



July 3, 2024

Dear Landowner:

The Village of Ashwaubenon is required by the Wisconsin Department of Natural Resources (WDNR) to track long-term maintenance of stormwater management systems. Based on Village records, your parcel contains a privately-owned stormwater management system (e.g. detention pond, underground storage, biofilter, etc.). As the landowner, you are responsible for inspecting and maintaining your stormwater management system.

The purpose of this letter is to obtain confirmation that your stormwater management system was inspected and maintained during 2024. Please complete and submit this form to the Village of Ashwaubenon before **11 am, Friday, December 27, 2024**. This form can be submitted using one of two methods:

1. Complete this form after scanning the QR Code. Submit the form electronically.
2. Complete a hard copy of this form. Submit the signed form via US Mail to Village of Ashwaubenon, Att: Steve Birr – Village Engineer, 2155 Holmgren Way, Ashwaubenon, WI 54304 (post mark on or before Friday, December 27, 2024).



To learn more about long-term maintenance of privately-owned stormwater management systems, the Village has posted a presentation by their storm water consultant McMahon Engineering. The presentation includes an overview of stormwater regulations, responsibilities, and maintenance activities. To view the virtual presentation and learn more about stormwater system maintenance, please visit the Village of Ashwaubenon website at <https://ashwaubenon.gov/>. To access the presentation, select “Government / Departments / Stormwater Utility / General Permit Information” on the pulldown and left side of the home page and then “Operation and Maintenance”.

Site Name:
Site Address / Location:
Parcel No. / Tax Key No.
Landowner Name (If Different Than Site Name):
Contact Person:
Title:
Phone:
E-mail:
Mailing Address:
On behalf of the landowner, I confirm the stormwater system was inspected and maintained in 2024.
Signature: Date: