontaminated pumped ground water;
  - vii. Discharges from potable water sources;
  - viii. Foundation and footing drains;
  - ix. Air conditioning condensation;
  - x. Non-commercial vehicle washing;
  - xi. Flows from riparian habitats and wetlands;
  - xii. De-chlorinated swimming pool discharges;
  - xiii. Street wash water;
  - xiv. Discharges or flows from firefighting and emergency response activities.

8. Notification of Spills

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation has information of any known or suspected release of hazardous substances or pollutants as defined in the State of Wyoming DEQ Water Quality Rules and Regulations or any illegal discharges discharging into the storm drain system, or waters of the state, the said person shall take all necessary steps to ensure the discovery,

containment, and cleanup of such release. In the event of such a release of hazardous substances, said person shall immediately notify Wyoming DEQ and any other required Emergency Response Agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials or other illicit discharges, said person shall notify the Wyoming DEQ and any other responsible Emergency Response Agencies and follow up with the City of Gillette in person or by phone or email no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City of Gillette within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

## **§ 7-24. STORMWATER PERMIT PROCEDURES AND REQUIREMENTS**

### **1. Permit Required**

The City of Gillette has developed a set of stormwater permitting standards that must be met on any construction activity disturbing 2,500 or more square feet of land and that is also required to operate under one of the following City permits; City Building Permit, City Permit-to-Construct, or City Grading Permit.

### **2. Permit Exemptions**

The following activities may be exempt from the stormwater permitting criteria unless they are found to be adversely impacting stormwater runoff, or otherwise found to be noncompliant with the terms of this Article:

- a. Any agricultural activity, as well as common residential gardening practices;
- b. Additions or modifications to existing single family structures disturbing less than 2,500 square feet of land;
- c. Land disturbing activities that disturb less than 2,500 square feet of land, provided they are not part of a larger common development plan, even though multiple separate and distinct land development activities may take place at different times on different schedules;
- d. Repairs to any stormwater facilities deemed necessary by the City of Gillette;
- e. Land disturbance activities permitted by the City prior to the effective date of this Article;
- f. Land disturbance activities that are permitted under a City Street Cut or Right-of-Way Permit as outlined under Chapter 18 of the Gillette City Code. These projects shall be responsible for erosion and sediment control under the terms of that permit;

- g. City capital construction projects that are managed under City contract and under WYPDES permitting;
- h. WY DOT administered projects within the City that are managed under WY DOT contract and WYPDES permitting.

No landowner or applicant shall receive any of the Building, Grading, Permit-to-Construct, or other land development permits required for land disturbance activities without meeting the requirements of this Article prior to commencing with the proposed activity.

Site disturbances greater than one acre also require a Construction General Permit from the State of Wyoming DEQ. The City of Gillette's requirements for sites greater than one acre are in addition to the requirements of state and federal agencies.

### 3. Application Requirements

Unless specifically excluded by this article, any landowner or applicant requiring authorization for a land disturbance activity of 2,500 square feet or more shall submit to the City of Gillette a Stormwater Permit Application form provided by the City for that purpose.

A complete permit application form must also include the following:

- a. SWPPP
- b. Copy of Notice of Intent (NOI) submitted to the State as applicable to the requirements of the State of Wyoming (Wyoming DEQ)
- c. Non-refundable Permit Review Fee

### 4. Application Procedure

Permit applications for land disturbance activity must be filed with the City of Gillette and can be made on any regular business day. In general, the City of Gillette shall inform the applicant whether the application and plan are approved or disapproved within fifteen (15) business days of the receipt of a complete permit application, including all documents as required by this article. If the permit application and SWPPP are disapproved, the applicant may revise the permit application. If additional information is submitted, the City of Gillette shall inform the applicant that the permit application is either approved or disapproved generally within 15 business days from the date the additional information is received. Any additional submittals or plan changes will require additional review fees. If the permit application, including the SWPPP, is approved by the City of Gillette, all appropriate land disturbance activity permits under jurisdiction of the City may then be issued.

### 5. Permit Duration

Permits issued under this section shall be valid from the date of issuance through the date of anticipated completion as indicated on the Permit Application, but in no case longer than 12 months for single family residential construction with no more than one 12 month extension allowable with the applicable extension fee having been submitted. For subdivisions and commercial or industrial land development, the permit duration shall be 24 months with no more than one 12 month extension with the applicable extension fee having been submitted.

#### 6. Permit Transfer

When the responsibility for controlling the stormwater discharges for a land disturbance activity changes from one Permittee to another, the current and future Applicant/Permittee shall submit a completed Notice of Transfer and Acceptance (NOTA) form to the City of Gillette. The form must be signed by both parties and shall be submitted to the City of Gillette within 14 days of the change in Permittee. The NOTA form is available from the City.

The new Permittee must comply with all conditions in this permit and with all provisions of the existing SWPPP until such time that the existing SWPPP is amended or replaced by a new SWPPP.

The new Applicant/Permittee may develop and implement a new SWPPP for their parcel(s) that meets all the terms and conditions of this permit, or adopt and continue to implement the original SWPPP provided it is adequate for the new activities occurring on-site. With either option, the Permittee shall ensure, either directly or through coordination with other Permittees that their SWPPP meets all terms and conditions of permit coverage and their activities do not interfere with another party's erosion and sediment control practices.

## 7. Exceptions to Permit Transfers

For the transfer of properties within a development (e.g., an original developer sells portions of the property to various homebuilders), the new Applicant must obtain their own permit coverage for their activity on that property. The Stormwater Permit shall be obtained prior to or in conjunction with the applicable Building Permit(s) and must be obtained at the time of property transfer. The overall development property will remain active under that Permittee until the conditions of this ordinance are met for Permit termination. Permit transfers would not apply under these circumstances.

For the transfer of properties between a homebuilder and a single family residence homeowner, the homebuilder must obtain signature of the homebuyer on the City provided Notice of Transfer and Acceptance Form. By signing the NOTA, the homebuilder and homeowner are mutually acknowledging that soil stabilization measures are in place, however, that the final stabilization requirement of the property is not yet met. The NOTA also gives notice that it is the homebuyer's responsibility under the language of this ordinance to establish final stabilization by either sod, seeding, landscaping, or other applicable combination of final stabilization measures as outlined in the City's Storm Drainage Design Manual. The homeowner shall have twelve (12) months from the time of signing the NOTA to meet the final stabilization requirement.

## 8. Permit Termination

When all land disturbing activities are complete and final stabilization and/or required landscaping has been established, the Permittee shall complete a Certificate of Termination (COT) form obtained from the City of Gillette. If covered under the WYPDES Large Construction General Permit, Permit holders are also required to submit a copy of the Wyoming DEQ Notice of Termination (NOT) to the City of Gillette.

The City of Gillette will then conduct a final inspection and issue a Certificate of Termination if conditions of the permit have been met and all stormwater management practices have passed inspection.

If compliance is not met, the City will notify the permit holder to remedy the remaining issues and to request a new final inspection once complete. A COT will only be issued after the City of Gillette has conducted a final inspection and all stormwater management practices have passed final inspection requirements.

Exception to final stabilization requirement for Permit Termination: At the point of property transfer and signing of the NOTA by a single family residence homebuyer and a homebuilder, the homebuilder is also acknowledging compliance with all other requirements of the Permit, including temporary soil stabilization, and can terminate their Permit through the function of the NOTA form and upon final inspection of the site by the City. Final stabilization under this circumstance becomes the homebuyer's responsibility.

FINAL DRAFT

## § 7-25. STORMWATER PERMIT FEES

### 1. Stormwater Permit Fees

The fee for a stormwater permit for any land disturbing application shall be established by the City of Gillette and shall be based on the number of units for Single Family Dwellings, and on the area of disturbance for Subdivisions and Commercial and Industrial Development.

The fees shall be set forth as follows:

Stormwater Permit Fee Schedule			
Subdivisions			
	Area of Disturbance		Permit Fee
	<5 acres		\$100
	5 acres or more		\$0*
Commercial and Industrial Developments			
	<5 acres		\$100
	5 acres or more		\$0*
Permit Extension Fee for all above Permits			\$250
*\$200-\$500 WYDEQ Large Construction General Permit fees apply			
Single Family Dwelling Permits (as defined by IRC)			
Dwelling Units			\$30/unit
Permit Extension Fee			\$100

## § 7-26. EROSION AND SEDIMENT CONTROL INSPECTION

### 1. Best Management Practices (BMPs) for Erosion and Sediment Control

Installation and maintenance of BMPs for Erosion and Sediment Control are required for all land disturbing activities requiring a Stormwater Permit from the City of Gillette, and any site that discharges sediment into the City's storm drainage system. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of the City of Gillette Storm Drainage Design Manual, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the City of Gillette. Specific BMP selection and compliance with

the manufacture's installation and maintenance criteria are the responsibility of the Permittee.

Site clearing, except those activities necessary to establish sediment control devices, shall not begin until all perimeter and initial phasing sediment control devices have been installed.

Erosion control requirements shall include the following:

- a. Final or temporary stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding fourteen (14) calendar days. Operators are not required to initiate stabilization measures in areas of a project that are essential for site access or work activities until those areas are no longer needed for ongoing access or work.
- b. Temporary stabilization may be used whenever construction activities are expected to resume in the area to be stabilized or when weather or other conditions are not appropriate for initiation of permanent stabilization. Temporary stabilization includes practices such as cover crop planting, installation of rolled erosion products, mulching (provided the mulch is protected from wind such as crimping straw mulch into the soil), or surface roughening (such as plowing to achieve a rough, cloddy surface). Practices that provide equivalent erosion protection may be used.
- c. Areas to be protected include graded slopes, ditches, berms and soil stockpiles and all other disturbed areas with potential to contribute sediment to runoff that will leave the construction site.
- d. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the completion of the construction project and/or close of the construction season (e.g., winter shutdown).
- e. Techniques shall be employed to prevent the blowing of dust or sediment from the site. All entities subject to regulation under this ordinance are required to make every reasonable effort to minimize dust from construction and land disturbing activities.
- f. Techniques that divert upland runoff past disturbed slopes shall be employed.
- g. Where the initiation of stabilization is precluded by snow cover or frozen ground conditions, stabilization measures must be initiated as soon as practicable.

## 2. Notice of Construction Commencement



The Permittee must notify the City of Gillette before the commencement of construction. Initial inspections specific to the implementation of the SWPPP BMPs shall be conducted by City staff. All inspections shall be documented and written reports prepared that contain the following information:

- a. The date and location of the inspection;
- b. Whether construction is in compliance with the approved SWPPP;
- c. Variations from the approved SWPPP; and/or
- d. Any deficiencies or violations that exist

If any violations or deficiencies are found, the Permittee shall be notified in writing at the time of inspection of the nature of the deficiency or violation and the required corrective actions. No additional work shall proceed until any violations or deficiencies are corrected, or the City of Gillette gives approval for work to proceed.

### 3. Inspection Requirements

#### Permittee Inspections:

The Permittee or their qualified personnel shall make regular inspections of all control measures in accordance with the inspection schedule outlined in the approved SWPPP as hereinafter required. All inspections shall be documented in written form.

#### a. Active construction sites:

Inspections must be conducted in accordance with one of the two schedules listed below. You must specify in your SWPPP which inspection schedule you will use.

- 1) At least once every 14 calendar days and within 24 hours of any precipitation and/or snow melt event which exceeds 0.5 inches. The Permittee shall have the option of maintaining a rain gauge at their site or using the nearest National Weather Service precipitation gauge station.  
OR

- 2) At least once every seven days.

#### b. Inactive construction sites.

The frequency of inspections may be reduced to once every 30 days after the Permittee has completed earthwork and construction activities at the construction site and has installed BMPs as specified in the SWPPP. All areas to be inspected monthly must have initiated temporary or permanent stabilization measures as required.

If the qualified personnel responsible for implementing the SWPPP changes, the changes must be noted in the SWPPP within 14 days of transfer of operational control and must list the new qualified personnel.

The SWPPP, inspection reports, and plans for grading, stripping, excavating, and fill work bearing the stamp of approval of the City of Gillette shall all be maintained and available at the construction site unless infeasible. In cases where there is not a trailer or structure to store these documents, they must otherwise be made readily available to the City upon request.

SWPPP retention, plan revisions or amendments, and plan availability shall be managed and as outlined by the WY DEQ SWPPP requirements.

#### City Inspections:

The City of Gillette may inspect any construction site, industrial facility or other premises required to comply with the provisions of this article to determine compliance with the rules, regulations and standards of the City of Gillette and/or Wyoming DEQ. Inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants, or with discharges of a type which are more likely than the typical discharge to cause violations of state or federal water quality standards or the WYPDES general construction stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws.

The Permittee shall allow the City or its representatives to enter upon the premises during all regular construction hours for the inspection, sampling and the examination and copying of records. This includes the right to enter a property when it has a reasonable basis to believe that a violation of this article is occurring or has occurred, and to enter when necessary for abatement of a public nuisance or correction of a violation of this article. All violation notices will be presented to the Permittee in accordance with the Enforcement and Penalties Chapter of this Article.

For single family residential permits, City inspection of BMPs will occur in conjunction with other relevant site inspections, with exception to the initial inspection of BMP installation, which must be coordinated prior to commencing with construction activity.

For residential and commercial subdivisions and commercial or industrial land developments, the Permittee shall notify the City of Gillette of each of the following events in conjunction with the milestones of the project as listed:

- a. Installation of sediment and erosion measures (BMPs) (Preconstruction Meeting)
- b. Start of construction (Preconstruction Meeting)

- c. Completion of site clearing (Weekly Progress Reports)
- d. Completion of rough grading (Weekly Progress Reports)
- e. Completion of final grading (Weekly Progress Reports)
- f. Completion of the construction season (Final Inspections/Project Acceptance)
- g. Completion of final landscaping and/or final stabilization (Permit Termination)

#### 4. BMP Maintenance

On any property on which grading or other work has been done pursuant to a permit granted under the provisions of this Article the Permittee shall, at a minimum, conduct inspections and maintain and/or repair all graded surfaces and erosion control facilities, drainage structures or means and other protective devices, plantings, and ground cover installed while construction is active in accordance with the approved SWPPP, as applicable.

All control devices similar to silt fence or fiber rolls must be repaired, replaced, or supplemented when they become nonfunctional, the sediment reaches 1/3 of the height of the device or as recommended in the manufacture's specification (if manufacturer's specifications are different, then a copy of the specifications should be kept with the SWPPP).

Repairs and maintenance should be made within the following time frames;

- a. Active construction sites: These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access.
- b. Inactive construction sites: These repairs must be made within 14 days of discovery, or as soon as field conditions allow access.

#### 5. Final Stabilization Requirements and Landscaping

Any area of land from which the natural vegetative cover has been either partially or wholly cleared or removed by development activities shall be stabilized or re-vegetated within fourteen (14) calendar days from the substantial completion of such clearing activities. Criteria for stabilization are outlined in the Storm Drainage Design Manual.

After construction is complete and final stabilization is installed, the owner or their agent shall continue to regularly inspect the vegetation until adequate turf or other suitable type of stabilization is established as described under the Final Stabilization definition.

At the completion of construction for commercial development, when the required landscaping is utilized as a method of final stabilization, a Notice of Termination will not be granted for the site until landscaping is approved.

## **§ 7-27. REQUIREMENTS FOR STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

1. A SWPPP is required as part of all stormwater permits which disturb 2,500 square feet or more including subdivisions, commercial, industrial, and residential construction.

No application for development that requires a Stormwater Permit will be approved unless it includes a stormwater pollution prevention plan detailing how the SWPPP will be administered and in concept how runoff and associated water quality impacts resulting from the development will be controlled or managed. The SWPPP must indicate whether stormwater will be managed on-site or off-site, and the general location and type of practices.

This plan must be prepared and signed by a Design Professional who will verify that the design of all stormwater management practices meet the submittal requirements outlined in the SWPPP Checklist found in the Storm Drainage Design Manual. For individual residential lots, a Design Professional is recommended but not required. No Permit to Construct, Building, Grading, or Stormwater Permit shall be issued until a satisfactory final SWPPP, or a waiver thereof, shall have undergone a review and been approved by the City of Gillette after determining that the plan or waiver is consistent with the requirements of this article. The SWPPP may be referred for comment to all other interested agencies.

2. Stormwater Pollution Prevention Plan Requirements

A SWPPP shall be required with all permit applications and will include sufficient information as specified in the Storm Drainage Design Manual (e.g., maps, hydrologic calculations, etc.). The intent of this document is to inventory pollutants which have potential to leave the construction site in storm water runoff, identify Best Management Practices (BMPs) which, when implemented, will eliminate or minimize pollutants in runoff and meet the terms and conditions of the permit. Guidance materials for BMP selection and implementation can be found in the Storm Drainage Design Manual to determine the type of stormwater management measures necessary for the proposed project, and ensure adequate planning for management of stormwater runoff from future development. At a minimum the SWPPP shall meet the requirements of the WYPDES Large and Small Construction General Permit requirements, including:

- a. Identification of a SWPPP administrator
- b. Site description - narrative
- c. Site Map(s)
- d. Type and location of Best Management Practices (BMPs) and perimeter control
- e. Operations/Maintenance/Inspection Schedule(s)
- f. Training

- g. Amendment(s)
- h. Plan Availability/Retention
- i. Final Stabilization

For development or re-development occurring on a previously developed site, an applicant shall be required to include within the SWPPP, BMPs for controlling existing stormwater runoff discharges from the site in accordance with the standards of this article to the maximum extent practicable.

## **§ 7-28. MAINTENANCE AND REPAIR OF STORMWATER DETENTION FACILITIES**

### **1. Maintenance Covenants**

In an effort to minimize danger to public safety and public health, maintenance of all private, post construction detention facilities shall be ensured through the creation of a formal maintenance covenant that must be approved by the City of Gillette and recorded into the land record prior to final plan approval. This agreement will include any and all maintenance easements required to access and inspect the stormwater management practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater detention facilities. As part of the covenant, a schedule shall be developed outlining the frequency with which maintenance will occur to ensure proper function of the facility and the parties responsible for maintenance. The covenant shall also include plans for periodic inspections to ensure proper performance of the facility between scheduled cleanouts and a facility site map.

In the cases of residential subdivisions, or in other instances as decided by the City Engineer, the City of Gillette, in lieu of a maintenance covenant, may accept dedication of any existing or future detention facility for maintenance, provided such facility meets all the requirements of this chapter and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

### **2. Requirements for Maintenance Covenants**

All detention facilities must undergo, at the minimum, an annual inspection to document maintenance and repair needs and ensure compliance with the requirements of this Article and accomplishment of its purposes. These needs may include those outlined in the Storm Drainage Design Manual. Any maintenance needs found must be addressed in a timely manner, as determined by the City of Gillette, and the inspection and maintenance requirement may be increased as deemed necessary to ensure proper functioning of the stormwater management facility.

### **3. Records of Installation and Maintenance Activities**

Parties responsible for the operation and maintenance of a stormwater management facility shall make records of the installation and of all maintenance and repairs, and shall retain the records for at least 3 years. These records shall be made available to the City of Gillette during inspection of the facility and at other reasonable times upon request.

4. Failure to Maintain Practices

If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the City of Gillette, after reasonable notice, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. In the event that the stormwater management facility becomes a danger to public safety or public health, the City of Gillette shall notify the party responsible for maintenance of the stormwater management facility in writing. Upon receipt of that notice, the responsible person shall have ten (10) calendar days to complete/remedy maintenance and repair of the facility in an approved manner. After proper notice, the City of Gillette shall assess the owner(s) of the facility for the cost of repair work plus any penalties which in part shall include an administrative fee of 15%.

5. As-Built Plans and Facility Site Map

All Permittees are required to submit actual "as built" plans and facility site map for any post-construction stormwater detention facilities located on-site after final construction is completed. The plan must show the final design specifications for all permanent BMPs and must be certified by a Wyoming licensed professional engineer. A final inspection by the City of Gillette is required before the Permit to Construct is closed out or a Commercial Project Certificate of Occupancy is issued.

## **§ 7-29. WAIVERS TO STORMWATER DETENTION REQUIREMENTS**

1. Waivers for Providing Post-Construction Stormwater Detention

Every applicant shall provide for stormwater quantity management, unless they file a written request to waive this requirement, and only as approved by the City Engineer. Post-construction water quality is encouraged but not required except when the site directly discharges to a wetland, or as otherwise required by the City Engineer.

The minimum requirements for stormwater detention may be waived in whole or in part upon written request of the applicant, provided that at least one of the following conditions applies:

- a. It can be demonstrated that the proposed development is not likely to impair attainment of the objectives of this Article.
- b. Provisions are made to manage stormwater by an off-site facility. The off-site facility is required to be designed, adequately sized and installed to be able to provide a level of stormwater control/enhancement that is equal to or greater than

that which would be afforded by on-site practices and has a legally obligated entity deemed acceptable by the City of Gillette responsible for long-term operation and maintenance of the stormwater facility.

- c. The City of Gillette finds that meeting the minimum on-site detention requirements is not feasible due to the natural or existing physical characteristics or restraints of a site.
  - d. Non-structural practices are provided that reduce the generation of stormwater from the site. These non-structural practices are explained in detail in the current Storm Drainage Design Manual.
2. In instances where one of the conditions above applies, the City of Gillette may grant a waiver from strict compliance with stormwater detention provisions that are not achievable, provided that acceptable mitigation measures are provided. However, to be eligible for a waiver, the applicant must demonstrate to the satisfaction of the City of Gillette that the immediately downstream waterways will not be subject to:
- a. Deterioration of existing culverts, bridges, dams, and other structures;
  - b. Deterioration of biological functions or habitat;
  - c. Accelerated stream bank or streambed erosion or siltation;
  - d. Increased threat of flood damage, or risk to public health, life or property.

Furthermore, where compliance with minimum requirements for stormwater detention is waived, the Applicant will satisfy the minimum requirements by meeting one of the mitigation measures selected by the City of Gillette. Mitigation measures may include, but are not limited to:

- a. The purchase and/or donation of privately owned lands or the grant of an easement to be dedicated for preservation of green space shall be undertaken by the City of Gillette. These lands should be located adjacent to the stream corridor in order to provide permanent buffer areas to protect water quality and aquatic habitat.
- b. The creation of a stormwater detention facility or other drainage improvements on previously developed properties, public or private, that currently lack BMPs designed and constructed in accordance with the purposes and standards of this article.

3. Fee-in-Lieu of Stormwater Detention

Where the City of Gillette waives all or part of the minimum stormwater detention requirements, or where the waiver is based on the provision of adequate stormwater detention facilities provided upstream or downstream of the proposed development, the Applicant shall be required to pay a fee in accordance with the basin fee schedule (unless the developer and the City of Gillette agree on a greater alternate contribution) established by the City of Gillette, and based on the percent imperviousness of the proposed project over and above existing site conditions. All of the monetary contributions shall be credited to an appropriate Stormwater Capital Improvements Program project fund, and shall be made by the Developer prior to the subdivision plat being recorded or, if no record plat is required, prior to issuance of building permit or Permit to Construct.

The basin fee map can be found in the City's Stormwater Master Plan, and the corresponding basin fee schedule is set forth as follows:

Basin Fee Schedule	
Basin(s)	Basin Fee (per impervious acre)
1, 2, 3, 4	\$0.00
6, 7, 8, 9, 10, 12	\$1,608.00
5, 11	\$3,357.00

4. Dedication of Land or Other Improvements

In lieu of a monetary contribution, an Applicant may obtain a waiver of the required stormwater detention by entering into an agreement with the City of Gillette for the granting of an easement or the dedication of land by the Applicant, to be used for the construction of an off-site stormwater detention facility. The agreement shall be entered into by the Applicant and the City of Gillette prior to the recording of plat or, if a recorded plat is not required, prior to the issuance of the building permit or Permit to Construct.

5. When a site development plan is submitted that qualifies as a re-development project as defined in Chapter 7-22 of this Article, decisions on permitting and on-site stormwater detention requirements shall be governed by stormwater sizing criteria found in the current Storm Drainage Design Manual. This criterion is dependent on the amount of impervious area created by the development and its impact on water quality. Final authorization of all re-development projects will be determined after a review by the City of Gillette Engineering Division.

## **§ 7-30. BASIC STORMWATER DETENTION DESIGN CRITERIA**

Unless judged by the City of Gillette to be exempt or granted a waiver, all site designs shall establish stormwater detention practices to control the peak flow rates of stormwater discharge associated with specified design storms and reduce the generation of stormwater. While not



required to achieve quality standards at this time, these practices should seek to utilize pervious areas for stormwater treatment and to infiltrate stormwater runoff from driveways, sidewalks, rooftops, parking lots, and landscaped areas to the maximum extent practical to provide treatment for both water quality and quantity.

The City of Gillette Storm Drainage Design Manual specifies performance criteria for each stormwater management practice.

1. Minimum Control Requirements

All stormwater management practices will be designed so that the specific storm frequency storage volumes as identified in the current Storm Drainage Design Manual are met, unless the City of Gillette grants the applicant a waiver or the applicant is exempt from such requirements.

In addition, if hydrologic or topographic conditions warrant greater control than that provided by the minimum control requirements, the City of Gillette reserves the right to impose any and all additional requirements deemed necessary to control the volume, timing, and rate of runoff.

2. Site Design Feasibility

Stormwater management practices for a site shall be chosen based on the physical conditions of the site. Applicants shall consult the Storm Drainage Design Manual for guidance on the factors that determine site design feasibility when selecting a stormwater management practice.

3. Conveyance Issues

All stormwater management practices shall be designed to convey stormwater to allow for the reduction in flow velocities and minimization of pollutant discharges. This shall include, but not be limited to:

- a. Maximizing of flowpaths from inflow points to outflow points
- b. Protection of inlet and outfall structures
- c. Elimination of erosive flow velocities
- d. Providing of underdrain systems, where applicable

The City of Gillette Storm Drainage Design Manual provides detailed guidance on the requirements for conveyance for each of the approved stormwater management practices.

4. Stream Channel Protection

Non-structural controls reduce the volume of stormwater runoff generated on-site and eliminate opportunities for pollutants to enter the stormwater system. Wherever possible developments should seek to preserve existing natural features such as riparian setbacks and enhance buffer areas.

5. Non-Structural Stormwater Practices

The use of non-structural stormwater treatment practices is encouraged in order to minimize the reliance on structural practices. Reductions in the amount of stormwater runoff can be obtained through the use of non-structural practices that reduce the generation of stormwater from the site. These non-structural practices are explained in detail in the Storm Drainage Design Manual and Applicants wishing to use non-structural practices must ensure that these practices are documented and remain unaltered by subsequent property owners.

## **§ 7-31. ENFORCEMENT AND PENALTIES**

1. It will be the responsibility of the Stormwater Discharger and/or Permittee to ensure compliance with all sections of this Article.

A Stormwater Discharger and/or Permittee who violates any provision of this Article, even if it does not violate any WYPDES permit conditions or limitations, is subject to enforcement and penalties described herein.

2. Enforcement Mechanisms

- a. It is the intent of this Article that a process of compliance be pursued, when possible, prior to enforcement measures.
- b. Violations may be enforced through any or all of the following measures:
  - i. Notice of Deficiency
  - ii. Notice of Violation and Civil Penalty
  - iii. Stop Work Order
  - iv. Permit(s) Suspension and/or Revocation
  - v. Proceedings in Law
- c. If, in the City of Gillette's assessment, the activities or lack of activity of the Stormwater Discharger and/or Permittee warrant or necessitate a more intensive enforcement mechanism, the City of Gillette may pursue those enforcement measures. The City of Gillette shall make the assessment of warrant and/or necessity based on a number of factors including, but not limited to, history of

non-compliance, blatant disregard for the requirements or immediate adverse impact to adjacent properties, the MS4 and/or Waters of the State.

3. Notice of Deficiency

In instances when the City of Gillette, based on observations or investigations, has reasonable cause to believe that a deficiency of this Article has occurred, the City of Gillette is authorized to notify the Stormwater Discharger and/or Permittee in writing of the following items:

- a. Date and location of the site observation(s) or investigation(s)
- b. An itemized list of any deficiencies or failures
- c. A deadline in which the corrective actions are to be completed
- d. The written Notice of Deficiency shall be hand delivered, emailed, or mailed to the Stormwater Discharger and/or Permittee

4. Notice of Violation and Civil Penalty

When the City of Gillette determines that an activity is not being carried out in accordance with the requirements of this Article, and compliance has not been achieved through a Notice of Deficiency, the City shall issue a written Notice of Violation to the Stormwater Discharger and/or Permittee.

The Notice of Violation shall specify the following:

- a. Date and location of the site observation(s) or investigation(s)
- b. An itemized list of any deficiencies, violations or failures
- c. A deadline in which the corrective actions are to be completed
- d. The written Notice of Violation shall be delivered to the Stormwater Discharger and/or Permittee via certified mail

The Stormwater Discharger and/or Permittee shall notify the City of Gillette in writing of the anticipated date of completion of the corrective action(s). When compliance measures specified in the Notice of Violation are satisfactorily completed based upon inspection by the City of Gillette on or after the anticipated completion date, the City of Gillette shall provide a written Notice of Acceptance and confirmation of compliance.

Failure to comply with the written notice described above or with any section of this article shall be deemed a misdemeanor offense. For any violation of this article there shall be a maximum fine of seven hundred fifty dollars (\$750) per day per violation, and

any other penalty as prescribed under section 16-1 of the Gillette City Code. Each day of violation constitutes a new offense.

5. Stop Work Order

In the event compliance cannot be achieved within the terms of a Notice of Deficiency or Notice of Violation, the City of Gillette may proceed with a Stop Work Order. In the event the City of Gillette perceives that there is an immediate adverse impact or blatant disregard for the requirements, it may issue a Stop Work Order without first administering a Notice of Deficiency, Notice of Violation, Permit Suspension or Permit Revocation. The Stop Work Order shall be delivered to the Stormwater Discharger and/or Permittee and/or posted on the job site.

Persons receiving a Stop Work Order will be required to halt all construction activities. This Stop Work Order will be in effect until the City of Gillette confirms that the land disturbing activity is in compliance and the violation has been satisfactorily addressed. Failure to comply with a Stop Work Order can result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this Article.

6. Permit/License Suspension and/or Revocation

In the event compliance cannot be achieved within the terms of a Notice of Deficiency and/or Notice of Violation, the City of Gillette may proceed with permit(s) suspension or revocation. The City of Gillette may also follow all procedures outlined by the Board of Examiners for the suspension of Contractor license for failing to build in compliance with this Article. The City of Gillette may also refuse issuance or suspend any additional permits when all other methods of enforcement have proven unsuccessful.

When suspension or revocation has occurred:

- a. Land-disturbing activities are not allowed on a project site when a permit has been suspended or revoked other than those required to address deficiencies/violations.
- b. The written Permit Suspension or Revocation shall be hand delivered and/or sent by certified mail to the Permittee.
- c. A Permit Suspension may require that the Permittee submit a revised portion of the Stormwater Pollution Prevention Plan as indicated by the City of Gillette for review and acceptance by the City of Gillette of the specific issue of contention. When a Permit Suspension is removed, the City of Gillette shall provide written notice to the Permittee.
- d. A permit Revocation requires that the Permittee resubmit a Stormwater Pollution Prevention Plan for a full review and acceptance by the City of Gillette.

- e. When a permit is revoked, the Permittee must re-apply for permit coverage through the normal permitting process and shall be required to pay established permit fees.

## 7. Legal Proceedings

If the enforcement mechanisms described in this Article prove to be unsuccessful in reaching compliance, or there is a blatant disregard for the requirements, or there is an immediate adverse impact to adjacent private or public property, the City of Gillette may proceed with all procedures afforded it under the laws of the City of Gillette and the State of Wyoming including injunctive relief.

## **§ 7-32. RIGHT TO APPEAL**

Any Stormwater Discharger and/or Permittee (hereinafter the Discharger) aggrieved by the actions outlined in this article by the Chief Building Official or City Engineer of the City of Gillette in their administration of these regulations may file an interim appeal. For grievances of the enforcement actions rendered by the City Engineer or Chief Building Official, the Discharger will file their appeal with the Development Services Director. The appeal shall be in writing, shall be submitted within seven (7) days of the action or decision appealed from, and shall state the specific relief which the Discharger seeks. Within seven (7) days of receipt of the request, the Development Services Director will issue formal findings determining the proper disposition of the matter.

In the event the Discharger is dissatisfied with the formal findings issued according to the preceding paragraph, they may request a hearing before the City of Gillette Board of Examiners by filing a Notice of Appeal with the Building Official within ten (10) days of mailing date of the written findings. The Notice of Appeal shall be in writing, and shall state the specific relief which the Discharger seeks. Within thirty (30) days of the receipt of the Notice of Appeal, the City of Gillette Board of Examiners shall hold a hearing to determine the proper disposition of the matter. At the hearing, the Board of Examiners shall consider not only the testimony of the Discharger, but also the testimony of the Chief Building Official, City Engineer, or Development Services Director as the case may be, (hereinafter the City Official) who issued the order or took that action that is the subject of the appeal, and shall review the materials originally filed in support of the interim appeal and the formal findings. The City of Gillette Board of Examiners shall either reaffirm or modify the decision in the record of its hearing. Upon completion of the hearing, the Board of Examiners shall notify the Discharger and the City Official of its decision by sending written findings of fact and conclusions of law (the Final Order) by certified mail. The Discharger may then proceed based upon this decision of the City of Gillette Board of Examiners.

The Discharger or the City Official may appeal by filing a Notice of Appeal within thirty (30) days of postmarked mailing date of the Board's Final Order and have the record of their case reviewed by the Gillette City Council. The hearing before the City Council shall be on the record as a whole as it was developed before the Board of Examiners. The Discharger and the City Official shall be given the opportunity to make oral argument before the City Council. The

City Council may affirm or reverse the decision appealed from and may direct that the Board of Examiners conduct further hearings.

The failure of the Discharger to appeal as provided in this section shall make the action of the City Official final and not subject to review in any other tribunal. The failure of the Discharger to attend the hearing before the Board of Examiners, as provided in this section, shall make the decision of the City Official final and not subject to review in any other tribunal.

FINAL DRAFT

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Louise Carter-King, Mayor

(S E A L)  
ATTEST:

\_\_\_\_\_  
Karlene Abelseth, City Clerk  
Published:

FINAL DRAFT