



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Burnsville *County: Dakota
(city, county, municipality, government agency or other entity)
*Mailing address: 100 Civic Center Parkway
*City: Burnsville *State: MN *Zip code: 55337
*Phone (including area code): 952.895.4534 *E-mail: steve.albrecht@ci.burnsville.mn.us

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Peterson *First name: Ryan
(department head, MS4 coordinator, consultant, etc.)
*Title: City Engineer
*Mailing address: 100 Civic Center Parkway
*City: Burnsville *State: MN *Zip code: 55337
*Phone (including area code): 952.895.4459 *E-mail: ryan.peterson@ci.burnsville.mn.us

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Leaf First name: Ron
(department head, MS4 coordinator, consultant, etc.)
Title: SEH Inc., Principal | Sr. Engineer
Mailing address: 3535 Vadnais Center Drive
City: St. Paul State: MN Zip code: 55110
Phone (including area code): 651.765.2998 E-mail: rleaf@sehinc.com

Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. Yes

Certification (All fields are required)

- Yes - 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.

I certify that based on 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 civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Steve Albrecht
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 12/30/2013

Mailing address: 100 Civic Center Parkway

City: Burnsville State: MN Zip code: 55337

Phone (including area code): 952.895.4534 E-mail: steve.albrecht@ci.burnsville.mn.us

Note: *The application will not be processed without certification.*

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

The city does not currently have a formal partnership agreement with any other MS4s to address permit requirements. The city does work and shares educational information and BMP data with the following non-MS4 entities; Black Dog WMO, Vermillion River Watershed, Lower Minnesota River Watershed and Dakota County. The city will continue to look for opportunities to partner with both regulated MS4s and non-MS4 entities to help enhance their MS4 program.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? Yes No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Illicit Discharge regulatory mechanism is established by the following sections of the City Code:

ISTS ordinance (Title 7, Chapter 11), Prohibited Discharge into Sewers (7-2-21); Waste Materials (10-7-22), Property Maintenance Code (Title 4, Chapter 8), Health Nuisances (Title 7, Chapter 1), Garbage and Refuse disposal (Title 7, Chapters 3 and 5) that address activities associated with illicit discharges.

Enforcement for all items of the City Code are covered by the following section of the City Code:

Title 1, Chapter 4. Penalty

Direct link:

City Code

http://www.sterlingcodifiers.com/codebook/index.php?book_id=468

- Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? Yes No

1. If yes:

a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
- Policy/Standards Permits
- Rules
- Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Ordinances

Code Sections: 4-1-4, 4-1-5, 4-8-3-2, 10-7-23, 10-8-6, 10-8-7, 10-8-8, 10-9

Enforcement for all items of the City Code are covered by the following section of the City Code: Penalty (Title 1, Chapter 4)

Policy and Standards are established in the Water Resources Management Plan (2008)

Goal 3 - Erosion Control

Development Standards - Appendix C..

Direct link:

City Code

http://www.sterlingcodifiers.com/codebook/index.php?book_id=468

Water Resources Management Plan (2008)

<http://www.ci.burnsville.mn.us/DocumentCenter/Home/View/1520>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? Yes No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

B.1: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to ensure they are at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity. At a minimum this will include referencing the current MPCA CSW Permit in the appropriate city ordinances. This effort will be completed within 12 months of the date permit coverage is extended.

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- 1. Best Management Practices (BMPs) to minimize erosion. Yes No
- 2. BMPs to minimize the discharge of sediment and other pollutants. Yes No
- 3. BMPs for dewatering activities. Yes No
- 4. Site inspections and records of rainfall events Yes No
- 5. BMP maintenance Yes No
- 6. Management of solid and hazardous wastes on each project site. Yes No
- 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. Yes No

8. Criteria for the use of temporary sediment basins. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.1- 8: The City's current regulatory mechanisms may cover these items by referencing the requirements of the current NPDES Construction Stormwater Permit. However, the City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to ensure they meet the above erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)) as listed above. This effort will be completed within 12 months of the date permit coverage is extended.

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

Yes No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Ordinances

Code Section: 10-8-11 (references the standards in the Water Resources Management Plan)

*Enforcement for all items of the City Code are covered by the following section of the City Code:
Penalty (Title 1, Chapter 4)*

Policy and Standards are established in the Water Resources Management Plan (2008)

Goal 1 - Water Quantity

Goal 2 - Water Quality

Development Standards - Appendix C.

Direct link:

City Code

http://www.sterlingcodifiers.com/codebook/index.php?book_id=468

Water Resources Management Plan (2008)

<http://www.ci.burnsville.mn.us/DocumentCenter/Home/View/1520>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg.*

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

- a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).

- b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
- a. Limitations
- 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. Yes No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: Yes No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. Yes No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee

and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.3: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for stormwater management limitation and exceptions as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

B.4: The City will review and update their ordinance(s) and regulatory mechanism(s) as necessary to meet the requirements for mitigation provisions as described in the Permit (Part III.D.5.a.). This effort will be completed within 12 months of the date permit coverage is extended.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? Yes No

- 1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
- 2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

A.1. The City currently has existing ERPs in City Code and follows standard practices. These practices currently are not in a written format. The City plans to review current ERP's, formalize them and ensure they are in written format and compiled into a single document/manual. This effort will be completed within 12 months of the date permit coverage is extended.

B. Describe your ERPs:

B.1. Education is a big part of the enforcement procedures for several of the MCM's. The City may issue stop work orders, send violation notices, assess penalties, and charge fees. The City currently has a written policy (Complaint Response Policy 2.070) for responding to complaints that will serve as the basis for developing written ERPs for the regulatory mechanisms.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

A.1. The City maintains a GIS map and database as well as an internet based asset management system for the City's storm sewer system. City staff updates these with the latest as-built drawing information on a regular basis as projects are completed and surveyed. This allows the city to provide at least annual updates to the storm sewer system map and database.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

- 1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. Yes No
- 2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
- 3. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No

4. All receiving waters. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172, Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
 2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No
- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
1. A unique identification (ID) number assigned by the permittee. Yes No
 2. A geographic coordinate. Yes No
 3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. Yes No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

A.1. The City is made up of a combination of residential areas, commercial and retail. The primary focus is on residential issues and recommendations to residents on how they can help improve the water quality in the City and that discharges to the high priority water bodies within the city. A variety of education opportunities are provided through the City's available brochures, City news articles, and information provided on the City's website. Information is provided on what the City is doing to improve water quality, illicit discharge information, residential rainwater gardens, local cost share grant opportunities through the local watershed districts, and how residents can help improve water quality.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribute water quality brochures (multiple versions, range of topics)	Available continuously at City offices. Provide water quality brochures at City events. List events where materials are distributed. Track number made available each year.

Publish Water Quality Update (with stormwater program info and most recent lake water quality monitoring data)	Publish and distribute (via Burnsville Bulletin Newsletter) once per year.
Water quality articles in City newsletter	Publish at least 2 storm water related articles in spring City newsletter, including tips on how residents can protect/improve water quality. Track number published each year.
Parks and Natural Resources Commission Annual Stormwater Program Public Meeting	Once per year (May-June timeframe)
Maintain water quality educational materials on City webpage	Review current information available through the City webpage each year.
Storm Drain Stenciling Program	Maintain storm drain stenciling kits and make them available for volunteers. Promote program on city website. Track number of events and participants per year.
Sponsor and promote the Wetland Health Evaluation Program in Burnsville	Promote in City newsletter once per year. Maintain information on program and how to volunteer on city webpage. Track number of events and participants per year.
Sponsor the Citizen Assisted Monitoring Program in Burnsville	Report monitoring results in water quality update once per year. Maintain information on program and how to volunteer on city webpage. Track number of participants and lakes monitored per year.
BMP categories to be implemented	Measurable goals and timeframes
Incorporate other types of media in water quality education program (local Burnsville t.v., facebook, twitter, youtube)	Track the number of articles, tweets, videos or facebook posts related to water quality education or stormwater issues each year.
Create a written procedure for education BMP's	Create a step by step outline for each education BMP, including important dates and timelines for various components. This will be completed within 12 months of permit coverage being extended.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Natural Resources Specialist

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

B.1. Each year, the City conducts a public hearing at a standard meeting of the City's Parks and Natural Resources Commission. A notice is placed in the local paper informing the public of the upcoming public hearing and opportunity to submit input on the City's MS4 program and SWPPP. At the meeting a presentation is given to update the public and the commission on what happened in the city related to the MS4 program and the SWPPP. Residents are given the opportunity to provide input or to submit written input. This input is reviewed and considered as part of the yearly permit process.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/hpdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Comply with Public Notice Requirements	Annually, meet notice requirement of at least 30 days prior to meeting
Solicit Public Input and opinions on the Adequacy of the SWPPP	SWPPP is available at the meeting and public is given option to provide input at the annual meeting

Conduct public hearing for each permit year	Public Hearing is held annually in about May or June
Review and consider public Input	Any public comments are reviewed by staff prior to completing the annual report
BMP categories to be implemented	Measurable goals and timeframes

3. Do you have a process for receiving and documenting citizen input? Yes No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Engineer

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

A. 1. Spill reports and potential illicit discharges are typically received by the City through one of the following three methods:

1. *Report by citizen*
 - a. *Citizen contacts Public Works*
 - i. *Contact person is the Street Superintendent*
 - b. *Citizen contacts the Fire Department*
 - i. *Contact person is the Fire Chief*
2. *Company or Individual reports spill to State Duty Officer*
 - a. *State Duty Officer contacts and sends a report to the Fire Chief*
3. *Individual or company calls 911*
 - a. *Fire Department responds to spill call*

If the Public Works department responds to a call they either deal directly with the call and may also contact the Fire Department, depending on the substance and the amount. Calls handled by the Public Works Department are recorded in the Street Superintendent's office files under Illicit Discharge.

If the Fire Department responds to a call they either deal directly with the call, work with who caused the spill to call in to report and clean up, or call into report and request cleanup. Calls handled by the Fire Department or reported to the State Duty Officer are filed with the Fire Chief.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). Yes No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. Yes No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Yes No
- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. Yes No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges. Yes No

- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. Yes No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. Yes No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2. The City will review and update their Illicit Discharge Detection and Elimination Program as necessary to meet the requirements as found in the Permit (Part III.D.3.c.-g.). The City will review current procedures and ensure they are in a written format and housed so they are easy to access. This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Maintain a GIS Storm Sewer Map / Asset Management System	New or reconstructed storm sewer and BMPs added as completed
Review ordinances and update as needed	Review ordinances for updates each year
Review non-storm water discharge list to evaluate significance of each potential source	Review at least annually
BMP categories to be implemented	
Develop and maintain written procedures for dealing with Illicit Discharges	Create within 12 months of permit authorization, update annually as needed
Enhance Illicit Detection and Elimination Program	The Illicit Detection and Elimination Program will be implemented throughout each year of the permit. Track number of discharge events each year.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

C.4. The City currently maintains and records cases of illicit discharge . This input is gathered and documented in our MS4 program. However the City plans to review current practices and ensure that the practices are in a written format and housed so they are easy to find. This effort will be completed within 12 months of the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Street Superintendent.

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

D.1. The City currently inspects all construction sites to review compliance with code and permit requirements. Developers/applicants apply to the Inspections Department for the City building permit and City staff complete final project reviews and site inspections during construction. The first inspection is completed prior to any earth moving activity to verify that erosion control measures are in place. The City requires an escrow that is available to pay for turf and erosion control improvements, if the contractor or developer fails to comply. When needed, the inspector may order

street sweeping to remove sediment from streets near the project. The inspector may also require removal of construction debris and other material that may cause adverse water quality impacts, have erosion control measures such as silt fence maintained, sediment removed, street sweeping completed and billed to the escrow account.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? Yes No
 - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? Yes No
 - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? Yes No
 - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? Yes No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? Yes No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? Yes No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? Yes No
 - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? Yes No
 - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? Yes No
 - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2. The City will review and update their Construction Site Stormwater Runoff Control program as necessary to meet the requirements found in the Permit (Part III.D.4.b). The City will review current procedures and ensure they are in a written format and housed so they are easy to access. This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Permit Application and Project Review	Review applications for compliance with standards
Inspection program	At least one inspection is conducted at each site. Inspections are recorded and non-compliance is followed-up on until improvements are observed
BMP categories to be implemented	Measurable goals and timeframes
Develop and maintain written procedures for erosion control development review and construction site inspection program	Create within 12 months of permit authorization, update annually as needed

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
 City Engineer and Engineering Technician

E. MCM 5: Post-construction stormwater management

- The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

E.1. The City has two levels of storm water management goals. The first focuses on conventional storm water management as discussed in the City's WRMP. The second focuses on more innovative green infrastructure / Low-Impact Development (LID) techniques for high-priority watersheds and where site conditions are suitable for these practices. A range of BMPs from infiltration, bioretention, structural devices have been used alone or in combination by developers to meet the standards. The City implements a 1-inch volume control standard for new development impervious areas and a 0.5 inch volume control standard for redevelopment impervious areas. City staff complete initial reviews of the proposed project for compliance with standards and obtain additional review of hydrologic or water quality modeling results from others, as needed.

- Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
- Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
 - Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
 - All supporting documentation associated with mitigation projects that you authorize? Yes No
 - Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.3. The City will reiew and update current documentation of post-construction stormwater management according to the Permit (Part III.D.5.c). This effort will be completed within 12 months of the date permit coverage is extended.

- List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Incorporate new facilities into database and GIS map and asset management system	New facilities are added to the data base and GIS map and asset management system throughout each year
Maintain ordinances and regulatory mechanism to address construction runoff	Review and update as needed annually
Require maintenance agreements on new private BMP's during the development approval process	This is done a per project basis throughout each year
Maintain private BMP maintenance agreement tracking system	This is done on a yearly basis with asset management system

BMP categories to be implemented	Measurable goals and timeframes
Develop and maintain written procedures for erosion control development review and construction site inspection program	Create within 12 months of permit authorization, update annually as needed
Update project review and documentation procedures	Review and Update process and checklists annually

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Engineer

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

F.1. The City conducts a pollution prevention workshop/training program for City grounds and landscaping staff, fleet and building maintenance staff, street maintenance staff and storm water system staff. The City has the annual meeting generally in April and conducts regular coordination meetings for lead staff involved in the storm water program to summarize the previous year's activities and identify key issue and activities for the coming year and discuss topics such as not mowing grass into streets, illicit discharge identification and follow up, etc..

The City currently sweeps streets a minimum of twice per year, with more frequent sweeping completed as staff resources are available. The City currently operates a program of inspecting and cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The City has created an asset management system BMP and storm sewer system database that is used to plan and track inspection activities and initiate maintenance work orders. The City recently implemented our Storm Water Asset Management Program (SWAMP) which inventoried and mapped many of our ponds.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? Yes No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	Twice per year. Additional sweeping in priority areas as resources are available
Conduct staff training event	Conducted at a minimum of one time each year
Inspection of structural pollution control devices	Inspect all structural pollution control devices at a minimum of one time each year
Annual, rotating, inspection of outfalls, sediment basins, and ponds	Inspection of a minimum of 20% of all outfalls, sediment basins, and ponds each year
Inspection of all exposed stockpile, storage, and material handling areas	Inspection conducted of the facilities grounds quarterly
Determination of repairs, replacement, and maintenance of storm system infrastructure	Track system components maintained and the general condition of the system annually
BMP categories to be implemented	Measurable goals and timeframes

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the

following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? Yes No
- b. Covers the requirements of the permit relevant to the duties of the employee? Yes No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.7. The City will review current procedures and create updated written procedures for inspection that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds, outfalls, stockpile, storage, and material handling areas. This effort will be completed within 12 months of the date permit coverage is extended.

F.8. The City will review the current staff training program to ensure that it provides training commensurate with each employee's job duties and specifies a schedule of training for program requirements. This effort will be completed within 12 months of the date coverage is extended.

F.9. The City will review and update current documentation procedures to ensure inspections, maintenance, and training documentation is kept according to the Permit (Part III.D.6.h.(1)-(5)). This effort will be completed within 12 months of the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
City Engineer and Streets Superintendent

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? Yes No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program