



Stormwater Maintenance Policy

City of Monroe
Department of Public Works & Engineering

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1) AREA OF RESPONSIBILITY

The City of Monroe will maintain the stormwater drainage system within the City of Monroe right-of-way (ROW) and stormwater pipe systems in residential subdivisions with recorded drainage easements dedicated to the City of Monroe that are attached to the ROW.

Within the ROW of dedicated streets, the drainage maintenance jurisdiction and responsibilities fall between Walton County Government, Georgia Department of Transportation (GDOT), and the City of Monroe. See Appendix A for a list of roads maintained by the State, County, City, and Private Owners.

2) EASEMENTS

A. Drainage Easement

An easement is defined as a *recorded authorization for a specified purpose by a property owner for the use of any designated part of the real property by another entity.*

A drainage easement allows upstream property owners to use the property for the flow of stormwater from upstream properties across the property to downstream properties. An owner of upstream property may be liable to the owner of neighboring downstream property for actions that concentrate and collect water so that it is discharged onto the downstream property in a manner or location that is different from where the water would be received if it ran down by the law of gravity.

3) MAINTENANCE RESPONSIBILITY

A. Drainage Easements with Open Channel Flow

The property owner will be required to keep the drainage easement free of obstruction(s) in such a way as to always assure the maximum designed flow. The property owner shall not alter any drainage improvements without the prior written approval from the City.

B. Drainage Easements with Pipe

i) Residential Areas

Pipe systems in a single-family residential drainage easement which has been dedicated to the city that attach directly to a pipe system in the right-of-way will be maintained by the city provided the pipe system is shown in a dedicated drainage easement on a final subdivision plat or was accepted by the city for maintenance. If no easements exist on the pipe system, then City maintenance responsibility is limited to the right-of-way.

ii) Commercial Areas

Pipe systems in or on commercial property (no single family residential) are the property owner's responsibility even if they attach to a pipe system in the right-of-way.

C. Structural Best Management Practices (BMPs)

- i) The storage capacity or function of any detention basin, pond, or other impoundment, whether natural or man-made, shall not be removed or diminished without the approval of the City.
- ii) In a residential subdivision, it shall be the responsibility of the mandatory property owners' association (or individual property owner) to maintain the operational characteristics of any facility constructed on their property for stormwater detention pursuant to City requirements, to keep the access drive free of obstruction, and to maintain the facility free of obstruction, silt, or debris.
- iii) The city performs limited inspection and maintenance of BMPs or stormwater management structural controls. These BMPs can be broken up into four classes:
 - *Class 1: Owned and maintained by the city*
 - Inspected by the City at a rate of 20% per year. Risk assessment will be used to guide priorities.
 - Maintained by the City assigned ownership of the land upon which the BMP is located. The level of maintenance must be such that the structural BMP operates as originally designed.
 - Common maintenance activities would include repair of outlet control structures and removal of debris surrounding the structure to maintain structure performance. Other activities may be necessary as determined by the inspection.
 - An inventory of these structures is maintained within the City's Stormwater Management Program.
 - *Class 2: Owned and maintained by other Public Agencies*
 - Those BMPs owned by other public agencies such as Walton County, Georgia Department of Transportation, Walton County School District, and United States Post Office, are inspected and maintained by the respective public agencies.
 - *Class 3: Privately owned without a Maintenance Agreement*
 - No routine inspections or maintenance by the city.
 - Inspections are conducted by the city on a complaint basis only.
 - Private owners are required by the City of Monroe Development Regulations to inspect and maintain structures so that they continue to operate as they were originally designed.
 - No routine program currently exists to ensure that these privately-owned systems are inspected or maintained.
 - Following inspection, if necessary, the city works to have owners of the structure complete necessary maintenance.
 - Resources are not currently available to routinely inspect and maintain these BMPs. As resources are available, owners of Class 3 BMPs may petition the city for the BMP to be accepted by the city to become a Class 4 BMP.
 - *Class 4: Privately owned with a Maintenance Agreement*
 - Inspection and maintenance of these BMPs is conducted by commercial property owners or residential Homeowners Associations and is governed by the requirements of recorded maintenance agreements. The city will inspect

these BMPs at a rate of 20% per year. Risk assessment will be used to guide priorities.

- Maintenance activities for specific BMPs, along with suggested inspection schedules, are included as a part of the maintenance agreements. Inspection and recommended maintenance schedules for specific BMPs are also contained within Georgia Stormwater Management Manual. These inspection and maintenance items are to be completed by the BMP owner.
- The City approves the original design and inspects each of these BMPs at the time they are installed to ensure they are constructed in accordance with approved plans. Prior to bond expiration, a follow up inspection is conducted at 18 months, to ensure the BMP is working and maintained as required. If not, maintenance or repairs are required prior to release of the bond. Notices are issued as necessary to secure compliance with the agreement.
- The City's priorities with respect to the inspection of this category of structure are as follows:
 - All inspections prior to the approval of the final plat or Certificate of Occupancy. This includes several inspections during the construction of the BMP.
 - Inspections that occur during the 18-month maintenance bond period following the approval of the final plat or Certificate of Occupancy.
 - Routine inspections once every five years, with prioritization based upon a risk assessment.

4) EMERGENCY RESPONSE

A. Emergency Authorization

The City may conduct emergency maintenance operations on drainage systems where emergency conditions exist and where drainage easements have been recorded. In the event of potential loss of life or property, the City has the right to access a private property to perform emergency repairs or maintenance. Emergency maintenance shall constitute the removal of trees and other debris, which in the judgement of the City, would create a condition potentially dangerous to life or the public road system. The property owner shall reimburse the City for emergency maintenance on drainage systems. The cost of such maintenance shall become a lien on real property.

5) CITY CONSTRUCTION POLICIES

A. Grass Replacement

In grassed areas affected by construction, the city will reseed with similar type of grass. The city does not guarantee the survival of the grass. The maintenance of the grass is the property owner's responsibility.

B. Pavement

The city will repair any pavement damaged by City personnel or construction.

C. Plant Replacement

The city will not replace trees or shrubs in or whose drip line is in the City of Monroe Right-

of-way or drainage easement, that are cut down or do not survive because of construction. Trees and shrubs outside these limits that are damaged will be replaced with nursery stock. The city does not guarantee the survival of the plant. Maintenance of the plant material is the property owner's responsibility.

D. Fences

Fences across drainage easements with open swales/ditches in them are not allowed. The city will remove and put back an existing fence in a piped drainage easement that is removed for maintenance or construction purposes. The city is not required to replace or repair any structures in a drainage easement or in the Right-of-way.

6) DITCHES INSIDE THE RIGHT-OF-WAY

Ditches inside the Right-of-way should not be piped unless the ditch and shoulder will not fit in the Right-of-way, other erosion control measures have been tried and have failed, or a pipe system is deemed necessary by the City of Monroe to improve traffic safety.

7) DRIVEWAY PIPES

A. Property Owner's Responsibility

The city is not responsible for installing or providing driveway pipes for new construction. Driveway pipes on private property are private issues.

B. City's Responsibility

Existing driveway pipes in the right-of-way are the City's responsibility if the city approved the original installation and any subsequent changes to the pipe.

8) DRIVEWAY CURB CUTS

Driveway curb cuts are the property owner's responsibility. If water is going down a driveway causing a property owner flooding problem, it is the property owner's responsibility to solve the problem. The city will not rebuild a driveway to prevent storm runoff from flowing down it.

The City will add a diversion across the driveway at the street at the homeowner's request to divert road runoff from private driveways.

9) BURY PITS

The city is not responsible for bury pits on or off the right-of-way, except if it directly affects a city-maintained road or infrastructure.

10) WATER PONDING ON STREET SURFACES

A. County Maintained Roads

The City of Monroe will report stormwater drainage issues to Walton County on their maintained roads and ROW.

B. City Maintained Roads

The city will mitigate standing water in the street only if the city deems the water as a potential traffic safety hazard.

11) TRASH RACKS AND SAFETY GRATES

Placing grates or racks over the ends of pipe openings and in front of catch basin openings is not permitted for any reason. The maintenance requirements and the flooding liability associated with such structures do not warrant their installation.

12) WASTE DISPOSAL

A. City Maintenance

The material removed from MS4 inspections, maintenance, and cleanings must be disposed of properly to effectively eliminate the material as a source of pollution for our streams and the water of the State. The city requires that material removed from the municipal storm system will be documented for all MS4 inspections, maintenance, and cleanings. Any wastes removed from the storm drainage system by the city during maintenance will be handled in the following manner:

- i) Where waste consists of uncontaminated sediment, vegetation or other inert materials, such waste will be removed and transported to an appropriately permitted landfill.
- ii) Where waste is contaminated in amounts less than 5 gallons of motor oil grease or other similar liquid wastes, such waste will be collected and transported to the local water reclamation facility for final disposal. The city should be notified of any identified instances of clumping or spills of liquid contaminants into storm drains as soon as possible.
- iii) Where waste is identified in amounts larger than 5 gallons, or it is deemed to be hazardous (i.e. explosive materials such as gasoline, industrial wastes or other unknown materials), the City of Monroe Fire Department's HazMat team is to be called to handle the collection, removal, and disposal of the material in accordance with their spill handling procedures. The city should be notified of any identified instances of dumping or spills of liquid contaminants into storm drains as soon as possible.

B. Property Owner Maintenance

Any wastes removed from a privately-owned storm drainage system during maintenance by a private property owner will be handled in the following manner:

- i) Where waste consists of uncontaminated sediment, vegetation or other inert materials, such waste may be stockpiled, spread, or composted on the property owners own private property or alternatively disposed of at a landfill permitted to accept that type of waste. Appropriate sediment and erosion control BMPs should be utilized as necessary to control stockpiled or stored sediments. The City of Monroe will not accept waste for disposal that is collected from private drainage systems.
- ii) Where waste in a private drainage system is contaminated with any type of oil, grease, chemical or other hazardous or non-hazardous material, the private property owner should take reasonable steps to limit or control the spread of the contamination and immediately notify the City. The city does not accept responsibility for clean up or removal of contaminants from private drainage systems.