

## Sample Letter to Accompany Business Self-Inspection Checklist



Town of XXX  
Address  
Phone number

Date

Dear Business Owner,

The issue of stormwater might seem like a low priority, given all that you have to do. However, it is an issue that is becoming increasingly important, given the need to protect our local water resources. Recently, the issue also has become very relevant for the business community, as [town/city] 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 or 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, sidewalks, 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 local waters without treatment.

The ordinance targets illegal interconnections with the storm drain system. Because water that flows into the storm drain discharges directly to wetlands, streams, lakes and the Bay without treatment of any kind, it contributes to nuisance flooding, beach closures, contamination of drinking water supplies and other environmental problems, costing every tax payer money each year. This ordinance is part of an overall federal government mandate to regulate stormwater discharges.

The attached business self-inspection checklist 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.

[www.ristormwatersolutions.org](http://www.ristormwatersolutions.org)



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know where  
it goes

take simple  
steps to reduce  
STORMWATER POLLUTION



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,

Attachments:

Business Self-Inspection Checklist

[www.ristormwatersolutions.org](http://www.ristormwatersolutions.org)

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