

**ADJUSTMENT AND CREDIT POLICY  
CITY OF HAMILTON**

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# Section 1 - Introduction

The City of Hamilton established a Storm Water Management Utility on January 23, 2002, with the passage of Ordinance No. 929. The utility provides the City with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the utility system. The City is further authorized by the Ohio Constitution (Sections 4 and 6 of Article XVIII) to construct, reconstruct, improve, and extend the Storm Water Management Utility systems, and this authorization was upheld by the State in 1990 (City of Wooster versus Graines 52 Ohio St. 3d 180).

The City's Storm Water Management Utility establishes a mechanism for billing the costs of operating and maintaining the City's storm water management system, and financing the necessary repairs, replacements, improvements, and extensions. The City's ordinance provides the mechanisms for billing and payment, accounting for capital contributions, and establishing the Storm Water User Fee Fund. This Adjustment and Credit Policy outlines the guidelines under which the City will grant adjustments and credits to storm water user fees.

## 1.1 Definitions

The following definitions shall apply in the use of this Adjustment and Credit Policy. Words used in the singular shall include the plural, and the plural, the singular; words used in the present tense shall include the future tense. The word "shall" is mandatory and not discretionary. The word "may" is permissive. Words not defined herein shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

- "Billing Period" means the period for which users of the System are billed. Billing shall be monthly. When City water service is discontinued during a month, the drainage fee due for that account shall be the pro rata portion of the month for which water services were active. When a developed property that does not receive City water service changes ownership during a billing period, the account existing on the first day of the billing period shall be liable for the pro rata portion of the drainage fee for that billing period from the first day of the billing period until the day the property transaction is recorded with the Butler County Recorder.
- "Bonds" means revenue bonds, notes, loans or any other debt obligations issued or incurred to finance the Costs of Construction.
- "Calendar year" means a twelve-month period commencing on the first day of January of any year.
- "Costs of Construction" means costs reasonably incurred in connection with providing capital improvements to the System or any portion thereof, including, but not limited to, the costs of (1) acquisition of all property, real or personal, and all



interests in connection therewith including all rights-of-way and easements therefore; (2) physical construction, installation and testing, including the costs of labor, services, materials, supplies and construction services used in connection therewith; (3) architectural, engineering, legal and other professional services; (4) insurance premiums taken out and maintained during construction, to the extent not paid for by a contractor for construction and installation; (5) any taxes or other charges which become due during construction; (6) expenses incurred by the City or on its behalf with its approval in seeking to enforce any remedy against any contractor or subcontractor in respect of any default under a contract relating to construction; (7) interest of any bonds; and (8) miscellaneous expenses incidental thereto.

- “Debt Service” means, with respect to any particular Calendar Year and any particular series of Bonds, an amount equal to the sum of (i) all interest payable on such Bonds during such Calendar Year, plus (ii) any principal installments of such Bonds during such Calendar Year.
- “Developed Property” means real property other than Undisturbed Property and Vacant Improved Property.
- “Director” means the Director of Public Works, or his designee.
- “Dwelling Unit” means a singular unit or apartment providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.
- “Equivalent Residential Unit” or “ERU” means the average Impervious Area of all Residential Developed Property per Dwelling Unit located within the City.
- “ERU Rate” means a Storm Water User Fee charged on each ERU as established by City Council.
- “Exempt Property” means public rights of way, public streets, public alleys and public sidewalks.
- “Extension and Replacement Costs” means costs of extensions, additions and capital improvements to, or the renewal and replacement of capital assets of, or purchasing and installing new equipment for, the System, or land acquisitions for the System and any related costs thereto, or paying extraordinary maintenance and repair, including the Costs of Construction, or any other expenses which are not costs of Operation and Maintenance or Debt Service.
- “Impervious Area” means the number of square feet of hard surfaced areas which either prevent or retard the entry of water into soil mantle, as it entered under natural conditions as Undisturbed Property, and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural



conditions as Undisturbed Property, including, but not limited to, roofs, roof extensions, patios, porches, driveway, sidewalks, pavement and athletic courts.

- “Nonresidential Developed Property” means developed property that is not utilized for dwelling units within the City.
- “Operating Budget” means the annual operating budget adopted by the City for the succeeding Calendar Year.
- “Operations and Maintenance Expenses” means the expenses, paid or accrued, of operation, maintenance and current repair of the System, as calculated in accordance with sound accounting practice, and includes, without limiting the generality of the foregoing, insurance premiums, administrative expenses, labor, executive compensation, and cost of materials and supplies used for current operations, and charges for the accumulation of appropriate reserves for current expenses not annually incurred, but which are such as may reasonably be expected to be incurred in accordance with sound accounting practice.
- “Revenues” mean all rates, fees, assessments, rentals or other charges or other income received and placed into the Storm Water User Fee Fund, in connection with the management and operation of the System, including amounts received from the investment or deposit of moneys in any fund or account and any amounts contributed by the City, all as calculated in accordance with accounting practice.
- “ Storm Water Management System” or “System” means the existing storm water management of the City and all improvements thereto which by this chapter are constituted as the property and responsibility of the City, to be operated as a Special Revenue Fund to, among other things, conserve water, control discharges necessitated by rainfall events, incorporate methods to collect, convey, store, absorb, inhibit, treat, use or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quality and quantity of discharge from such system.
- “Storm Water User Fee” means a fee authorized by ordinance(s) established to pay Operations and Maintenance Expenses, Extension and Replacement Costs, and Debt Service.
- “ Storm Water Management System Special Revenue Fund” means the Special Revenue Fund created by this chapter to operate, maintain and improve the System and for such other purposes as stated in this chapter.
- “Undisturbed Property” means real property which has not been altered from its natural state by dredging, filling, removal of trees and vegetation or other activities which have disturbed or altered the topography or soils on the property.



- “User Fee District” means the area or property within the corporate limits of the City of Hamilton.
- “Vacant Improved Property” means vacant property which is, or could reasonably be, served by any subdivision improvements that allow egress.



## Section 2 – User Fee Adjustment and Credits

The following procedure addresses both adjustments and credits of Storm Water user fees. The City grants user fee adjustments when customers identify incorrect information contained in the City’s billing database. Adjustments typically occur when the City has incorrectly delineated the impervious area within a nonresidential property, or when residential customers are assigned more than one storm water billing unit.

User Fee Credits are associated with the construction, operation, and maintenance of privately owned storm water facilities that provide beneficial use to the City. Both residential and nonresidential customers can qualify for user fee adjustments; whereas only nonresidential customers qualify for user fee credits. **Appendix A** contains Storm Water Management Utility Forms that are used as part of the adjustment and credit policy.

The City Engineer will review adjustment and credit requests made during the first calendar year that the storm water user fee is imposed and when customers implement a change to their existing storm water facility. These requests will be reviewed within a six-month period from the date of filing of the request. Storm water fee changes resulting from such requests shall be retroactive for the utility’s initial year and will not exceed one year; subsequent evaluations will allow fees to be reduced from the date of the application and will not exceed 6 months.

### 2.1 User Fee Adjustments

Requests for adjustment of the storm water user fee shall be submitted through the City Engineer, who shall be given authority to administer the procedures and standards, and review criteria for the adjustment of fees as established herein. All requests shall be judged on the basis of the amount of impervious area on the site.

The following procedures shall apply to all adjustment requests of the storm water user fee:

- Any nonresidential owner who has paid their storm water user fees, and who believes the Equivalent Residential Unit (ERU) component of his storm water user fee to be incorrect, may submit an adjustment request on a form supplied by the City’s Public Works Department. Storm Water Management Utility Form No. 1 is for residential ERU adjustments and Storm Water Management Utility Form No. 2 is for nonresidential ERU adjustments.
- The first step in the adjustment process will be a review of the City’s calculation of the impervious area. If resolution is not achieved, the City may request the customer to provide supplemental information to the City Engineer including, but not limited to, survey data prepared by an Ohio registered Professional Land Surveyor (P.L.S.) that presents the amount of impervious area and compacted gravel area on a parcel



and/or engineering reports prepared by an Ohio registered Professional Engineer (P.E.). Failure to provide such information may result in the denial of the adjustment request.

- The City Engineer shall respond in writing to all adjustment requests. The response shall provide an explanation of adjustment approval or denial as well as requests for additional information.

Adjustment denials may be appealed to the Storm Water Appeals Board, as presented in Section 2.3.

### **2.1.1 Additional Storm Water Adjustments**

In addition to the requirements presented above, adjustments may also be given when an owner meets any of the following requirements:

- Owner demonstrates that rainfall that occurs on an impervious area does not generate runoff (has no outlet), is completely watertight, and has at least 18 inches of freeboard. This adjustment is for unusual structures, such as swimming pools, hazardous material storage areas, etc. For these specific cases, customer's ERUs will be adjusted by removing from the ERU calculation the amount of impervious area that does not generate runoff.
- Owner demonstrates that on-site gravel is not compacted, not used for vehicular traffic, and not impervious. The City may grant adjustments for non-compacted gravel areas used for landscaping or other purposes. The City considers all compacted gravel areas (drives, storage areas, etc.) as impervious areas, and as such, no adjustment will be granted. The City Engineer will make the decision regarding the intended purpose of gravel areas.

## **2.2 User Fee Credits**

Nonresidential customers may qualify for user fee credits when they can demonstrate that their existing or proposed storm water facilities provide the City with a cost savings that the City otherwise would incur as part of their efforts to manage storm water. The amount of reduction will be determined by the City on a case-by-case basis.

Credit requests must be applied for in writing by the property owner using Storm Water Management Utility Form No. 4 and submitted to the City Engineer. To receive the credit, the property owner must supply to the City the following:

1. Site plan and as-built construction drawings (signed and sealed by a licensed surveyor or engineer) at an appropriate scale, showing the site, topographic details, overland flow paths, all storm water facilities, and surrounding area;
2. If water quality credits are requested, design calculations must be submitted for the existing or proposed storm water facilities. The calculations shall document the



design criteria for the facilities and indicated the facilities efficiency or ability to remove both suspended solids and dissolved pollutants.

3. If water quantity credits are requested, design calculations must be submitted for the existing or proposed storm water facilities. Design calculations shall be based upon hydrologic and hydraulic methodologies approved by the City that accurately describes the runoff and conveyance through the site;
4. Topographic map outlining the size of the drainage area upstream of the developed property;
5. Detailed floodplain and floodway information of the site, if it exists;
6. A detailed report that clearly describes how the storm water facility functions for design storm events for the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year events;
7. A proposed maintenance schedule submitted by the property owner that describes in detail the maintenance activities for the storm water facility.

### **2.2.1 User Fee Credit Components**

Credits will be awarded for only those activities that the City incurs costs as part of their current storm water management program. Nonresidential customers that perform these activities provide the City with a cost savings and will therefore be eligible for credits. The amount of credit will be proportional to the costs that the City typically incurs for these activities. Utility customers will not be eligible for credits associated with activities that cannot be performed by the City's customer base. These activities include the administration of the utility, storm water planning and management, and regulatory permitting, and typically comprise approximately 35-percent of the City's storm water program budget. Therefore the maximum user fee credit is limited to 65-percent. The City will grant credits to nonresidential customers that construct, operate, and maintain storm water facilities that address water quantity and/or water quality.

#### **2.2.1.1 Water Quality Credits**

Nonresidential customers may also receive credits for structural best management practices (BMPs) that provide storm water quality enhancement. The City currently incurs operation and maintenance and capital costs associated with water quality components of the City's storm water system. Nonresidential customers provide the City with cost savings by constructing new or retrofitting existing storm water facilities to improve the quality of the City's receiving streams. Customers that apply for credits must provide supporting documentation that their existing or proposed facilities are properly designed to provide pollution reduction. Structural BMPs that are eligible for credits include, but are not limited to the following:

- Vegetated Swales and Filter Strips,
- Infiltration and Percolation Basins,
- Percolation Trenches,
- Buffer Strips and Swales,
- Porous Pavement,
- Extended (Dry) Detention Basins,





- Retention (Wet) Ponds,
- Constructed Wetlands, and
- Media Filtration.

Customers requesting a water quality credit must submit documentation that their facilities meet the design requirements outlined in Chapter 5 of the Urban Runoff Quality Management – WEF Manual of Practice No. 23.

### **2.2.1.2 Water Quantity Credits**

The City's design standards require that storm water facilities manage the runoff generated from the property's developed area. To qualify for water quantity credits, nonresidential customers must demonstrate that their existing/proposed facilities manage storm water generated from their immediate property and from additional upstream drainage areas. This criterion exceeds the City's current design requirements and provides the City with reduced storm water management costs associated with lower capital costs. Customers that apply for water quantity credits must provide documentation that their facilities meet the City's current design standards and manages and conveys flow from additional upstream drainage areas. Structural best management practices (BMPs) that are eligible for credits include, but are not limited to the following:

- Storm Water Detention Basins
- Storm Water Retention Basins
- Storm Sewers
- Storm Culverts
- Storm Water Channels

### **2.2.1.3 Local & System-Wide Storm Water Facilities**

User fee credits will be proportional to the savings provided to the City by the customer's storm water facility. The savings provided by each privately owned facility will depend upon the upstream drainage area of each storm water facility. Storm water facilities are subdivided into two classifications, local and system-wide facilities. Privately owned storm water facilities that assist the City in managing system-wide storm flows will qualify for a greater credit than facilities that only manage local flows. Local storm water facilities are defined as facilities that manage storm flow from upstream drainage areas larger than the nonresidential property, but less than or equal to 0.5 square mile. System-wide facilities manage storm flow from upstream drainage areas larger than the nonresidential property and greater than 0.5 square mile in area.

### **2.2.1.4 Storm Water Discharge Outside City Limits**

Utility customers with property that drains directly to waters located outside of the City or to waters that are managed by other governmental agencies shall be eligible for an additional credit. Utility customers that meet this requirement and have water quality and/or quantity storm water facilities shall be eligible, in addition to the credits outlined in Table 1, one-half the system component credits. The total combined credits shall be limited to 64.8%, the combined maximum of water quality and quantity credits.



**2.2.1.5 Credit Table**

The City has developed credit classifications for various nonresidential storm water facilities. The classifications are listed in **Table 1** and are divided into water quality and quantity credits for both local and system wide facilities. Nonresidential customers can apply for a combination of credits.

**Table 1  
Nonresidential Credit Classifications  
City of Hamilton, Ohio**

	Water Quality Credit	Water Quantity Credit
A. Operation & Maintenance		
1. Local Component ≤ 0.5 square mile	8.3	17.2
2. System Component > 0.5 square mile	1.7	7.2
B. Capital Improvements		
1. Local Component ≤ 0.5 square mile	11.4	11.4
2. System Component > 0.5 square mile	3.8	3.8
<b>TOTAL MAXIMUM CREDIT</b>	<b>25.2</b>	<b>39.6</b>

As an example, a commercial property designed as a water quantity facility that is fed by an upstream area of 0.75 square miles and discharges to a stream within the City limits may be eligible for the following credits, providing that the facility meets the City’s design and maintenance requirements:

<u>Credit Item</u>	<u>Percent</u>
Water Quality BMPs	0%
Operation & Maintenance (Local & System)	24.4%
Capital (Local & System)	15.2%
<b>Total</b>	<b>39.6%</b>

**2.2.2 Applicability**

**2.2.2.1 Storm Water Facility Design Criteria (1-year Credit)**

Recognizing that the City’s storm water requirements have evolved over the past three decades, the City, during the utility’s first year of operation, will grant storm water credits to nonresidential customers that successfully prove that their existing storm water facilities met the design criteria established by the City during the time of the facility’s construction. This applies to existing storm water facilities that do not currently meet the City’s storm water design criteria, but met the City’s design criteria at the time of construction. These customers will be eligible to receive, for the utility’s first year, appropriate credit amounts outlined in Table 1. It is the responsibility of each



nonresidential customer to provide the proper documentation for this credit. To continue receiving credits beyond the first year, customers must provide documentation that their existing storm water facilities have been modified/expanded to meet the criteria outlined in this policy.

### **2.2.2.2 Storm Water Facility Operation & Maintenance**

Nonresidential customers that receive credit for performing operation/maintenance activities on an existing storm water facility must also demonstrate to the City that the facility is properly maintained. Customers shall maintain the facilities to the standards established by the City, shall document all operation/maintenance activities, and shall provide the City with an operation and maintenance report on an annual basis. This information must be submitted to the City Public Works Department by July of each year.

## **2.3 Appeals**

Any person disagreeing with the interpretation or application of a provision in this manual, or the related laws or ordinances pertaining to storm water management, may appeal in writing by using Storm Water Management Utility Form No. 3. The form should be submitted to the City Engineer for a written interpretation or ruling of that particular dispute.

When the City Engineer has rendered a written interpretation or ruling on the dispute, the person shall be allowed 30 calendar days (from the date of the receipt of interpretation or ruling) within which to file an appeal with the Storm Water Appeals Board.

As part of appeals board submittal, the utility customer shall set forth in full (or attach a complete copy of) the following: 1) the interpretation, ruling, or order requesting appeal from; and 2) the provisions of the City Code or related laws or ordinances. The complainant shall also state, specifically where the interpretation, ruling or order is in error or disputed. If the appeal is based on a request for an adjustment or credit, the petition shall specify the provision(s) from which the adjustment or credit is sought, and how the request otherwise satisfies, and does not significantly conflict with the other requirements of this manual and the applicable City Codes.

The Storm Water Appeals Board is appointed by City Council and consists of two City residents, one business owner, the City Engineer, and the City Finance Director or their designee. The Storm Water Appeals Board shall complete the review of the appeal within 60 days of receipt of said request for review. The Storm Water Appeals Board's determination on the review shall be in writing and set forth, in detail, the reasons for the decision



# **APPENDIX A**

**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 1  
RESIDENTIAL ERU ADJUSTMENT**

DATE:

BILLING ACCOUNT NUMBER:

BUTLER COUNTY PARCEL NUMBER:

TYPE OF RESIDENTIAL UNIT (CHECK APPROPRIATE BOX):

Single Family

Duplex

Condominium

Apartment

Multi-family

Other \_\_\_\_\_

REASON FOR ERU ADJUSTMENT:

Single family home, condominium, or single apartment is being billed more than 1 ERU.

Duplex unit being billed more than 2 ERUs.

Apartment of multi-family complex is being billed more ERUs than the number of units in complex.

Number of ERUs being billed: \_\_\_\_\_

Number of Units in complex: \_\_\_\_\_

Other, explain

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

APPLICATION APPROVED:       Yes     No

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 2  
NON-RESIDENTIAL ERU ADJUSTMENT**

DATE:

BILLING ACCOUNT NUMBER:

PROPERTY ADDRESS:

BUTLER COUNTY PARCEL NUMBER:

TYPE OF DEVELOPMENT:

PARCEL AREA (square feet):

Billed Number of ERUs:

REASON FOR ERU ADJUSTMENT:

CONDITION 1

Incorrect amount of impervious area

CONDITION 2

Gravel areas not used for regular vehicular traffic (ingress/egress or parking) calculated as impervious area on utility bill

Other, explain:

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If Condition 1 is checked, complete the following:

Property Impervious Area \_\_\_\_\_ (sq ft)

Revised Number of ERUS<sup>(1)</sup> \_\_\_\_\_

If Condition 2 is checked, complete the following:

Non-vehicular Gravel Area \_\_\_\_\_ (sq ft)

Revised Number of ERUS<sup>(2)</sup> \_\_\_\_\_

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

DATE:

APPLICATION APPROVED:

Yes

No

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

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<sup>(1)</sup> Revised number of ERUs = Property's impervious area divided by 2,536 SQ FT.

<sup>(2)</sup> Revised number of ERUs = Billed number of ERUs – [(Non-vehicular gravel area divided by 2,536)]

**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 3  
PETITION TO APPEAL**

DATE: \_\_\_\_\_

COMPLAINANT: \_\_\_\_\_

COMPLAINANT'S  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BILLING ACCOUNT NAME: \_\_\_\_\_

BILLING ACCOUNT NUMBER: \_\_\_\_\_

BUTLER COUNTY PARCEL NUMBER: \_\_\_\_\_

PARCEL'S  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF DEVELOPMENT (Check one)       Residential     Non-residential

Reason for Appeal (State where a City ruling, interpretation, or order is erroneous and attach a copy of said ruling, interpretation or order from the City, or specify City provision or applicable City Code exemption):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Appeal has been reviewed by the City of Hamilton Storm Water Appeals Board on \_\_\_\_\_ 20\_\_\_. On this date, The Storm Water Appeals Board

approved     denied the requested appeal. Comments or conditions:

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 4  
NONRESIDENTIAL CREDIT**

**GENERAL INFORMATION**

CONTACT NAME:

TELEPHONE:

PROPERTY ADDRESS:

MAILING ADDRESS:

BILLING ACCOUNT NUMBER:

TYPE OF DEVELOPMENT:

BUTLER COUNTY PARCEL NUMBER:

PARCEL AREA (square feet):

ASSESSED ERUs:

**INCLUDE THE FOLLOWING ATTACHMENTS AS NECESSARY:**

Location Map

Site Photographs

Site development plan

Plans/Drawings of existing Management Facility

Drainage Area Maps

Description of Storm Water Management Structure

Inspection and Maintenance records for existing Storm Water Facility

SUMMARIZE BELOW BASIS FOR APPLICATION FOR STORMWATER  
MANAGEMENT UTILITY FEE CREDIT:

APPLICANT'S SIGNATURE:

APPLICATION REVIEWED BY:

DATE:

APPLICATION APPROVED:  Yes  No Fee Reduction (%) \_\_\_\_\_

CONDITIONS OF APPROVAL OR REASON FOR DENIAL AND COMMENTS:

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**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 5  
NOTICE OF VIOLATION**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

The City of Hamilton, Ohio has found that the condition(s) marked below,

- Drainage facility or its construction is contrary to, or in violation of, approved plans.
- Drainage facility or plans are unacceptable.
- Drainage facility presents an unsafe or dangerous condition.

These conditions exist at the following location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The work which does not conform to City law, regulation, policy or approved plans is:

\_\_\_\_\_

\_\_\_\_\_

This work must be corrected to conform to City law, regulation, policy or approved plans within \_\_\_\_\_ days of receipt of this notice, or all work at the above location will be stopped by the City. The office to be contacted (between the hours of 8:30 a.m. and 5:00 p.m.) at the City of Hamilton regarding this notice is

Department of Public Works  
Engineering Division  
345 High Street  
Hamilton, OH 45011  
(513) 785-7280 (phone)  
(513) 785-7269 (fax)

**CITY OF HAMILTON, OHIO  
STORM WATER MANAGEMENT UTILITY FORM NO. 6  
CESSATION OF WORK NOTICE**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

The City of Hamilton, Ohio issued a Notice of Violation to you on \_\_\_\_\_ which stated that drainage facility related work did not conform with City law, regulation, policy or approved plans and that the related work must be corrected within \_\_\_\_\_ days. The work stated in the Notice of Violation has not been corrected to date and hence the City is ordering all work to cease at the location given below:

Location where work is to cease:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The office to be contacted (between the hours of 8:30 a.m. and 5:00 p.m.) at the City of Hamilton regarding this notice is

Department of Public Works  
Engineering Division  
345 High Street  
Hamilton, OH 45011  
(513) 785-7280 (phone)  
(513) 785-7269 (fax)