

**Storm Water Division  
Operating Policies  
Routine Maintenance (RoM)**



<b>Policy No.:</b> RoM-15	<b>Page</b> <u> 1 </u> <b>of</b> <u> 1 </u>
<b>Subject:</b> Public Notifications	<b>Effective Date:</b> 10-1-02
<b>Applies To:</b> All Stormwater Projects	<input type="checkbox"/> <b>New Issue</b> <input checked="" type="checkbox"/> <b>Partial Revision</b> <input type="checkbox"/> <b>Complete Revision</b>
<b>Purpose:</b>	To establish guidelines for providing notifications before, during, or after maintenance activities.
<b>Policy:</b>	<p>Generally, MWS will perform maintenance activities without the issuance of notifications to property owners or other parties. Notifications will be given in the following cases:</p> <ol style="list-style-type: none"> <li>1. MWS will notify affected property owners prior to performing maintenance activities off the public road right-of-way. Property owner notifications may be verbal or in writing as appropriate.</li> <li>2. MWS will notify local, state, and federal officials upon performing activities specifically requested by these parties. Notifications to local, state, and federal officials shall be in writing.</li> </ol>
<b>Revision No.:</b> 1	<b>Issued By:</b> <i>[Signature]</i>
<b>Revision Date:</b> 10-15-07	

**RECEIVED**  
DEC 4 2014  
METROPOLITAN  
CLERK