For FDEP Internal Use Only
Permit ID: FLR _ _ _ _

NOTICE OF INTENT TO USE GENERIC PERMIT FOR DISCHARGE OF STORMWATER FROM PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-621.300(7)(b), F.A.C.)

INSTRUCTIONS:

- This NOI must be completed and submitted to the Department to authorize use of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP"), provided in Rule 62-621.300(7)(a), F.A.C.
- The type of municipal separate storm sewer system that qualifies for coverage under the MS4 GP and the applicable Phase II MS4 stormwater management program requirements are specified in the permit. You should familiarize yourself with the MS4 GP before completing this NOI.
- Submit this fully completed NOI, permit fee, and required attachments by mail to the address in the box at right. **DO NOT SUBMIT any materials not in the checklist in Section V. of this NOI.**
- **Please print or type information in the appropriate areas below and complete each section.**

Submit NOI, permit fee, and required attachments to:
NPDES Stormwater Notices Center
M.S. #2510
Florida Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, FL 32399-2400

SECTION I. PHASE II MS4 OPERATOR INFORMATION

A. Name of the Phase II MS4 Operator: City

B. Name of the Phase II MS4 Responsible Authority: David Fernandez
Title: Utilities
Mailing Address:627 Palm Avenue
City: Key West | Zip Code:33040 | County: Monroe
Telephone Number:305-292-8161

C. Name of the Designated Phase II MS4 Stormwater Management Program Contact: Annalise Mannix-Lachner, P.E.
Title: Manager of Stormwater Utility
Department: Utilities
Mailing Address : 627 Palm Ave
City: Key West | Zip Code: 33040 | County: Monroe
Telephone Number:305 292-1751
E-mail Address: Amannix@ Key West City.com

D. Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):
Street Address:
City: | Zip Code: | County:

E. Approximate center of the Phase II MS4:
Latitude: 24 ° 34 ' 12 " Longitude: 81 ° 45 ' 27 "

F. Phase II MS4 ownership status (check one): ☒ Public ☐ State ☐ Federal

G. Total resident population of the Phase II MS4:25478

H. Name of the urbanized area(s) the Phase II MS4 is located within (if applicable):

I. Name of the Water Management District the Phase II MS4 is located within (check all that apply):
- ☐ Northwest Florida Water Management District
- ☐ Suwannee River Water Management District
- ☒ South Florida Water Management District
- ☐ Southwest Florida Water Management District
- ☐ St. John's River Water Management District

SECTION II. SHARING RESPONSIBILITY

You may rely on another entity to satisfy some or all of your permit obligations if the conditions in Part IX of the MS4 GP are met. Another entity may implement one or more of the measures and/or a component of a measure on your behalf. You may rely on another entity to satisfy all permit obligations (including annual reporting) but only if the entity is permitted under Chapter 62-624, F.A.C. Note the following:

- You will remain responsible for compliance with your permit obligations if the other entity(ies) fails to implement the control measure(s) or a component thereof on your behalf. You must establish a written agreement with the other entity(ies) before submitting this NOI.
- Relying on another entity, or entities, either partially or fully does not preclude you from the obligation to fully complete this NOI, including the information required in Section IV.

A. 1. Has another entity, regulated under Chapter 62-624, F.A.C., agreed to implement all of your permit obligations on your behalf? ☐ Yes ☒ No

If yes, complete Section II.A.2. If no, skip to Section II.B.

2.

Name of Entity:

Contact Name:

Title:

Department:

Mailing Address:

City: | Zip Code: | County:

Telephone Number:

E-mail Address:

B. 1. Has another entity agreed to implement one or more of the minimum control measures (or a component thereof) on your behalf? ☐ Yes ☒ No

If yes, complete Sections II.B.2. and II.B.3. (See the note below for any additional entities)

2. Control measure(s) or component of a control measure to be implemented by the other entity:

3.

Name of Entity:

Contact Name:

Title:

Department:

Mailing Address:

City: | Zip Code: | County:

Telephone Number:

E-mail Address:

Note: For each additional entity sharing stormwater management program responsibilities with you, provide on a separate sheet the information requested in Sections II.B.2. and II.B.3. Title the sheet "Section II.B: Additional Entities Information" and attach it to this NOI.

SECTION III. RECEIVING WATERS

Identify the named receiving waterbodies to which your Phase II MS4 discharges. Include all such waterbodies known to you at the time of this application:

Florida Bay- Florida Keys

Atlantic Ocean

SECTION IV. MINIMUM CONTROL MEASURES

A. Complete the Phase II MS4 Stormwater Management Program (SWMP) Elements Form in Appendix A for each minimum control measure described in Part VI. of the MS4 GP, except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.

Include in the SWMP Elements Form all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the number of BMPs you may include. Make copies of the form as necessary to accommodate all of your BMPs. The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach all completed forms to this NOI.

B. Provide the total number of pages of SWMP Elements Forms that are attached to this NOI for each minimum control measure:

Minimum Control Measure	# of Pages
Public Education and Outreach as to Stormwater Impacts	1
Public Involvement/Public Participation	1
Illicit Discharge Detection and Elimination	1
Construction Site Stormwater Runoff Control	2
Post-construction Stormwater Management in New Development and Redevelopment	1
Pollution Prevention/Good Housekeeping for Municipal Operations	1

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS NOI

Only the following materials are to be submitted to the Department along with your fully completed and signed NOI (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	
☒		The permit application fee, as prescribed by Rule 62-4.050(4)(d)(6), F.A.C. Make all check and money orders payable to the Florida Department of Environmental Protection.
☒		A fully completed Phase II MS4 Stormwater Management Program Elements Form (see Appendix A) for each minimum control measure except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the MS4 GP.
	☒	Additional entities information, as required under the note in Section II.B. of this NOI.

DO NOT SUBMIT ANY OTHER MATERIALS
(such as your complete Stormwater Management Plan, ordinances, storm sewer map, public outreach, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.B. of this NOI must sign the following certification statement:[1]

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Phase II MS4 Responsible Authority (type or print): David Fernandez

Title: Director Of Utilities

Signature: _____

Date: 01 / 11 / 05

[1] Signatory requirements are contained in Rule 62-620.305, F.A.C.

INSTRUCTIONS FOR APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

General Instructions

- Complete this form for each minimum control measure described in Part VI. of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP") provided in Rule 62-621.300(7)(a), F.A.C., except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.
- Include all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the total number of BMPs you may include.
- Make copies of the form as necessary to accommodate all of your BMPs.
- The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach the forms to the NOI and submit to the Department at the address provided on the NOI.
- **Please print or type information in the appropriate areas of this form.**

Section A.I: MINIMUM CONTROL MEASURE

- Indicate which minimum control measure the BMPs in Section A.II. address. Check only one measure. Use a separate form for each measure.

Section A.II: BEST MANAGEMENT PRACTICES

- Include BMPs only for the measure you have identified in Section A.I. The Department encourages the use of the Florida Land Development Manual: A Guide to Sound Land and Water Management (FDER, 1988) and the U.S. Environmental Protection Agency's National Menu of Best Management Practices for Storm Water Phase II in developing Phase II stormwater management programs. Both are available from the Department.
- Element ID: Table 1 below includes all the minimum control measure elements required under Part IV. of the MS4 GP. Using Table 1, identify which element of the minimum control measure each BMP addresses. For example, a BMP addressing the procedures for site plan review under the Construction Site Stormwater Runoff Control Minimum Control Measure would be labeled as "4d." You must include at least one BMP for each element.
- BMP Number: For each minimum control measure, number the BMPs starting with 01 and continue the numbering in sequential order on any additional forms for the measure. The numbering of the BMPs is for reference purposes only and does not provide additional weight to, nor prioritize, one BMP over another.
- Measurable Goals: List the measurable goal(s) for each BMP. You must include at least one measurable goal for each BMP and may include as many as necessary for the BMP – you are not limited to the four lines provided on the form.
- Schedule for Implementation/Completion: For each measurable goal, include the year each action will be implemented and, as applicable, the interim milestones, completion date, or planned frequency of the action.
- Responsible Entity/Department: Include the name of the entity (if other than the Phase II MS4 Operator) or of the internal department (if it is the Phase II MS4 Operator) responsible for implementing or coordinating each BMP.

Page Numbering

- Once this form has been completed for each minimum control measure, place the forms in an order corresponding to the order of the measures in Table 1 (below) and number the forms accordingly at the bottom of each.

Table 1: Minimum Control Measure Required Elements

Element ID	Description of Minimum Control Measure Required Elements
	1. Public Education and Outreach Minimum Control Measure:
1a	**a)** Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.
	2. Public Participation/Involvement Minimum Control Measure:
2a	**a)** Comply with State and local public notice requirements when implementing a public involvement/public participation program.
2b	**b)** Develop public events/venues to maintain public involvement
	3. Illicit Discharge Detection and Elimination Minimum Control Measure:
3a	**a)** Modify the storm sewer system map, showing the location of all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls.
3b	**b)** Modify current ordinances to effectively prohibit non-stormwater (i.e., "illicit") discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
3c	**c)** Further develop and implement a plan to detect and eliminate non-stormwater discharges, including illegal dumping, to the MS4.
3d	**d)** Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
	4. Construction Site Stormwater Runoff Control Minimum Control Measure:
4a	**a)** Modify ordinances or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to reduce pollutants in any stormwater runoff to the Phase II MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of pollutants associated with stormwater discharges from construction activity disturbing less than one acre must als+9–o be included if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.
4b	**b)** Develop and implement requirements for construction site operators to implement appropriate erosion and sediment control best management practices.
4c	**c)** Develop and implement requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
4d	**d)** Develop and implement procedures for site plan review that incorporate consideration of potential water quality impacts.
4e	**e)** Develop and implement procedures for receipt and consideration of information submitted by the public.
4f	**f)** Develop and implement procedures for site inspection and enforcement of control measures.
	5. Post-construction Stormwater Management in New Development and Redevelopment Minimum Control Measure: NOT REQUIRED IF USING QUALIFIED ALTERNATIVE PROGRAM
5a	**a)** Use an ordinance or other regulatory mechanism, to the extent allowable under State or local law, to address from post-construction runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the Phase II MS4. The program must require that controls be in place that would prevent or minimize water quality impacts from new development or redevelopment.
5b	**b)** Develop and implement strategies that include a combination of structural and/or non-structural best management practices (BMPs) appropriate for the community.
5c	**c)** Require adequate long-term operation and maintenance of BMPs.
	6. Municipal Operation Pollution Prevention and Good Housekeeping Minimum Control Measure:
6a	**a)** Develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from MS4 operator activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.
6b	**b)** Using training materials that are available from EPA, the Department, or other organizations, include employee training to prevent and reduce stormwater pollution from MS4 operator activities.

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☒ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☐ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
1a	01	Provide Public information booth at community events	1. Develop booth/handouts	1.Year 1	Stormwater Utility
			2.Implement 2 booth activities	2.Year 2	
			3. Implement 4 booths per year	3.Year 3-5	
			4 Report of number of booths	4.Year 5	
1a	02	Website Education Campaign	1. Develop stormwater website and post	1.Year 1	Stormwater Utility
			2. Update quarterly	2.Year 2-5	
			3. Monitor and report number of website hits	3.Year 2-5	
			4. Implement email complaint/question and interactive ask the city program.	4.Year 2-5	
1a	03	Develop a Stormwater Hotline to allow citizens 1) a method of reporting polluters 2) a method of providing input for the stormwater program 3) a venue for consultation. (Number to be published in the paper, stormwater brochures and on the website)	1. Development of Hotline	1.Year 1	Stormwater Utility
			2. Hotline active	2.Year 2-5	
			3. Report of number of Hotline Calls	3.Year 5	
			4.	4.	
1a	04	Public Service Announcements/interviews on Radio	1. Development of PSA's	1.Year 1	Stormwater Utility
			2. Four on a minimum of 2 stations	2.Year 2	
			3. Eight on a minimum of 2 stations	3.Year 3-5	
			4. Report of number of PSA's	4.Year 5	
1a	05	News articles or PSA's on stormwater education issues in local weekly or daily newspapers	1. Develop education program	1.Year 1	Stormwater Utility
			2. Two PSA's	2.Year 2-5	
			3. Two news articles	3.Year 2-5	
			4. Report number of PSA's	4.Year 5	

Page # 1 of 7 total pages of SWMP Elements Forms attached to the NOI

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☒ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☐ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
— 2a	06	Public Meetings and focus groups to obtain input regarding water quality , utility work, grant programs, flood plain management	1. Plan for public meetings 2. Public meetings/focus groups 3. Report number of meetings/attendees	1.Year 1 2.Year 2-5 3.Year 5	Stormwater Utility
— 2b	07	Storm Drain Stenciling	1. Develop program 2. Design contest 3. Stencil drains 4. Report # stenciled	1.Year 1 2.Year 2 3.Year 3-4 4.Year 5	Stormwater Utility
— 2a	08	Post all stormwater meetings and educational or outreach events on website, and post all meeting minutes or outcomes on website	1. Develop program 2. Implement program 3. Report number of posted items 4. Report number of hits	1.Year 1 2.Year 2-5 3.Year 5 4.Year 5	Stormwater Utility
— 2b	09	Support a "Clean Key West Task Force" with a mission to organize public and private groups in developing an adopt and area program, city wide clean-up initiatives and recommending code enforcement initiatives, code modifications and city procedures.	1. Have meetings monthly 2. Maintain log of clean-up's/participants 3. Have min. of 2 cleanups per year 4. Maintain record of recommendations	1.Year 1-5 2.Year 1-5 3.Year 1-5 4.Year 1-5	Stormwater Utility
— 2b	10	Adopt an Area Program for trash cleanup and inlet monitoring	1. Develop program 2. Initiate program 3. Report number of program areas	1. Year 1 2. Year 2-5 3. Year 3-5	Stormwater Utility

Page # 2 of 7 total pages of SWMP Elements Forms attached to the NOI
APPENDIX A

PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☒ 3. Illicit Discharge Detection/Elimination
- ☐ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
3a	11	Modify Storm System Map	1. Develop plan to improve system map	1.Year 1	Stormwater Utility
			2. Update 25%	2.Year 2-3	
			3. Update 50%	3.Year 4	
			4. Record # of outfalls/structures mapped	4.Year 2-5	
3b	12	Modify Ordinance for Illicit Discharges	1. Review existing ordinances	1.Year 1	Stormwater Utility
			2. Obtain public input and recommend modifications	2.Year 2	
			3. Adopt modified ordinances	3.Year 3	
			4. Maintain log of Code Violations	4.Year 4-5	
3c	13	Continue Illicit Discharge Screening in inlets and outfalls; reduce infiltration & inflow and cross connections to sewer system	1. Dedicate staff, train, and develop procedures	1.Year 1	Stormwater Utility
			2. implement visual testing/record # of insp.	2.Year 2-5	
			3. Implement cross connection testing/record # of tests and illicit discharges detected	3.Year 2-5	
			4. Implement water quality testing	4. Year 2-5	
3d	14	Public and employee education on illicit discharges/hazardous waste	1. Develop plan/material	1.Year 1	Stormwater Utility
			2. Distribute education information to specific chemical user groups	2.Year 2-5	
			3. Initial and new employee training/ record number of trainees	3.Year 1-5	
			4. Implement website education program	4.Year 2-5	
3d	15	Develop and implement community group and school presentations	1. Develop program	1.Year 1	Stormwater Utility
			2. Implement 2 school trainings per year	2.Year 2-5	
			3. Implement 2 Community/Business leader trainings per year	3.Year 2-5	
			4. Report number of programs/attendees	4.Year 5	

Page # 3 of 7 total pages of SWMP Elements Forms attached to the NOI

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☒ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
4a	16	City ordinance requiring conformance with FDEP and SFWMD rules	1. Develop/modify ordinance	1.Year 1	Stormwater Utility
			2. Ordinance public input	2.Year 2	
			3. Ordinance implementation	3.Year 3	
			4.	4.	
4d	17	Review procedures for site plan review for water quality impacts, develop standard operation procedures	1. Develop standard operating procedures	1.Year 1	Stormwater Utility
			2. Implement	2.Year 2	
			3. Record number of plans reviewed	3.Year 2-5	
			4.	4.	
4f	18	Onsite inspection and enforcement procedures for sites with disturbed land	1. Develop procedures / training	1.Year 1-2	Stormwater Utility/ Building Department
			2. Site Inspections	2.Year 3-5	
			3. Report number investigated	3.Year 5	
			4. Report number of citations issued	4. Year 5	
4e	19	Procedure for citizen complaint/hotline for reporting violations concerning waste from construction sites	1. Develop plan	1.Year 1	Stormwater Utility
			2. Implementation	2.Year 2-5	
			3. Website hotline	3.Year 2-5	
			4. Report number of complaints	4.Year 5	
4c	20	Review existing procedures to control waste from construction sites	1.Review procedures	1.Year 1	Stormwater Utility
			2. SOP authorized by Commission	2.Year 2	
			3. Implement program	3.Year 3-5	
			4. Report # of sites > 1 acre	4.Year 5	

Page # 4 of 7 total pages of SWMP Elements Forms attached to the NOI

DEP Form 62-621.300(7)(b), May 1, 2003

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☒ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
4b	21	Implement program to have property owners/contractors have annual Signed Stormwater Statement asserting compliance with permit rules, and require annual maintenance logs.	1. Develop plan	1. Year 1	Stormwater Utility
			2. Public input, SOP/Ordinance approved	2. Year 2	
			3. Implementation of statements	3. Year 3-5	
			4. Maintain required statements and report number collected	4. Year 3-5	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	

Page # 5 of 7 total pages of SWMP Elements Forms attached to the NOI

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☐ 4. Construction Site Stormwater Runoff Control
- ☒ 5. Post-construction Stormwater Management (optional)
- ☐ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
5a	22	Implement an ordinance to have property owners have annual Signed Stormwater Statement asserting compliance with maintenance rules, and require annual maintenance logs.	1. Develop plan	1. Year 1	Stormwater Utility
			2. Public input, Ordinance approved	2. Year 2	
			3. Implementation	3. Year 3-5	
			4. Maintain required statements and report number collected	4. Year 3-5	
5c	23	Implement program to have property owners notified of rules and provide training or information packets	1. Develop training program/information	1. Year 2	Stormwater Utility/Code Enforcement
			2. Owner training	2. Year 3-5	
			3. Report the number trained/contacted	3. Year 5	
			4.	4.	
5b	24	Develop Standard operation procedures/rules (BMP'S) for operation and maintenance of systems in the city.	1. Develop plan	1. Year 2	Stormwater Utility
			2. Public input, SOP approved	2. Year 3	
			3. Distribution and education of SOP	3. Year 4-5	
			4. Report number of operators receiving SOP's	4. Year 5	
5c	25	Require annual maintenance logs to be kept on the site of structural stormwater systems	1. Maintain log of the number of statements viewed	1. Year 4-5	Code Enforcement
			2.	2.	
			3.	3.	
			1.	1.	
			2.	2.	
			3.	3.	

Page # 6 of 7 total pages of SWMP Elements Forms attached to the NOI

DEP Form 62-621.300(7)(b), May 1, 2003

APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

- ☐ 1. Public Education and Outreach
- ☐ 2. Public Involvement/Participation
- ☐ 3. Illicit Discharge Detection/Elimination
- ☐ 4. Construction Site Stormwater Runoff Control
- ☐ 5. Post-construction Stormwater Management (optional)
- ☒ 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
—— 6a	26	O&M program- review of stormwater maintenance program	1. Review Program	1. Year 1-2	Stormwater Utility
			2. Make recommendations	2. Year 2	
			3. Improved Program- see if improves	3. Years 3-5	
—— 6b	27	Training for Employees- determine type and if needed i.e. Painting crew, recreation facilities (chlorine/Fertilizer), Fleet Maintenance, Transfer Station, Sewer treatment plant etc.)	1. Review training program	1. Year 1	Stormwater Utility
			2. Develop needed training	2. Year 2	
			3. Train employees	3. Year 3-5	
			4. Report the number of employees trained	4. Year 3-5	
—— 6b	28	Develop Best Management Practices for each city unit with respect to environmental protection (i.e. code enforcement dept SOP for animal feces, dumpster, waster receptacle ordinance enforcement, Fleet waste SOP, Maintenance dept. waste process, street sweeping etc.)	1. Review current practices	1. Years 1-2	Stormwater Utility
			2. Develop SOP's	2. Year 3-4	
			3. Implement procedures	3. Year 3-5	
			4. Record BMP's for each unit	4. Year 5	
—— 6a	29	Street Sweeping program to aggressively remove waste from the streets	1. Review current program	1. Year 1-2	Stormwater Utility /Public Works
			2. Make recommendations	2. Year 2	
			3. Obtain funding Implement improved sweeping program	3. Year 3	
			4. Record distance cleaned	4. Year 3-5	
—— 6a	30	Inlet and Pipe Cleaning	1. Clean 50% of inlets each year	1. Year 1-5	Stormwater Utility
			2. Clean Baffle boxes quarterly	2. Year 1-5	
			3. Clean 1000 feet of pipe each year	3. Year 1-5	
			4. Record number of cleanings	4. Year 1-5	

Page # 7 of 7 total pages of SWMP Elements Forms attached to the NOI