



Part 2 Application for MS4 General Stormwater Permit

Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer Systems (MS4) Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Stormwater Permit (MNR40000).

Submittal: This MS4 SWPPP Application for Authorization form must be submitted electronically via email 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 Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us, Cole Landgraf at 651-757-2880 or cole.landgraf@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 Albertville *County: Wright
(City, county, municipality, government agency or other entity)

*Mailing address: 5959 Main Avenue NE

*City: Albertville *State: MN *Zip code: 55301

*Phone (including area code): 763-497-3384 *Email: anafstad@ci.albertville.mn.us

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

*Last name: Nafstad *First name: Adam
(Department head, MS4 coordinator, consultant, etc.)

*Title: City Administrator / City Engineer

*Mailing address: 5959 Main Avenue NE

*City: Albertville *State: MN *Zip code: 55301

*Phone (including area code): 763-497-3384 *Email: anafstad@ci.albertville.mn.us

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

Last name: Leichty First name: Lanol
(Department head, MS4 coordinator, consultant, etc.)

Title: MS4 Coordinator Organization: Bolton & Menk, Inc.

Mailing address: 12224 Nicollet Avenue

City: Burnsville State: MN Zip code: 55337

Phone (including area code): 952-890-0509 Email: lanile@bolton-menk.com

Verification

- I seek to discharge stormwater associated with a small MS4 after the effective date of this Permit, and will submit this MS4 SWPPP Application for Authorization form, in accordance with the schedule in Appendix A, Table 3, and 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 ensure 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 below, 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: Adam Nafstad
(This document has been electronically signed)

Title: City Administrator Date (mm/dd/yyyy): 4-10-17

Mailing address: 5959 Main Avenue NE

City: Albertville State: MN Zip code: 55301

Phone (including area code): 763-497-3384 Email: anafstad@ci.albertville.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.

No partnerships with regulated small MS4s

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

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.

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

A. Illicit discharges

For guidance refer to the U.S. Environmental Protection Agency's (EPA) [Model Illicit Discharge and Connection Ordinance](http://water.epa.gov/polwaste/npdes/swbmp/Illicit-Discharge-Detection-and-Elimination.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/swbmp/Illicit-Discharge-Detection-and-Elimination.cfm>).

1. 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

a. If **yes**:

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

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

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation.

Citation:

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism.

b. If **no**:

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

The City will amend and adopt an illicit discharge ordinance meeting the permit requirements after receiving coverage as follows: Months 1 to 3 - Review existing ordinance; Months 3 to 6 - Draft and present ordinance to City Council; Months 6-12 - Implement and codify ordinance.

B. Construction site stormwater runoff control

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

a. If yes:

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

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

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation:

Citation:

Section 11-7-12: EROSION AND SEDIMENT CONTROL

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism.

- 2. 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 that is **at least as stringent** as the Agency's *general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No.MN R100001* (Part III.D.4.a.(1)-(8)) (Document can be found on the MPCA website at <http://www.pca.state.mn.us/wfhya5b>):

Refer to [Satisfying Regulatory Mechanism Requirements for Construction Site Stormwater Runoff Control in Municipal Stormwater Permits](#) for elaboration on each of the eight permit requirements in Part III.D.4.a.(1)-(8). (Document can be found on the MPCA website at <http://www.pca.state.mn.us/sbiza7c>)

Note: Your regulatory mechanism may already contain some elements of these items, but it **must be at least as stringent** as the CSW Permit to check **yes**.

- a. Best Management Practices (BMPs) to minimize erosion. Yes No
- b. BMPs to minimize the discharge of sediment and other pollutants. Yes No
- c. BMPs for dewatering activities. Yes No
- d. Site inspections and records of rainfall events. Yes No
- e. BMP maintenance. Yes No
- f. Management of solid and hazardous wastes on each project site. Yes No
- g. 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
- h. 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 ensure that, within **six months** of the date permit coverage is extended, these permit requirements are met:

The City will revise its erosion and sediment control ordinance within six (6) months of receiving permit coverage to include all elements of Part III.D.4.a (1)-(8) of the permit as follows: Months 1 to 2 - Review existing ordinance; Months 2 to 4 - Draft and present ordinance to City Council; Months 4-6 - Implement and codify ordinance..

C. Post-construction stormwater management

- 1. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? Yes No

a. If yes:

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

- Ordinance Contract language
- Policy/Standards Permits
- Rules

Other, explain: _____

- 2) Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form. Additionally, if your regulatory mechanism is an ordinance or a rule, provide a citation:

Citation:

Section 11-7-10: DRAINAGE SYSTEM

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism.

2. 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.):

Refer to the [Technical Support Document for the Post-Construction Stormwater Management Conditions in the General Stormwater Permit \(MNR040000\) for Small Municipal Separate Storm Sewer Systems](http://www.pca.state.mn.us/sbiza7c) for elaboration on each of the five permit requirements in Part III.D.5.a.(1)-(5) (Document can be found on the MPCA website at <http://www.pca.state.mn.us/sbiza7c>).

Note: Your regulatory mechanism may already contain these items, but it **must be at least** as stringent as Permit requirements (Part III.D.5.a.(1)-(5)) to check **yes**.

- a. **Site plan review:** Requires 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
- b. **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):
- 1) For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- b) Stormwater discharges of Total Suspended Solids (TSS).
- c) Stormwater discharges of Total Phosphorus (TP).
- 2) For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- b) Stormwater discharges of TSS.
- c) Stormwater discharges of TP.
- c. **Stormwater management limitations and exceptions:**
- 1) Limitations Yes No
- a) 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
- i. Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- ii. Where vehicle fueling and maintenance occur.
- iii. 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.
- iv. Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
- b) 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
- i. With predominately Hydrologic Soil Group D (clay) soils.
- ii. Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst

features.

- iii. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - iv. Where soil infiltration rates are more than 8.3 inches per hour.
- c) 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
- d. **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:
- 1) Mitigation project areas are selected in the following order of preference: Yes No
 - a) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - b) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - c) Locations in the next adjacent DNR catchment area up-stream
 - d) Locations anywhere within the permittee's jurisdiction.
 - 2) 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
 - 3) Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - 4) Mitigation projects shall be completed within **24 months** after the start of the original construction activity. Yes No
 - 5) The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - 6) 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
- e. **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:
- 1) 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
 - 2) 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
 - 3) 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 ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

Within 24 months of receiving permit coverage the City will update their stormwater ordinance to include the requirements for post-construction stormwater management, stormwater management limitation and exceptions, mitigation provisions and long-term maintenance of structural BMPs.

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

- A. Do you have written ERPs that satisfy the requirements of the Permit (Part III.B.) for regulatory mechanisms pertaining to illicit discharge detection and elimination, construction site stormwater runoff control, and post-construction stormwater management?

Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

The City will develop ERPs within 24 months of receiving permit coverage.

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

A. Storm sewer system map

1. Do you have a storm sewer system map and inventory? Yes No

If **yes**, what format is it in (e.g., CAD, GIS, physical map)?

GIS

- 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:

- a. 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
- b. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
- c. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No
- d. 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 ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

Within 24 months of receiving permit coverage the City will map all outfalls and structural BMPs.

B. Pond, wetland, and lake inventory

1. 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:
- a. 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
- b. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No
2. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
- a. A unique identification (ID) number assigned by the permittee. Yes No
- b. A geographic coordinate. Yes No
- c. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you answered **no** to any of the above permit requirements for your Pond, wetland, and lake inventory, describe the tasks and corresponding schedules that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met:

Within 24 months of receiving permit coverage the City will provide geographic coordinates for all ponds, wetlands and lakes that collect stormwater.

3. 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>, under the 'Permit' tab, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Yes No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within **24 months** of the date permit coverage is extended.

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

A. MCM 1: Public education and outreach

1. The Permit requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and 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**:

The City will implement an education program within 36 months of permit coverage.

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 table for categories of BMPs that you have established and 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 [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Planned – City Website: Stormwater Pollution Prevention Program	Track the number of visitors to the website on an annual basis.
Planned – Stormwater Education Program: Topics: -Pollution prevention -Compost service awareness -Compost Q & Q	Within 36 months develop a public education program to include high priority education topics.
Planned – City Newsletter	Post seasonal lawn care information in the City newsletter on a semi-annual basis.

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

MS4 Coordinator

B. MCM 2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The City does not currently have a public participation/involvement program.

2. List the categories of BMPs that address your public participation and involvement program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and 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://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (Document can be found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Planned - Annual MS4 Meeting	Hold annual meetings beginning in year 2017
Planned - Public Notice	Public notice on City website prior to the public meeting

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 ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

Within 36 months of receiving permit coverage the City will develop procedures for receiving and documenting citizen input.

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

MS4 Coordinator

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop, implement, and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City does not currently have an IDDE program.

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, ERPs are used as 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 ensure that, within **36 months** of the date permit coverage is extended, these permit requirements are met:

Within 36 months of receiving permit coverage the City will create and establish procedures to be used for record-keeping of IDDE data.

3. List the categories of BMPs that address your illicit discharge detection and elimination program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and 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](#) (found on EPA

website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Planned - Update Storm Drain System Map	Update storm drain system map within 12 months of permit coverage
Planned - Illegal Discharge/Illegal Dumping Notification	The City will post on their website a number citizens can call to report illegal dumping and discharge activities
Planned – Illicit Discharge Ordinance	Prepare an Illicit Discharge ordinance with 12 months of permit coverage

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 **36 months** of the date permit coverage is extended:

Within 36 months of receiving permit coverage the City will create and establish procedures to be used for record-keeping of IDDE data.

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

MS4 Coordinator

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within **six months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a construction site stormwater runoff control program that reduces pollutants in stormwater runoff to the small MS4 from construction activity with a land disturbance of 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 occurs within the permittee's jurisdiction. Describe your current program:

The City requires land disturbing activities equal to or greater than one (1) acre to obtain and NPDES construction permit.

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 ensure that, within **six months** of the date permit coverage is extended, these permit requirements are met.

Within 6 months of receiving permit coverage the City will revise its Construction Site Stormwater runoff control program to include each item checked "No", which are required in Part III. D. 4. b. of the permit.

3. List the categories of BMPs that address your construction site stormwater runoff control program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and 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://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Hydrological Plan Review	Number of annual development reviews
Lot Development Review	Number of annual lot reviews
Planned - Site Plan Review Checklist	The City will develop a site plan checklist to use during the plan review process for new development within 6 months of receiving permit coverage.
Planned - Inspection Site Checklist	The City will develop an inspection site checklist within 6 months of receiving permit coverage that will be used during erosion control inspections on project sites.

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

MS4 Coordinator

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within **24 months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a post-construction stormwater management program that prevents or reduces water pollution after construction activity is completed, related to new development and redevelopment projects with land disturbance of 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, within the permittee's jurisdiction and that discharge to the permittee's small MS4. Describe your current program:

The City's drainage system ordinance describes the post-construction BMPs and requirements to be used for new construction projects.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
3. Answer **yes** or **no** to indicate whether you currently document the following, as required by the Permit (Part III.D.5.c.):
 - a. 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
 - b. All supporting documentation associated with mitigation projects that you authorize? Yes No
 - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - d. 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 ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met.

Procedures for documenting mitigation projects and payments, along with preparing an agreement for City inspection and maintenance, as necessary, of privately owned structural stormwater BMPs will be created. This work will be accomplished within 24 months of receiving permit coverage.

4. List the categories of BMPs that address your post-construction stormwater management program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs

that you have established and 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://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Planned – Development review, approval and documentation	Number of developments reviewed on an annual basis
Planned - Develop a plan for maintenance of structural storm water controls.	Year 1 – Conduct inventory of structural runoff controls.
	Year 2 – Conduct annual inspections of each structural measure.

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

MS4 Coordinator

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

1. The Permit (Part III.D.6.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop and 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:

The City does not currently have a program, one will be created within 36 months of receiving permit coverage.

2. Do you have a facilities inventory of permittee owned/operated facilities, as outlined in the Permit (Part III.D.6.a.), that contribute pollutants to stormwater discharges, which may include, but is not limited to: composting, equipment storage and maintenance, hazardous waste disposal, hazardous waste handling and transfer, landfills, solid waste handling and transfer, parks, pesticide storage, public parking lots, public golf courses, public swimming pools, public work yards, recycling, salt storage, vehicle storage and maintenance yards, and materials storage yards? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

A facilities inventory of all City owned facilities will be created within 36 months of receiving permit coverage.

3. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and 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://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Stormwater pond inspection form	The City has developed a stormwater pond inspection form that is used when inspecting stormwater ponds.
Street sweeping - The City sweeps the entire road system in the spring and does targeted sweeping in the fall.	Number of times each street is swept annually. Total length of roads swept annually. Estimated amount of debris swept up annually.
Road salt application prioritization - The City prioritizes road salt applications based upon the	Track of the annual amount of salt applied on an annual

busiest intersections within the City.	basis.
Planned - Annual inspection of all structural pollution control devices.	Within 24 months the City will inspect on an annual basis the known structural pollution control devices such as sump manholes, skimmers, rain gardens, etc.
Planned - Pond assessment procedures and schedule	Within 24 months develop procedures for determining TSS and TP treatment effectiveness of city-owned ponds. Implement schedule within 36 months.
Planned - Facility inventory	Develop a facility inventory with 36 months.

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**,

1) The Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at MDH website 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:

i. 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

ii. 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

2) Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

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

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

A method will be developed to analyze the City's existing stormwater ponds effectiveness for removing TSS and TP. This will be created within 36 months of receiving permit coverage.

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

If **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

Within 36 months of receiving permit coverage the City will develop inspection procedures in order to determine the structural integrity, proper function and maintenance needs of structural BMPs, ponds, outfalls, stockpiles, storage and material handling areas.

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

If you answered **no** to any of the above permit requirements, then describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, these permit requirements are met:

A stormwater management training program will be developed within 36 months of receiving permit coverage, that is commensurate with each employees job duties.

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 **no**, describe the tasks and corresponding schedules that will be taken to ensure that, within **36 months** of the date permit coverage is extended, this permit requirement is met:

The City will create forms to be used for inspection of ponds structural stormwater BMPs in accordance with Part III.D.6.h.(1)-(5) of the Permit, within 36 months of receiving permit coverage.

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

MS4 Coordinator

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

Refer to the Master List MS4 Permit TMDL Spreadsheet for a list of MS4s with an approved TMDL with an assigned WLA.

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment.

This form is found on the MPCA MS4 website, under the Permit tab:

<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 with this document.

This form is found on the MPCA MS4 website, under the Permit tab:

<http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program