



**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.)**

For FDES Internal Use Only
Permit ID: _____

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: <u>City of Stormwaterville</u>
B.	Name of the Phase II MS4 Responsible Authority: <u>Joe Hill</u>
	Title: <u>Public Works Director</u>
	Mailing Address: <u>10 Main Street</u>
	City: <u>Stormwaterville</u> Zip Code: <u>32303</u> County: <u>Addison</u>
	Telephone Number: <u>850-555-1234</u>
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: <u>Jane Downey</u>
	Title: <u>Stormwater Utility Administrator</u>
	Department: <u>Public Works</u>
	Mailing Address: <u>10 Main Street</u>
	City: <u>Stormwaterville</u> Zip Code: <u>32303</u> County: <u>Addison</u>
	Telephone Number: <u>850-555-1235</u>
	E-mail Address: <u>jane.downey@stormwaterville.gov</u>
D.	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above): <u>N/A</u>
	Street Address: _____ Zip Code: _____ County: _____
	City: _____ Zip Code: _____ County: _____
E.	Approximate center of the Phase II MS4: Latitude: <u>XX ° XX ' XX "</u> Longitude: <u>XX ° XX ' XX "</u>
F.	Phase II MS4 ownership status (check one): <input checked="" type="checkbox"/> Public <input type="checkbox"/> State <input type="checkbox"/> Federal
G.	Total resident population of the Phase II MS4: <u>22,000</u>
H.	Name of the urbanized area(s) the Phase II MS4 is located within (if applicable): Addison Urbanized Area
I.	Name of the Water Management District the Phase II MS4 is located within (check all that apply): <input checked="" type="checkbox"/> Northwest Florida Water Management District <input type="checkbox"/> Southwest Florida Water Management District <input type="checkbox"/> Suwannee River Water Management District <input type="checkbox"/> St. John's River Water Management District <input type="checkbox"/> South Florida 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 Document and reporting) but only if the entity is permitted to do so under Section 62-624, F.A.C. and the following:

- You will remain responsible for compliance with your permit obligations. The other entity (or entities) shall take to implement the control measure(s) or a component thereof on your behalf. You must establish a written agreement with the other entity (or entities) that includes, but is not limited to, the following information:
- Relying on another entity, or entities, either partially or fully does not absolve 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:
 1a-05 - Community Presentations

3.

Name of Entity: Florida Yards and Neighborhoods

Contact Name: Diane Jones

Title: Education Coordinator

Department: Stormwater

Mailing Address: 123 Shelburne Road

City: Stormwaterville Zip Code: 32303 County: Addison

Telephone Number: 850-555-1236

E-mail Address: jonesd@fyn.org

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 water bodies to which your Phase II MS4 discharges. Include all such water bodies known to you at the time of this application:

- Lake St. Catherine _____
- Orange River _____
- Alligator Creek _____
- _____
- _____
- _____

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:

<u>Minimum Control Measure</u>	<u># of Pages</u>
Public Education and Outreach as to Stormwater Impacts	1
Public Involvement/Public Participation	1
Illicit Discharge Detection and Elimination	2
Construction Site Stormwater Runoff Control	2
Post-construction Stormwater Management in New Development and Redevelopment	0
Pollution Prevention/Good Housekeeping for Municipal Operations	2

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): Joe Hill
 Title: Public Works Director
 Signature: _____ Date: 11 / 01 / 07

¹ Signatory requirements are contained in Rule 62-620.305, F.A.C. DEP Form 62-621.300(7)(b), May 1, 2003

**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	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.
2a	2. Public Participation/Involvement Minimum Control Measure: a) Comply with State and local public notice requirements when implementing a public involvement/public participation program.
	3. Illicit Discharge Detection and Elimination Minimum Control Measure:
3a	a) Develop, if not already completed, a 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) To the extent allowable under State or local law, effectively prohibit through ordinance, or other regulatory mechanism, of non-stormwater (i.e., "illicit") discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
3c	c) 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) Develop and implement, to the extent allowable under State or local law, an ordinance 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 also 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.1. 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.11. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity / Department
		A	B	C	D
1a	01	Utility Bill Inserts. Stormwater fliers will be inserted into utility bill statements and distributed to all City residents.	1. Document and report the number of utility bill stormwater inserts distributed. 2. 3. 4.	1. Year 1 - Year 5 2. 3. 4.	Stormwater Division and City Billing Office
1a	02	Public Service Radio Stormwater Announcements. The City airs several public service announcements to make the public aware of stormwater pollution prevention strategies, the effects of stormwater pollution, and City stormwater contact information.	1. Document and report the number of stormwater-related PSAs aired. 2. Document and report the estimated number of listeners. 3. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. 4.	Stormwater Division
1a	03	Stormwater Information Kiosks. Stormwater brochures and pamphlets are distributed at various distribution points throughout the City such as City Hall, Public Works and the library.	1. Document and report the number of distribution points. 2. Document and report the number of educational materials distributed. 3. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. 4.	Stormwater Division
1a	04	City NPDES Web Page. The City has a Web page devoted to stormwater and the City's SWMP. Downloaded educational materials (brochures, fact sheets, etc.) are available on the Web page. The Web page is updated regularly.	1. Document and report the number of Web page visitors. 2. Document and report the number of downloads. 3. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. 4.	Stormwater Division
1a	05	Community Presentations The City has entered into a formal agreement with Florida Yards and Neighborhoods (FYN) to conduct school and homeowner group (HOA) presentations.	1. Document and report the number of school presentations and number of children participating. 2. Document and report the number of HOA presentations and number of attendees. 3. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. 4.	Florida Yards and Neighborhoods

**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	Description of BMP	A	B	C	D
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2a	01	SWMP Public Meetings. The City holds public meetings concerning the SWMP. Meeting topics include annual overview of the SWMP and requirements, stormwater management issues, ordinance amendments, stormwater budget issues, upcoming educational opportunities, etc.	1. Document and report the number of stormwater-related public meetings held.	1. Year 1 - Year 5	2. Year 1 - Year 5	Stormwater Division
			2. Document and report the number of meeting attendees.	2. Year 1 - Year 5	4.	
			3.	3.	4.	
			4.	4.	4.	

2a	02	Stormdrain Marker Program. The City utilizes local volunteer groups to implement the stormwater marker program. City drains are marked with a decal that reads, "Only Rain Down the Drain." Volunteers mark both new drains and replace old, worn markers.	1. Document and report the number of markers installed.	1. Year 1 - Year 5	2. Year 1 - Year 5	Stormwater Division
			2. Report as a percentage the total number of drains marked.	2. Year 1 - Year 5	3.	
			3.	3.	4.	
			4.	4.	4.	

2a	03	Adopt-A-Stream Program. The Adopt-a-Stream program is a volunteer based program that focuses on litter prevention and stream cleanup.	1. Document and report the number of volunteers.	1. Year 1 - Year 5	2. Year 1 - Year 5	Office of Community Development
			2. Document and report the number of cleanup events.	2. Year 1 - Year 5	3. Year 1 - Year 5	
			3. Document and report the amount of litter collected.	3. Year 1 - Year 5	4.	
			4.	4.	4.	

2a	04	Clean-up Days. The City holds several volunteer based clean-up days throughout the reporting period. Volunteer pick up litter at open spaces, along roadways at local beaches.	1. Document and report the number of volunteers.	1. Year 1 - Year 5	2. Year 1 - Year 5	Office of Community Development
			2. Document and report the amount of litter collected.	2. Year 1 - Year 5	3.	
			3.	3.	4.	
			4.	4.	4.	

			1.	1.	2.	
			2.	2.	3.	
			3.	3.	4.	
			4.	4.	4.	

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

SECTION A.1. MINIMUM CONTROL MEASURE (check only one)

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

SECTION A.11. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified in Section A.1. Of This Form

Element ID	BMP Number	Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity / Department	D			
						1. Year 1 - Year 5	2.	3.	4.
3a	01	Storm Sewer System Map. The City has a storm sewer system map showing all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls. This map is continually updated.	1. Document and report the number of outfalls mapped. 2. 3. 4.	1. Year 1 - Year 5 2. 3. 4.	Public Works Department	1. Year 1 - Year 5	2.	3.	4.
3b	01	Illicit Discharge Ordinance. Ordinance 2006.07 effectively defines and prohibits non-stormwater discharges into the MS4 and provides the City enforcement authority.	1. Document and report any changes to the ordinance or amendments, if applicable. 2. 3. 4.	1. Year 1 - Year 5 2. 3. 4.	Code Enforcement Office	1. Year 1 - Year 5	2.	3.	4.
3c	01	Illicit Discharge Detection and Elimination Inspection Program. The City performs proactive inspections to specifically identify illicit discharges including illegal dumping. All illicit discharges are investigated and eliminated if possible.	1. Document and report the number of proactive inspections. 2. Document and report the number of illicit discharges identified. 3. Document and report the number of illicit discharges eliminated. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. Year 1 - Year 5 4.	Stormwater Division	1. Year 1 - Year 5	2. Year 1 - Year 5	3. Year 1 - Year 5	4.
3d	01	Illicit Discharge Detection and Elimination Education Program - Public. The City stormwater web page has a section dedicated to hazards associated with illicit discharge and improper disposal of waste information. The Web page also has downloadable illicit discharge detection and elimination pamphlets.	1. Document and report the number of Web page visitors. 2. Document and report the number of Web page downloads. 3. 4.	1. Year 1 - Year 5 2. Year 1 - Year 5 3. Year 1 - Year 5 4.	Stormwater Division	1. Year 1 - Year 5	2. Year 1 - Year 5	3. Year 1 - Year 5	4.

Page # 3 of 8 total pages of SWMP Elements Forms attached to the NOI

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

SECTION A.1. 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.2. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
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3d	02	<p>Illicit Discharge Detection and Elimination Education Program – Employees.</p> <p>The City currently has an illicit discharge detection and elimination training video that all new employees are required to view. Existing employees who work around chemicals, in areas where illicit discharges may occur, or are field personnel are required to annually view an environmental hazard video, which contains information on how to identify an illicit discharge, proper waste disposal and the hazards associated with illicit discharge.</p>	<p>1. Document and report the number of new employees trained.</p> <p>2. Document and report the number of existing employees trained.</p>	<p>1. Year 1 – Year 5</p> <p>2. Year 1 – Year 5</p>	Human Resources Department
3d	03	<p>Illicit Discharge Detection and Elimination Education Program – Businesses.</p> <p>The City distributes illicit discharge related educational materials (brochures, pamphlets, etc.) in the business license application package and flyers are also mailed to local businesses.</p>	<p>1. Document and report the number of businesses license application packages distributed.</p> <p>2. Document and report the number of flyers mailed to businesses.</p>	<p>1. Year 1 – Year 5</p> <p>2. Year 1 – Year 5</p>	Department of Economic Development

			<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		
			<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		
			<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		

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

SECTION A.1. 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.2. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
A	B	C	D	E	F

4a	01	Ordinance 2005.06 requires erosion and sedimentation controls on construction sites and includes sanctions to ensure compliance. The ordinance outlines minimum erosion and sediment controls and construction site waste controls.	1. Document and report any changes to the ordinance or amendments, if applicable.	1. Year 1 – Year 5	Code Enforcement Office
			2.		
			3.		
			4.		
4b	01	Erosion and Sedimentation Control on Construction Sites. The City requires all construction sites to implement effective erosion and sedimentation controls per Ordinance 2005.06.	1. Document and report the number of active construction sites operating under the erosion and sedimentation control requirements outlined in 4a-01.	1. Year 1 – Year 5	Public Works Department
			2.		
			3.		
			4.		
4c	01	Waste Control on Construction Sites. The City requires all construction sites to implement effective waste controls per Ordinance 2005.06.	1. Document and report the number of active construction sites operating under the waste control requirements outlined in 4a-01.	1. Year 1 – Year 5	Public Works Department
			2.		
			3.		
			4.		
4d	01	Site Plan Review. The City reviews all construction site plans for erosion and sedimentation controls and construction site waste control. The City uses a checklist to establish the procedure for, and documentation of, the reviews.	1. Document and report the number of site plans reviewed.	1. Year 1 – Year 5	Stormwater Division
			2. Document and report the number of site plans approved.	2. Year 1 – Year 5	
			3.		
			4.		
4e	01	Public Stormwater Hotline. A hotline number, which is the main number to the Stormwater Division office, has been established to receive and consider information submitted by the public concerning construction-related stormwater issues. The hotline is advertised on the City's NPDES Web page.	1. Document and report the number of hotline comments received.	1. Year 1 – Year 5	Stormwater Division
			2. Document and report the number of Web page (where the hotline is advertised) visitors.	2. Year 1 – Year 5	
			3.		
			4.		

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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
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4f	01	Construction Site Inspection Program: City Staff (certified Erosion and Sedimentation Control inspectors) inspect all construction projects and enforce Ordinance 2006.07.	1. Document and report the number of construction site inspections. 2. Document and report the number of enforcement actions. 3. Document and report the number of follow-up actions. 4.	1. Year 1 – Year 5 2. Year 1 – Year 5 3. Year 1 – Year 5 4.	Stormwater Division
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			1. 2. 3. 4.		
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			1. 2. 3. 4.		
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			1. 2. 3. 4.		
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**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.1. 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.2. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion				Responsible Entity/Department
				C	D	D	D	
6a	01	Street Sweeping Program. The City has a street sweeping program that regularly cleans all streets and parking lots.	1. Document and report the miles of street swept. 2. Document and report the amount of debris collected. 3. 4.	1. Year 1 – Year 5	2. Year 1 – Year 5	3. 4.	Public Works Department	
6a	02	Storm Sewer Vacuuming. The City's storm sewers are cleaned using the City's vacuum truck on a regular basis.	1. Document and report the linear feet of storm sewer pipe cleaned. 2. Document and report the amount of debris collected. 3. 4.	1. Year 1 – Year 5	2. Year 1 – Year 5	3. 4.	Public Works Department	
6a	03	Inlet and Catch Basin Maintenance. The City's inlets and catch basins are maintained on a regular basis and kept free and clear of debris.	1. Document and report the number of inlets maintained. 2. Document and report the number of catch basins maintained. 3. Document and report the amount of debris collected during maintenance. 4.	1. Year 1 – Year 5	2. Year 1 – Year 5	3. Year 1 – Year 5 4.	Public Works Department	
6a	04	Fleet Maintenance. The fleet maintenance facility is inspected on a regular basis. Waste fluids such as used oil and antifreeze are collected on site and recycled from a contract vendor.	1. Document and report the number of inspections and corrective actions taken. 2. Document and report the amount (in gallons) of used oil recycled. 3. Document and report the amount (in gallons) of antifreeze recycled. 4.	1. Year 1 – Year 5	2. Year 1 – Year 5	3. Year 1 – Year 5 4.	Stormwater Division	
6a	05	Pet Waste Collection. The City has pet waste collection points at many of the open spaces and City parks. The debris is collected and properly disposed of.	1. Document and report the number of pet waste collection points. 2. Document and report the amount of pet waste collected and disposed. 3. 4.	1. Year 1 – Year 5	2. Year 1 – Year 5	3. 4.	Parks & Recreations Department	

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SECTION A.1. MINIMUM CONTROL MEASURE (check only one)

- 1. Public Education and Outreach
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- 4. Construction Site Stormwater Runoff Control
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SECTION A.11. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	A			B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion			

6b	01	Stormwater Pollution Prevention (P2) Training. All applicable employees are required to attend annual stormwater P2 training. This training educates employees on P2 techniques and the NPDES stormwater program.	1. Document and report the number of employees trained.	1. Year 1 – Year 5	Stormwater Division
			2. Document and report the number of employees trained.	2. Year 1 – Year 5	
			3.	3.	
			4.	4.	

6b	02	Spill Prevention and Control Training City employees attend this training to learn effective spill prevention and control techniques to minimize the chance of spills entering stormdrains.	1. Document and report the number training sessions.	1. Year 1 – Year 5	Public Works Department
			2. Document and report the number of employees trained.	2. Year 1 – Year 5	
			3.	3.	
			4.	4.	

6b	03	Florida Stormwater Erosion and Sedimentation Control Inspector's Course. City employees who are associated with the construction industry (working on a construction site, inspecting a construction site, etc.) must attend this course and receive certification.	1. Document and report the number of employees certified.	1. Year 1 – Year 5	Stormwater Division
			2.	2.	
			3.	3.	
			4.	4.	

			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	

			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	