



ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- Please print or type information in the appropriate areas below.

Submit the form and attachments to:
 Florida Department of Environmental Protection
 Mail Station 2500
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: Town of Glen Ridge		
B.	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000018-003 (Cycle 3)		
D.	Annual Report Year: <input type="checkbox"/> Year 1 <input checked="" type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
E.	Reporting Time Period (month/year): 10/1/12 through 09//13		
F.	Name of the Responsible Authority: Michelle Suiter		
	Title: Town Manager		
	Mailing Address: 1501 Glen Road		
	City: Glen Ridge	Zip Code: 33406	County: Palm Beach
	Telephone Number: (561) 697-8868		Fax Number: (561) 697-1755
	E-mail Address: glenridgetownof@bellsouth.net		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): SAME		
	Title:		
	Department:		
	Mailing Address:		
	City:	Zip Code:	County:
	Telephone Number:		Fax Number:
	E-mail Address:		

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)

A.	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable)
B.	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

SECTION III. MONITORING PROGRAM

A.	Provide a brief statement as to the status of monitoring plan implementation: <i>The monitoring plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the monitoring information.</i>
B.	Provide a brief discussion of the monitoring results to date: <i>Please see the Palm Beach County Joint Annual Report for the monitoring information.</i>
C.	Attach a monitoring data summary, as required by the permit. Please See The Joint Annual Report.

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$3500.00 <i>DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit.</i>
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$3500.00

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

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

Attached	N/A	***DEP Note: Please complete Checklists A, B & C at the end of the tailored form.***
XX	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input type="checkbox"/>	XX	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
<input type="checkbox"/>	XX	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	XX	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input type="checkbox"/>	XX	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

DO NOT SUBMIT ANY OTHER MATERIALS
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:

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

Name of Responsible Authority (type or print): Michelle Suiter

Title: Town Manager

Signature:  Date: 12/18/2012

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B.					C.	D.	E.	F.	
	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation									
<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p><i>DEP Note: The permittee needs to "customize" this section by adding any structural controls to the list below that are part of the permittee's MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>										
Type of Structure			Number of Activities Performed					Documentation / Record	Entity Performing the Activity	Comments
			Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
Dry retention systems			0							
Exfiltration trench / French drains (linear feet)			0							
Grass treatment swales (miles)			0							
Dry detention systems			0							
Wet detention systems			1	12	100	0	100	Inspection Form	Town Manager	FY Log 11/12
Pollution control boxes			0							
Stormwater pump stations			0							
Major stormwater outfalls			0							
Weirs or other control structures			0							
MS4 pipes / culverts (miles)			0							
Inlets / catch basins / grates			0							
Ditches / conveyance swales (miles)			1.5	12	100	0	100	Inspection Form	Town Manager	FY Log 11/12

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	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were <u>not</u> met				None
Part III.A.2	Areas of New Development and Significant Redevelopment				
	Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations. <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. This provision DOES NOT APPLY to Indian Trail Improvement District (ITID), Northern Palm Beach County Improvement District (NPBCID), South Indian River Water Control District (SIRWCD), and FDOT.</i>				
	Number of new development / significant redevelopment projects reviewed	0			Not Applicable
	Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs. <i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E. This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT.</i>				
	Year 2 ONLY: Attach the summary report of the review activity		Summary Report	Town Manager	Attached
Part III.A.3	Roadways				
	Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected. <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i>				
	PERMITTEE Litter Control Program: Frequency of litter collection	Monthly	Monthly safety Inspection Log	Individual property owners/residents	No Trash Pickup Events this permit Year, Property Owners responsible for Litter and Trash Removal in Swale Areas
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	1.5	Town Map	Town Manager	Safety Log 11/12
	PERMITTEE Litter Control Program: Estimated amount of litter	0	Monthly Safety Log	Town Manager	Safety Log 11/12

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	<p>Develop a description of the municipally-operated litter control program(s) for highways and streets, including rights-of-way, within each permittee's jurisdictional area. The description shall include a map identifying the highways and streets (including rights-of-way) and the total miles addressed under the litter control program, the frequency of litter collection activities, and the record keeping process that documents the implementation of the litter control program activities. Provide the description of the litter control program.</p> <p><i>DEP Note: Please provide the title of the attachment in Column D and the name of the entity who finalized the attachment in Column E.</i></p>				
	<p>If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.</p> <p><i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i></p>				
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	0			N/A
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	0			
	Adopt-A-Road Program: Total miles cleaned	0			
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	0			
	<p>Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.</p> <p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i></p> <p><i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>				
	Frequency of street sweeping	0			No curbs or gutters
	<p>Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
		Number of Inspections			
	Name of facility #1:	0			No Facilities

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Part III.A.4	Flood Control Projects				
<p>Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.</p> <p><i>DEP Note:</i> A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment.</p> <p><i>DEP Note:</i> The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</p> <p><i>DEP Note:</i> If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.</p>					
Flood control projects completed during the reporting period		1	Town of Glen Ridge Comprehensive Plan Capital Improvements Element (CIE) and 5 year Schedule of Improvements, SFWMD Permit, PBC Construction Grant	Town Manager, SFWMD, PBC Engineering Contractor.	100% Funded by PBC Chain of Lakes and Lake Worth Lagoon Grants, PBC Project #2003061.
Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment		0			
ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not					
Stormwater retrofit projects planned		0			
Stormwater retrofit projects under construction during the reporting period		0			
Stormwater retrofit projects completed during the reporting period		0			
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p>					

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	<p><i>DEP Note: The permittee needs to “customize” this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If “0” is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>	Number of Inspections																																	
	Name of facility #1:	0			No Facilities.																														
Part III.A.6	<p>Pesticides, Herbicides, and Fertilizer Application</p> <p>Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.</p> <p><i>DEP Note: If “0” is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i></p> <table border="1" data-bbox="218 883 1096 1110"> <tr> <td data-bbox="218 883 1096 940">PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides</td> <td data-bbox="1096 883 1325 940" style="text-align: center;">0</td> <td data-bbox="1325 883 1575 940"></td> <td data-bbox="1575 883 1801 940"></td> <td data-bbox="1801 883 2022 940">Schedule for 1/9/13</td> </tr> <tr> <td data-bbox="218 940 1096 997">CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides</td> <td data-bbox="1096 940 1325 997" style="text-align: center;">0</td> <td data-bbox="1325 940 1575 997"></td> <td data-bbox="1575 940 1801 997"></td> <td data-bbox="1801 940 2022 997">Not Applicable</td> </tr> <tr> <td data-bbox="218 997 1096 1053">CONTRACTORS: FDACS certified / licensed applicators of fertilizer</td> <td data-bbox="1096 997 1325 1053" style="text-align: center;">0</td> <td data-bbox="1325 997 1575 1053"></td> <td data-bbox="1575 997 1801 1053"></td> <td data-bbox="1801 997 2022 1053">Not Applicable</td> </tr> <tr> <td data-bbox="218 1053 1096 1110">PERSONNEL: Green Industry BMP Program training completed</td> <td data-bbox="1096 1053 1325 1110" style="text-align: center;">0</td> <td data-bbox="1325 1053 1575 1110"></td> <td data-bbox="1575 1053 1801 1110"></td> <td data-bbox="1801 1053 2022 1110">Schedule for 1/9/13</td> </tr> <tr> <td data-bbox="218 1110 1096 1167">CONTRACTORS: Green Industry BMP Program training completed</td> <td data-bbox="1096 1110 1325 1167" style="text-align: center;">0</td> <td data-bbox="1325 1110 1575 1167"></td> <td data-bbox="1575 1110 1801 1167"></td> <td data-bbox="1801 1110 2022 1167">Not Applicable</td> </tr> </table> <p>Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document “Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions.” If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body</u> shall adopt the Department’s Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. <u>The ordinance shall be adopted within 24 months of the date of permit issuance.</u> Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</p> <p><i>DEP Note: This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT. For all other permittees, if this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p> <table border="1" data-bbox="218 1386 1096 1427"> <tr> <td data-bbox="218 1386 1096 1427">Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance</td> <td data-bbox="1096 1386 1325 1427"></td> <td data-bbox="1325 1386 1575 1427">Ord. No. 2013-1</td> <td data-bbox="1575 1386 1801 1427">Town of Glen Ridge</td> <td data-bbox="1801 1386 2022 1427">Attachment 4</td> </tr> </table> <p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides,</p>	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	0			Schedule for 1/9/13	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	0			Not Applicable	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0			Not Applicable	PERSONNEL: Green Industry BMP Program training completed	0			Schedule for 1/9/13	CONTRACTORS: Green Industry BMP Program training completed	0			Not Applicable	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		Ord. No. 2013-1	Town of Glen Ridge	Attachment 4				
PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	0			Schedule for 1/9/13																															
CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	0			Not Applicable																															
CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0			Not Applicable																															
PERSONNEL: Green Industry BMP Program training completed	0			Schedule for 1/9/13																															
CONTRACTORS: Green Industry BMP Program training completed	0			Not Applicable																															
Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		Ord. No. 2013-1	Town of Glen Ridge	Attachment 4																															

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	<p>herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.</p> <p><i>DEP Note:</i> The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</p> <p><i>DEP Note:</i> All the permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the row below. The permittees may remove all reporting items except the first reporting item if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</p> <p><i>DEP Note:</i> Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</p> <p style="text-align: center;">FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$</p>				
	<p>Public education and outreach program</p> <p>Estimated percentage of the population reached by the activities in total Brochures/Flyers/Fact sheets distributed</p> <p>Public displays (Poster, Kiosks, Storyboards)</p>	<p>The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.</p> <p>50</p> <p>12</p> <p>1</p>	<p>Contacts</p> <p>Brochures/Flyers/ Flash E-mails</p> <p>Display Town Hall</p>	<p>Town Manager</p> <p>Town Manager/ PBC Solid Waste/FDEP</p> <p>Town Manager</p>	<p></p> <p>FY 11/12</p> <p>FY 11/12</p>
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all permittee personnel applicators and contracted applicators to emphasize the stormwater implications of pesticide, herbicide and fertilizer application. Follow-up training shall be provided annually. Training to obtain or maintain an FDACS certificate and/or license does not satisfy this requirement. Report the number of permittee personnel applicators and contracted applicators who participated in training on the stormwater implications of pesticide, herbicide and fertilizer application (both in-house and outside training).</p> <p><i>DEP Note:</i> This permit requirement has been removed from other Phase I MS4 permits that were reissued after the Palm Beach County MS4 permit since recent changes to the FDACS certification / licensing program have allowed it to adequately fulfill this requirement. Therefore, at this time, this permit requirement does not need to be implemented.</p>				
Part III.A.7.a	<p>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</p> <p>Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed.</p> <p><i>DEP Note:</i> If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</p>				

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	ATTACH a report on any amendments to the applicable legal authority				None
	<p>Develop and implement the legal authorities necessary to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. This includes the legal authority to take legal action to eliminate illicit discharges or connections. Perform an assessment of the non-stormwater discharges listed under Part II.A.7.a of this permit, as well as any other non-stormwater discharges, which will be allowed to be discharged to the MS4. Provide copies of the legal authorities that allow the permittee to control illicit discharges into the MS4 and to require compliance with stormwater BMPs in permits, contracts, and orders.</p> <p><i>DEP Note: Please provide the title of the attachment in Column D and the name of the entity who finalized the attachment in Column E.</i></p>				
	Year 1 ONLY: Attach copies of the applicable legal authorities				Done last year
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	<p>During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.</p> <p><i>DEP Note: If "0" is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><i>DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circuses) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</i></p> <p><i>DEP Note: Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>				
	Proactive inspections for suspected illicit discharges / connections / dumping	52	Safety Log	Town Manager	Weekly Inspections done by Town Manager
	Illicit discharges / connections / dumping found during a proactive inspection	0			
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0			
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0			
	Year 1 ONLY: Attach the written proactive inspection program plan				Done last year
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.</p>				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments	
<p><i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>						
<p>Reports of suspected illicit connections / discharges / dumping received</p>		0				
<p>Reactive investigations of reports of suspected illicit discharges/connections / dumping</p>		0				
<p>Illicit discharges / connections / dumping found during a reactive investigation</p>		0				
<p>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</p>		0				
<p>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</p>		0				
<p>Develop and implement a reactive investigation program to inspect and investigate suspected illicit discharges, including explicit written standard investigative procedures and designation of a single reporting point that maintains reports received from permittee personnel, contractors, citizens, or other entities of suspected illicit discharges/connections/dumping. Provide a description of the reactive investigation program.</p>						
<p><i>DEP Note: Please provide the title of the attachment in Column D and the name of the entity who finalized the attachment in Column E.</i></p>						
<p>Year 1 ONLY: Attach a description of the reactive investigation program</p>					Done last year	
<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p>						
<p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>						
		Initial Training	Refresher Training	Sign In Sheet/Municipal Stormwater Pollution Prevention Video-Storm Watch	PBC Steering Committee	Town Manager/Refresh Training
Personnel trained		0	1			
Contractors trained		0	0			Not Applicable
Part III.A.7.d	<p>Illicit Discharges and Improper Disposal — Spill Prevention and Response</p>					
<p>Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.</p>						
<p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i></p>						

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B.		C.	D.	E.	F.
	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Hazardous and non-hazardous material spills responded to		0	Daily E-Mail	PBC Fire Rescue	
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>					
		Initial Training	Refresher Training			
	Personnel trained	0	1		Sign In Sheet/Municipal Stormwater Pollution Prevention Video-Storm Watch	PBC Steering Committee Town Manager/Refresh Training
	Contractors trained	0	0			Not Applicable
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting					
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items except the first one if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p>					
	Public education and outreach program		The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Estimated percentage of the population reached by the activities in total		100	Contacts	Town Manager	100 Homes were mailed Information
	Brochures/Flyers/Fact sheets distributed		6	Brochures	PBCSWA & FDEP	FY Log 11/12
	Public displays (e.g., kiosks, storyboards, posters, etc.)		1	Display Town Hall	Town Manager	FY Log 11/12

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p>				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Estimated percentage of the population reached by the activities in total	100	Contacts	Town Manager	100 Homes Were Mailed Information
	Brochures/Flyers/Fact sheets distributed	6	Brochures	PBCSWA & FDEP	FY Log 11/12
	Public displays (e.g., kiosks, storyboards, posters, etc.)	1	Display Town Hall	Town Manager	FY Log 11/12
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.</p> <p><i>DEP Note: The permittee needs to "customize" this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration into the MS4. The first three reporting items below are examples.</i></p> <p><i>DEP Note: The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</i></p> <p><i>DEP Note: Report only the SSOs and inflow / infiltration incidents into the MS4.</i></p>				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	0			All Properties Served by septic

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments													
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0			tanks. None													
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0			None													
	SSO incidents discovered	0			None													
	SSO incidents resolved	0			N/A													
	Inflow / infiltration incidents discovered	0			None													
	Inflow / infiltration incidents resolved	0			N/A													
	Name of owner of the sanitary sewer system	Not Applicable																
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections																	
	<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Hazardous waste treatment, storage, disposal and recovery facilities; • Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and • Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit. <p>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.</p> <p><i>DEP Note: The TRI is updated every spring / summer by the U.S. EPA at www.epa.gov/triexplorer. Select "Facility" on the left, chose your Geographic Location, and then select "Generate Report." Please indicate in Column F when (month / year) you last checked EPA's TRI for applicable facilities.</i></p> <p><i>DEP Note: The total number of high risk facilities reported needs to equal the sum of the numbers of the four types of applicable facilities.</i></p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.</p> <p><i>DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary</i></p>																	
	<table border="1"> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	10	11	12	For violations discovered during a high risk inspection			
0	1	2	3	4	5	6	7	8	9	10	11	12						

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity				C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
	Total high risk facilities	0						No Facilities
	New high risk facilities added to the inventory during the current reporting period	0						N/A
	Operating municipal landfills	0						No Facilities
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0						No Facilities
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0						No Facilities
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0						No Facilities
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0						No Facilities
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.							
	High risk facilities sampled	0						No Facilities
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices							
	Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans <u>reviewed for stormwater, erosion, and sedimentation controls</u> , and the number approved.							
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i>							
	PERMITTEE SITES: Construction site plans reviewed	0						No Activity
	PERMITTEE SITES: Construction site plans approved	0						N/A
	PRIVATE SITES: Construction site plans reviewed	0						No Activity
	PRIVATE SITES: Construction site plans approved	0						N/A
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.							
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than</i>							

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
<i>the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>					
	Notified of ERP stormwater permit requirements	0			None
	Confirmed ERP coverage	0			N/A
	Notified of CGP stormwater permit requirements	0			None
	Confirmed CGP coverage	0			N/A
<p>Develop and implement written procedures for a pre-construction site plan review program that allows the permittee to require construction site planning and review prior to permitting, and require the use of stormwater, erosion, and sedimentation control BMPs during construction to reduce pollutants to the MS4 and receiving waters. Include procedures to notify all new development/ redevelopment permit applicants of the need to obtain all required stormwater permits. Ensure that the ERP and the CGP have been obtained, as applicable, prior to issuing any local grading or clearing permits or approvals. Develop and implement an inspection program for construction sites to verify and maintain compliance with local stormwater ordinances and codes following the requirements specified in Part III.A.9.b below for all other permittees. Provide copies of the legal authorities and a detailed description of the program for: construction site plan review; inspection of active construction sites; and training to certify municipal inspectors in stormwater, sedimentation, and erosion control.</p>					
<i>DEP Note: Please provide the title of the attachment in Column D and the name of the entity who finalized the attachment in Column E.</i>					
	Year 1 ONLY: Attach copies of the applicable legal authorities and a description of the program				Done Last Year
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
<p>As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites <u>immediately upon written approval by the Department</u>. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.</p>					
<p><i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>					
<p><i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>					
	PERMITTEE SITES: Active construction sites	0			None
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0			N/A
	PERMITTEE SITES: Percentage of active construction sites inspected	0			N/A
	PRIVATE SITES: Active construction sites	0			None
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0			N/A
	PRIVATE SITES: Percentage of active construction sites inspected	0			N/A
	Notices of Violation (NOVs) / warning letters / citations issued	0			None
	Stop Work Orders issued	0			None

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	Fines issued	0			None	
	Year 1 ONLY: Attach the written construction site inspection program plan				Done Last Year	
Part III.A.9.c	Construction Site Runoff — Site Operator Training					
	<p>During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by <u>or under contract with</u> the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion, and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Follow-up training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private persons trained by the permittee.</p> <p><i>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</i></p> <p><i>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</i></p>					
		Certification Training	Initial Training (non-certification)	Refresher Training		
	Permittee construction site inspectors	1	1	1		Town Manager/Town Building Official
	Permittee construction site plan reviewers	1	1	1		Town Building Official
	Permittee construction site operators	0				N/A
	Private persons	0				N/A

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY. <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
	Not Applicable	Not Applicable

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
	Not Applicable	Not Applicable

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]	N/A	Refer to Joint Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VI.B.2	EACH ANNUAL REPORT: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.	1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.e	EACH ANNUAL REPORT: A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rule 62-624.600(2)(a), FAC	YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	YEAR 1: If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if	4	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part II.A	YEAR 2: Stormwater Management Program (SWMP)	2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	YEAR 2: A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.	3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.2	YEAR 3: Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development /		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.		

CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed <u>new</u> written SOP / Plan	Reviewed & <u>no revision needed</u> to existing SOP / Plan	Reviewed & <u>revised</u> existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
		XX		Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
		XX		Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
		XX		Part III.A.3	SOP for the litter control program.
N/A	N/A	N/A	N/A	Part III.A.3	SOP for the street sweeping program.
N/A	N/A	N/A	N/A	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
N/A	NA	N/A	N/A	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
		XX		Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
N/A	N/A	N/A	N/A	Part III.A.6	Plan for pesticide, herbicide and fertilizer application training <i>DEP Note: A plan is not necessary since the FDACS certification / licensing program adequately fulfills the permit requirement.</i>
N/A	N/A	N/A	N/A	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
		XX		Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
		XX		Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
		XX		Part III.A.7.c	Plan for illicit discharge training.
		XX		Part III.A.7.d	SOP for spill prevention and response efforts.
		XX		Part III.A.7.d	Plan for spill prevention and response training.
		XX		Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
		XX		Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics, and household hazardous waste.
		XX		Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
N/A	N/A	N/A	N/A	Part III.A.8	SOP for inspections of high risk industrial facilities.
		XX		Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
		XX		Part III.A.9.b	Plan for inspections of construction sites.*
		XX		Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.

CHECKLIST C: ADDITIONAL ATTACHMENTS TO BE SUBMITTED WITH THE YEAR 1 ANNUAL REPORT – NEW PERMITTEES ONLY

Below is a list of additional items required by the permit to be submitted with the Year 1 Annual Report by the new permittees ONLY: Town of Glen Ridge and Town of Hypoluxo. Please enter the number and the title of the attachments in the blanks provided.

Attached	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
N/A	Part III.A.3	YEAR 1: A description of the litter control program.		Submitted last year
N/A	Part III.A.7.a	YEAR 1: Copies of the legal authorities that allow the permittee to control illicit discharges into the MS4, and to require compliance with stormwater BMPs in permits, contracts, and orders.		Submitted last year
N/A	Part III.A.7.c	YEAR 1: A description of the reactive illicit discharge / connection / dumping investigation program.		Submitted last year
N/A	Part III.A.9.a	YEAR 1: Copies of the legal authorities and a detailed description of the program for: construction site plan review; inspection of active construction sites; and training to certify municipal inspectors in stormwater, sedimentation, and erosion control.		Submitted last year

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT

Rule / Permit Citation	Report Title	Due Date
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	9/2/11
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	3/2/12
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	TBD
Part VIII.B.4	30 MONTHS from effective date of permit: A Bacterial Pollution Control Plan (BPCP).	9/2/13

**END OF REVISED TAILORED MS4 AR FORM
CYCLE 3 PERMIT**

Attachment #1

SWMP Effectiveness For The Town of Glen Ridge

Year 2011-2012 Report

In accordance with Part VI.B.2.:

1. Have stormwater pollutant loadings discharged from the MS4 decreased? Why or why not? **Yes, they have decreased due to more public awareness and education.**
2. Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? **The public education has been helping to educate my homeowners who own and live on the lake. Regular inspections also help. There is a lot more awareness now.**
3. Which components of the SWMP are not working well and need to be revised to make them more effective in reducing stormwater pollutant loadings? **None.**
4. Which components of the SWMP do not contribute to reducing storm water pollutant loads and could be revised or eliminated, and why? **None.**
5. Is the monitoring program providing data that can be used to assess the effectiveness of the SWMP in reducing stormwater pollutant loadings, assess the effectiveness of specific BMPs, and determine where stormwater retrofitting projects should be prioritized for implementation? **Yes.**



TOWN OF GLEN RIDGE

STORMWATER MANAGEMENT PROGRAM

Attachment #2

Town of Glen Ridge

Inter-Local Agreements

The Town passed an Inter-Local with The Northern Palm Beach County Improvement District for the reporting year of 2011-2012. A copy was provided to you with the March 2011 1st year Annual Report and a copy is also posted on their website [www..pbco-npdes.org](http://www.pbco-npdes.org).

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF GLEN RIDGE, FLORIDA, AMENDING CHAPTER 5, BUILDING AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES, TOWN OF GLEN RIDGE, FLORIDA, TO ADD A NEW SECTION 127. STORMWATER CONTROL; BY CREATING A NEW SECTION 127.1. TITLE, PURPOSE AND DEFINITIONS; BY CREATING A NEW SECTION 127.2. PURPOSE AND INTENT; BY CREATING A NEW SECTION 127.3. DEFINITIONS; BY CREATING A NEW SECTION 127.4. ILLICIT DISCHARGES; BY CREATING A NEW SECTION 127.5. SPILLS AND DUMPING; BY CREATING A NEW SECTION 127.6. ENFORCEMENT; BY CREATING A NEW SECTION 127.7. INSPECTIONS AND MONITORING; PROVIDING AUTHORITY TO CODIFY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.



WHEREAS, the federal Clean Water Act (33 U.S.C. 1252, et seq.) as implemented by regulations of the U.S. Environmental Protection agency adopted November 16, 1990 (40 CFR Part 122), makes necessary the adoption of local ordinance provisions relating to the Stormwater System; and

WHEREAS, the Town of Glen Ridge is seeking to comply with all provisions of federal and state law; and

WHEREAS, the Town Council has conducted legally noticed public hearings and has provided all interested parties an opportunity to be heard on these ordinance provisions.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GLEN RIDGE, FLORIDA, THAT:

Section 1: Chapter 5. BUILDING AND BUILDING REGULATIONS, of the Code of Ordinances, Town of Glen Ridge, Florida, is hereby amended by creating a new Section 127. Stormwater Control, as follows:

SECTION 127. STORMWATER CONTROL

Sec. 127.1. TITLE, PURPOSE AND DEFINITIONS:

This ordinance shall be known as the Town of Glen Ridge Stormwater Control Ordinance, and may be so cited.

benefits and privileges of the services available under County Ordinance No. 94-10, and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GLEN RIDGE, FLORIDA, as follows:

SECTION 1: REQUEST AND AUTHORIZATION

The Town Council of the Town of Glen Ridge, Florida, hereby consents and authorizes Palm Beach County to undertake the water and/or sewer improvement project(s), including the nature of the improvement(s) and the location thereof, as set forth on Exhibit "B", should the property owners of the Town of Glen Ridge authorize said improvements. The Town Council further consents to the Palm Beach County Water Utilities Department being the service provider of said project(s). In the accomplishment of the project(s), the Town shall render no financial or technical assistance.

SECTION 2: INCLUSION IN THE CODE

The provisions of this Ordinance may become and be made a part of the Code of Ordinances of the Town of Glen Ridge, Florida. The Sections of this Ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section," "chapter," "article," or any other appropriate word.

SECTION 3: All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 4: Should any section or provision of this ordinance or any portion thereof, any paragraph, sentence or word be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this ordinance.

SECTION 5: This ordinance shall take effect immediately upon passage.

FIRST READING this 5th day of July,
1995.

SECOND READING and FINAL PASSAGE this 10th day of
September 1995.

TOWN OF GLEN RIDGE, FLORIDA

[Signature]
MAYOR

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

ATTEST:

[Signature]
TOWN CLERK

Sec. 127.2. Purpose and Intent:

The purpose of this ordinance is to promote the health, safety and general welfare of the inhabitants of the Town of Glen Ridge. This ordinance is intended to comply with federal and state law and regulations regarding water quality.

Sec. 127.3. Definitions:

(a) Authorized Official: any employee or agent of the Town authorized by the Town Council to administer or enforce the provisions of this ordinance.

(b) Discharge: any direct or indirect entry of any solid, liquid or gaseous matter.

(c) Person: any natural individual, corporation, partnership, institution or other entity.

(d) Stormwater: Any stormwater run-off, and surface run-off and drainage.

(e) Stormwater System: the system of conveyances used for collecting, storing, and transporting Stormwater owned by the Town but not including any facilities intended to be used in accordance with applicable law for collecting and transporting sanitary or other wastewater.

Sec. 127.4. Illicit Discharges.

A. General Prohibitions.

Except as set forth under Section 127.6 of this ordinance or as in accordance with a a valid NPDES permit, any Discharge to the Stormwater System that is not composed entirely of Stormwater is prohibited.

B. Specific Prohibitions.

Any Discharge to the Stormwater System containing any sewage, industrial waste or other waste materials, or containing any materials in violation of federal, state, county, municipal, or other laws, rules, regulations, orders or permits is prohibited.

C. Authorized Exceptions.

Unless the Mayor, or his designee, determines that it is not properly managed or otherwise is not acceptable, the following Discharges are exempt from the general prohibition set forth under Section 127.4(A) of this ordinance:

1. flows from fire fighting;
2. water line flushing and other contributions from potable water sources;
3. landscape irrigation and lawn watering;
4. irrigation water;

5. diverted stream flows;
6. rising groundwaters;
7. direct infiltration to the Stormwater System;
8. uncontaminated pumped groundwater;
9. foundation and footing drains;
10. water from crawl space pumps;
11. air conditioning condensation;
12. springs;
13. individual residential car washings;
14. flows from riparian habitats and wetlands; and
15. dechlorinated swimming pool contributions.

D. Illicit Connections.

No Person may maintain, use or establish any direct or indirect connection to the Stormwater system that results in any Discharge in violation of this Ordinance. This prohibition is retroactive and applies to connections made in the past, regardless of whether made under a permit, or other authorization, or whether permissible under laws or practices applicable or prevailing at the time the connection was made.

E. Administrative Order.

The Mayor, or his designee, may issue an order to any Person to immediately cease any Discharge, or any connection to the Stormwater System, determined by the Mayor, or his designee, to be in violation of any provision of this Ordinance, or in violation of any regulation or permit issued hereunder.

Sec. 127.5. Spills and Dumping.

A. General Prohibitions.

Except as set forth under Section 127.6(C) of this Ordinance or as in accordance with a valid NPDES permit, any Discharge to the Stormwater System that is not composed entirely of Stormwater is prohibited.

B. Specific Prohibitions.

Any Discharge to the Stormwater System containing any sewage, industrial waste or other waste materials, or containing any materials in violation of federal, state, county, municipal, or other laws, rules, regulations, orders or permits, is prohibited.

C. Notification of Spills.

As soon as any Person has knowledge of any Discharge to the Stormwater System in violation of this Ordinance, such Person shall immediately notify the Mayor or Town Clerk by telephone and if such Person is directly or indirectly responsible for such Discharge, then such Person shall also take immediate action to ensure the containment and clean up of such Discharge and shall confirm such

telephone notification in writing to the Mayor within three calendar days.

D. Administrative Order.

The Mayor, or his designee, may issue an order to any Person to immediately cease any Discharge, or connection to the Stormwater System, determined by the Mayor, or his designee, to be in violation of any provision of this Article, or in violation of any regulation or permit issued hereunder.

Sec. 127.6. Enforcement.

A. Injunctive Relief.

Any violation of any provision of this Ordinance, or of any regulation or order issued hereunder, shall be subject to injunctive relief if necessary to protect the public health, safety or general welfare.

B. Continuing Violation.

A Person shall be deemed guilty of a separate violation for each and every day during any continuing violation of any provision of this Ordinance, or of any regulation or permit issued hereunder.

C. Enforcement Actions.

The Mayor, or his designee, may take all actions necessary, including the issuance of notices of violation, the filing of court actions and/or referral of the matter to the Town code enforcement Board to require and enforce compliance with the provisions of this ordinance and with any regulation or permit issued hereunder.

Sec. 127.7. Inspections and Monitoring.

A. Authority for Inspections.

Whenever necessary to make an inspection to enforce any of the provisions of this Ordinance, or regulation or permit issued hereunder, or whenever an Authorized Official has reasonable cause to believe there exists any condition constituting a violation of any of the provisions of this Ordinance, or regulation or permit issued hereunder, any Authorized Official may enter any property, building or facility at any reasonable time to inspect the same or to perform any duty related to enforcement of the provisions of this ordinance or any regulations or permits issued hereunder; provided that:

(1) if such property, building or facility is occupied, such Authorized Official shall first present proper credentials and request permission to enter, and

(2) if such property, building or

facility is unoccupied, such Authorized Official shall make a reasonable effort to locate the owner or other person having charge or control of the property, building or facility, and shall request permission to enter. Any request for permission to enter made hereunder shall state that the owner or person in control has the right to refuse entry, and that in such event that entry is refused, the Authorized Official may enter to make inspection only upon issuance of a search warrant by a duly authorized Magistrate or Judge. If the owner or person in control refuses permission to enter after such request has been made, the Authorized Official is hereby authorized to seek assistance from any court of competent jurisdiction in obtaining entry. Routine or area-wide inspection shall be based upon such reasonable selection processes as may be necessary to carry out the purposes of this Article, including but not limited to random sampling and sampling in areas with evidence of stormwater contamination, non-stormwater discharges, or similar factors.

B. Authority for Monitoring and Sampling.

Any authorized Official may establish on any property such devices as are necessary to conduct sampling or metering of Discharges to the Stormwater System. During any inspections made to enforce the provisions of this Article, or regulations or permits issued hereunder, any Authorized Official may take any samples deemed necessary.

C. Requirements for Monitoring.

The Mayor, or his designee, may require any Person engaging in any activity or owning any property, building or facility to undertake such reasonable monitoring of any Discharge(s) to the Stormwater System and to furnish periodic reports.

SECTION 2: Each and every other provision of Chapter 5. BUILDINGS AND BUILDING REGULATIONS, of the Code of Ordinances of the Town of Glen Ridge shall remain in full force and effect as previously enacted.

SECTION 3: Specific authority is hereby granted to codify and incorporate this ordinance into the existing Code of Ordinances of the Town of Glen Ridge.

SECTION 4: All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 5: Should any section or provision of this ordinance or any portion thereof, any paragraph, sentence or

word be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this ordinance.

SECTION 6: This ordinance shall take effect immediately upon passage.

FIRST READING this 7th day of May,
1993.

SECOND READING and FINAL PASSAGE this 1st day of
September, 1993.

TOWN OF GLEN RIDGE, FLORIDA

[Signature]
MAYOR

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

ATTEST:

[Signature]
TOWN CLERK

Duck Pond - Empties into Cloud Lake

Local Streets

1. Taylor
2. Churchill
3. Chandler
4. Shannondale
5. Gem Lake
6. Windham
7. Glen Road
8. Island Road



TOWN OF GLEN RIDGE
PALM BEACH COUNTY, FL.

NOTE: The entire Town of Glen Ridge is located within the Palm Beach County Utilities Service Area

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Gentle Holloway O'Mahoney & Associates, Inc.
Landscape Architects
Planners and Environmental Consultants

Source:

Land Use Category

- Residential
 - Single-Family Low Density (Max. 1 DU/AC.)
 - Single-Family Medium Density (Max. 2.9 DU/AC.)
 - Moderate Density (Duplex) (Max. 5.25 DU/AC.)
- Commercial
- Recreational and Open Space
- Transportation
- Conservation
- Public Buildings and Grounds



Town of Glen Ridge

Litter Control Program

The Litter Control Program for The Town of Glen Ridge consists of:

- 2 miles of litter collection along public streets, roadways, and rights-of-way within our jurisdiction. A map of litter collection areas maintained by the Town of Glen Ridge is attached.
- The frequency of collection is: Weekly
- All collected litter is properly disposed of.
- There is not an "Adopt-a-Road" program in place.
- In accordance with code/resolution/etc., litter control on public streets, roadways, and rights-of-way is the responsibility of the adjacent property owner.
- The Town of Glen Ridge code enforcement officer will issue notices of violation to property owner's who do not comply with the code.

Site Plan Review Procedures

Site Plan Reviews are required for some projects within the Town of Glen Ridge.

Application packages for building/construction/grading permits include brochures presenting the need for obtaining an *Environmental Resource Permit (ERP)* and/or coverage under the *NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)*.

Site Plan Reviews are typically conducted in the beginning of the process by the personnel in the Planning/Building Department. Current local criteria are used as the guideline for review of the temporary and permanent stormwater treatment practices that are being proposed by the site plan.

Applicants for a building/construction/grading permit are advised that coverage under the Construction Generic Permit may be required. Applicants are further advised that proof of a SFWMD or FDEP Permit and/or coverage under the CGP, if applicable, will be required during the first construction site inspection.

The following checklist is used when performing site plan reviews:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work requires coverage under CGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work appears to require an ERP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed temporary stormwater sedimentation & erosion control BMPs appear to be appropriate for the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed permanent stormwater BMPs meet local requirements.

Construction Site Inspection Plan and Inspection Form

Construction site inspections are conducted for land-disturbing projects which have the potential to discharge stormwater runoff into our MS4.

Timing

Construction site inspections are conducted:

- Before the start of construction, after the placement of temporary BMPs
- During construction (one or more inspections, based on the project's potential for discharge to our MS4)
- At the end of the construction

Site Priority

All construction sites are considered priority if they have the potential to discharge into water bodies or our MS4. Sites will be inspected with a frequency deemed appropriate during the site plan review process and with consideration to rainfall events. In addition, any sites where compliance is a concern will be inspected more frequently.

Inspection Procedure

Inspections are the responsibility of The Town Manager and are conducted using the attached construction site inspection form. The intent of the inspection is to verify that BMPs are performing and to document the inspections. All completed inspection forms are kept in the Town Manager's Office.

Enforcement

Instances of non-compliance will be handled with successively more rigorous enforcement measures.

1. Notice of Violation
2. Stop work order
3. Fines

The construction site inspector will issue notices of violation or stop work orders as deemed necessary. Fines will be issued.....

Construction Site Inspection Form

Site: _____

Date of Inspection: _____

Address: _____

Lat/Long of discharge point: _____ Receiving water body: _____

Project owner: Private City of _____

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion & Sedimentation Controls are installed as shown on plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion is being controlled on site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sedimentation is being contained on site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No indication of sedimentation leaving the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SWPP & completed inspection forms are on site & available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of SFWMD or FDEP Permit (if applicable) is on-site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Coverage under the GCP has been obtained. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prior non-compliance issues have been addressed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All other sources of pollution are being controlled. |

Comments:

Proactive Inspection Program

1. Procedure and Criteria for identifying priority areas/facilities

For consistency with the Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit, the following areas are considered a priority in the inspection program:

- Industrial, commercial, or mixed use areas
- Areas with history of past illicit discharges and/or illegal dumping
- Areas with on-site sewage disposal systems
- Areas upstream of sensitive or impaired water bodies

The attached map depicts the areas zoned as industrial or commercial, that lie within our MS4 contributing area or in an area that discharges from an outfall for which we are responsible. The map is updated each year, typically in the month of October, by the Town Manager and saved as a PDF format file for use by all.

2. List of identified priority areas/facilities

Each year, a list of addresses is created from an overlay of the map above and the County's current parcel map and associated database. This list is cross-referenced with the Florida Department of Environmental Protection (FDEP) list of facilities that have a Multi-Sector Generic Permit (MSGP). If any facilities that appear to require an MSGP are not on the FDEP list, the names and addresses of those businesses are referred to FDEP. The annual creation of the list of addresses and cross-referencing with the FDEP MSGP database is done by the Town Manager, typically in the month of October of each year.

3. Annual schedule for inspections

All priority areas/facilities are inspected at least once within the current five-year permit term. The inspection area has been divided into five zones. One zone will be inspected during each year of the permit term. If an area is found to have illicit discharges/connections/dumping, it is re-inspected for compliance and if warranted, specific facilities within that area are considered for placement on the high risk facility list for more frequent inspection.

In addition, inspections for signs of illicit discharges are part of the Standard Operating Procedure for all structural control inspections and maintenance. A "checkbox" for this activity is included on the inspection forms for those activities. If a suspected illicit is identified, it is reported to The Town Manager for investigation under the Reactive Investigations program.

Finally, all appropriate field personnel receive illicit discharge and illegal dumping identification and notification training. If a suspected illicit is identified during the course of performing their regular activities, it is reported to The Town Manager for investigation under the Reactive Investigations program.

The field inspections are the primary responsibility of The Town Manager. The pro-active inspections that take place during the inspection of structural controls and other MS4 components, is the responsibility of The Town Manager. Inspections are carried out throughout the year.

4. Procedure for conducting inspections

The inspector(s) patrols the prioritized area searching for indications of illicit discharges/connections/dumping into the Town's MS4, in accordance with the training received. If any are identified, the inspector makes a cursory attempt at identifying the source of the illicit. If the source is identified, the inspector makes the decision to either approach the facility owner or refer the finding to his supervisor for further action. In speaking with the facility owner or operator, the inspector advises of the findings and cites the ordinance which prohibits such discharges Ordinance 93-1. The inspector uses photo documentation to support the inspection. The inspector indicates his/her intention to return to verify that the problem has been corrected.

If no source is identified, the findings are reported to the inspector's supervisor for further investigation.

The pro-active inspections that take place during the inspection of structural controls and other MS4 components, is the responsibility of The Town Manager. Inspections are carried out throughout the year.

5. Procedure for tracing source of discovered illicit discharge

Visual observation, investigation, and testing if necessary, are used to identify the source of an illicit discharges/connections/dumping.

6. Procedure for eliminating the discharge

If an illicit connection to the MS4 through a pipe is identified, it is immediately terminated (plugged or removed). If the illicit is traced back to a property owner/operator, the owner of the property is contacted by The Town Manager. The owner is notified of the problem and asked to address the situation immediately. The owner is also notified of the re-inspection date, typically one week.

7. Procedure for documenting the inspections and enforcement activities

The attached inspection form is used for pro-active inspections and the subsequent follow-up. Photo documentation will also be provided, as needed. Selected activity related to the pro-active inspection program is logged into a database for management. The electronic files facilitate follow-up, referrals and year-end summarizing.

8. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)

For cases within The Town of Glen Ridge's MS4 contributing area, an unresolved matter is handled by the code compliance division. Code compliance assigns a case number and follows through to resolution. For cases outside The Town of Glen Ridge's MS4, the appropriate entity is notified (FDOT, Palm Beach County, etc.) by The Town Manager.

9. Identification of staff /department/outside entity responsible for inspections and for enforcement

Inspection activities are carried out by The Town Manager. Follow up's are provided by the Town Manager/Stormwater Manager. Documentation is handled by theThe Town Manager. The Town Manager is also the Code officer within the Town of Glen Ridge.

10. Description of resources allocated to implement this permit element

Approximately \$5,000.00 has been allocated for this program for the 2011/2012 fiscal period. See the Stormwater Utility Budget document.

Proactive Illicit Discharge/Illegal Connection Inspection Form

(Use as many sheets as necessary)

Date of Inspection: _____ Inspector Name: _____

New Inspection

Follow-up Inspection

Description of inspection area: _____

Identification of MS4 component that could receive discharge from this site/area: _____

Findings:

Evidence of illicit connections to storm sewer? Yes___ No___

Evidence of dumping/spills to storm sewer? Yes___ No___

Evidence of wash water going to storm sewer? Yes___ No___

Storage tanks leaking or improperly contained? Yes___ No___

Stockpiles/debris piles uncontained? Yes___ No___

If "yes," to any above, describe:

Type of Enforcement Action Taken: _____

Date to verify correction: _____

Town of Glen Ridge

Reactive illicit discharges Program

The Town maintains a phone line for citizens to report any suspected illicit discharge or illegal dumping. The phone number is (561) 697-8868 and it is publicized in town mailings. A log is kept of the citizen complaints.

The Town has standardized investigation procedures to assist in determining the source of a suspected illicit discharge or illegal dumping. The Town periodically trains staff to recognize conditions that may indicate the presence of an illicit discharge.

Reactive Investigation of Reported Illicit Discharge/Illegal Connection/Illegal Dumping

Date suspected illicit was reported: _____

Date of investigation: _____

MS4 potential Receiving system: _____

If not within MS4, date and to whom referral made: _____

Verification of problem: _____

Type of discharge/connection/dumping: _____

Determined Source: _____

Type of enforcement action taken: _____

Date to verify elimination: _____

Date of Referral to FDEP of facility that may require MSGP: _____

Dry Detention and/or Retention System – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are no dry detention systems and no dry retention systems that are part of our MS4.

Below are the guidelines that would be followed if a dry detention system were to become part of The Town of Glen Ridge and a Structural Control Inspection Form that would be used.

Inspections:

Established dry detention/retention systems are inspected once every three years, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever they are mowed.

New dry detention/retention systems are inspected annually for the first two years of operation.

If chronic problems are identified with a dry detention/retention system, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

Inspections are conducted close to the storage recovery time of that dry detention/retention system (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

Maintenance:

There are several maintenance activities that may be associated with a dry detention/retention system. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Mow grass.
2. Remove trash and debris from system and dispose of properly.
3. Remove accumulated sediment from the inflow pipe and dispose of properly.
4. Eliminate any mosquito breeding habitats.
5. Repair any undercutting or piping around inflow structure.
6. Repair and re-establish any eroded areas on the bottom, side slopes, and/or near inflow structure.
7. Scrape, disc, or otherwise aerate the bottom of the detention/retention area to restore the infiltration capacity. Include soil testing, as needed, to verify that the infiltration capacity has been restored. Re-established the surface to its final condition (seed, sod, etc...)

Dry Detention/Retention System – Structural Control Inspection

Facility ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Wet bottom? YES NO

Dead or dying vegetation on bottom? YES NO

Any signs of accumulated sediment? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on bottom and side slopes failing? YES NO

Any signs of erosion? YES NO

If YES, describe and schedule for maintenance: _____

INFLOW STRUCTURE:

Any signs of erosion? YES NO

Any signs of structure settling? YES NO

Any signs of physical damage? YES NO

Any signs of accumulated sediment? YES NO

If YES to any of the above, schedule the structure for maintenance.

Any debris present? YES NO

If YES, remove debris or schedule for maintenance.

OUTFLOW STRUCTURE (for Dry Detention systems only):

Any signs of erosion? YES NO

Any signs of structure settling? YES NO

Any signs of physical damage? YES NO

Any signs of accumulated sediment? YES NO

If YES to any of the above, schedule the structure for maintenance.

Any debris present? YES NO

If YES, remove debris or schedule for maintenance.

GENERAL:

Any signs of "excessive petroleum hydrocarbon contamination"? YES NO

Any indications of illicit discharge or illegal dumping? YES NO

If YES, address issue as required.

Exfiltration Trench – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are no exfiltration trenches that are part of our MS4.

Below are the guidelines that would be followed if an exfiltration trench were to become part of the the Town of Glen Ridge and an Exfiltration Trench Structural Control Inspection Form that would be used.

Inspections:

Established exfiltration trench is inspected once every three years, using the following Structural Control Inspection Form.

New exfiltration trench is inspected annually for the first two years of operation.

If chronic problems are identified with a run of exfiltration trench, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

The inspection to check for proper function is conducted close to the recovery time of that exfiltration trench system (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended. The inspection for sediment accumulation in the system is conducted in dry weather.

Maintenance:

There are several maintenance activities that may be associated with exfiltration trench. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove sediment in pipe(s) and/or upstream and downstream structures. This may be done by flushing or vacuuming.
2. Remove trash and debris from the system and dispose of properly.
3. Total rehabilitation (removal and replacement) of the exfiltration trench system may be required when the system fails to function at the design capacity.

Exfiltration Trench – Structural Control Inspection

Facility/Segment ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Standing water in observation well, inspection port, or inlet? YES NO

Standing water above inlet grates? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

GENERAL:

Sediment amount less than one foot below pipe invert in up or downstream structure? YES NO

Sediment visible in pipe? YES NO

Debris accumulation at weir? YES NO

If YES, describe and schedule for maintenance: _____

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Swale System – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are 5 lane miles of swales that are part of our MS4; the swale segments are located as shown on the following map.

Inspections:

Established swales are inspected once every three years, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever they are mowed/maintained.

New swales are inspected annually for the first two years of operation.

If chronic problems are identified with a swale, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

Inspections are conducted close to the recovery time of that swale (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

The anticipated inspection schedule follows.

All the swales are inspected at the end of every month and an inspection sheet is attached.

Maintenance:

There are several maintenance activities that may be associated with swales. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Mow grass.
2. Remove trash and debris from system and dispose of properly.
3. Remove accumulated sediment from the inflow and/or outflow pipe and dispose of properly.
4. Eliminate any mosquito breeding habitats.
5. Repair any undercutting or piping around inflow and/or outflow structure.
6. Repair and re-establish any eroded areas on the bottom, side slopes, and/or near any structure.
7. Scrape, disc, or otherwise aerate the bottom of the swale to restore the infiltration capacity. Include soil testing, if needed, to verify that the infiltration capacity has been restored. Re-establish the surface to its final condition (seed, sod, etc...)

Documentation:

The documentation for the inspection and maintenance activities related to swales is a paper inspection form that is collected and placed in the NPDES Activity Log Book every month.

Grass Swale – Structural Control Inspection

Facility/Segment ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Wet bottom? YES NO

Aquatic vegetation present? YES NO

Dead or dying grass on bottom? YES NO

Sediment accumulation? YES NO

Grading issue? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on bottom or side slopes failing? YES NO

Any signs of erosion? YES NO

If YES, describe and schedule for maintenance: _____

GENERAL:

Any signs of damage from parking in swale? YES NO

Any fences or other objects that could obstruct flow into/through the swale? YES NO

If YES, schedule for maintenance.

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Conveyance (Ditch & Canal) System – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are no linear feet (or miles) of ditches and/or canals that are part of our MS4.

Below are the guidelines that would be followed if a conveyance (Ditch & Canal) system were to become part of the Town of Glen Ridge and Conveyance (Ditch & Canal) System Structural Control Inspection Form that would be used.

Inspections:

At least 10% of the total length of conveyance system (ditches and/or canals) is inspected each year, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever the banks are maintained.

Maintenance:

There are several maintenance activities that may be associated with ditches and canals. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Mow/cut vegetative cover above normal water line.
2. Remove trash and debris from system and dispose of properly.
3. Remove accumulated sediment from the bottom to restore design conveyance capacity and storage volume.
4. Repair and re-establish any eroded areas on the bottom, side slopes, and/or top of bank.

Conveyance (Ditch & Canal) System – Structural Control Inspection

Facility/Segment ID: _____

Date: _____

FUNCTION:

Debris or trash present? YES NO

Sediment accumulation? YES NO

Grading issue? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on top or side slopes failing? YES NO

Any signs of erosion? YES NO

If YES, describe and schedule for maintenance: _____

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Wet Detention System – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There is one wet detention system that is part of our MS4; it is located as shown on the following map.

Inspections:

Established wet detention systems are inspected once every three years, using the following Structural Control Inspection Form. In addition, they are observed for problems that may impact their functionality whenever the side slopes are maintained (mowed, trimmed, etc.)

New wet detention systems are inspected annually for the first two years of operation.

If chronic problems are identified with a wet detention system, it is inspected annually until the problem is resolved (two consecutive annual inspections without an issue).

Inspections are conducted close to the storage recovery time of that wet detention system (generally 72 hours after a significant rainfall event) to verify that the system still functions as intended.

The anticipated inspection schedule follows.

Duck Pond – 1510 Gem Lake Drive. Inspected November 1, 2012, due again on November 1, 2015.

Maintenance:

There are several maintenance activities that may be associated with a wet detention system. The appropriate activity will be chosen to correspond to the reported condition. The following activities may be required:

1. Maintain and re-establish any eroded areas on side slopes.
2. Repair any undercutting or piping around inflow and/or outflow structure(s).
3. Remove trash and debris from system and dispose of properly.
4. Remove accumulated sediment from the inflow and/or outflow pipe and dispose of properly.
5. Remove any trees or shrubs that may have become established near the discharge structure/pipe.
6. Remove exotic vegetation from the littoral zone (if applicable) and replant as needed.
7. Remove accumulated sediment from basin to restore design storage volume.

Documentation:

The documentation for the inspection and maintenance activities related to the wet detention system is a paper inspection form that is collected and placed in the NPDES Activity Log Book every month.

Wet Detention System – Structural Control Inspection

Facility ID: _____

Date: _____

Inspection conducted _____ days/hours after significant rainfall event.

FUNCTION:

Pond/Lake level above control elevation longer than recovery time (see facility inventory)? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

EROSION:

Vegetation on side slopes failing? YES NO

Any signs of erosion? YES NO

If YES, describe and schedule for maintenance: _____

INFLOW STRUCTURE:

Any signs of erosion? YES NO

Any signs of structure settling? YES NO

Any signs of physical damage? YES NO

Any signs of accumulated sediment? YES NO

If YES to any of the above, schedule the structure for maintenance.

Any debris present? YES NO

If YES, remove debris or schedule for maintenance.

OUTFLOW STRUCTURE:

Any signs of erosion? YES NO

Any signs of structure settling? YES NO

Any signs of physical damage? YES NO

Any signs of accumulated sediment? YES NO

If YES to any of the above, schedule the structure for maintenance.

Any debris present? YES NO

If YES, remove debris or schedule for maintenance.

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Pollution Control Device – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are no pollution control devices (PCDs) that are part of our MS4.

The purpose of PCDs is the removal of debris, sediment, oils, and/or other materials from the stormwater stream before it discharges into a receiving water body. Thus, the more material removed by these devices, the better. Frequent inspection and maintenance is the key to the proper function of these units.

Below are the guidelines that would be followed if a pollution control device were to become part of the Town of Glen Ridge and a Pollution Control Device Structural Control Inspection Form that would be used.

Inspections:

PCDs are inspected quarterly, unless historic operations indicate that a less or more frequent inspection schedule is needed for particular PCDs. Inspections are conducted in accordance with the PCD manufacturer's recommendations. In general, inspections will include the items listed on the following Structural Control Inspection Form.

Maintenance:

There are several maintenance activities that may be associated with PCDs. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove trash and debris from system and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Replace absorbent materials as required.
5. Repair damage to structure, inflow or outflow pipes.

PCD – Structural Control Inspection

Facility ID: _____

Date: _____

FUNCTION:

Sediment accumulation? YES NO

Debris accumulation? YES NO

Absorbent materials need replacement? YES NO

If YES, report to supervisor for further investigation or schedule for maintenance.

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Inlets/Outlets damaged or obstructed? YES NO

If YES, schedule for maintenance.

Stormwater Pump Station – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There are no stormwater pump stations (SWPSs) that are part of our MS4.

Below are the guidelines that would be followed if a stormwater pump station were to become part of the Town of Glen Ridge and Stormwater Pump Station Structural Control Inspection Form that would be used.

Inspections:

SWPSs are inspected semi-annually or more frequently if historic operations indicate that it's needed for a particular SWPS. Because these structures are each unique, their inspection protocol is specific to each structure.

Maintenance:

There are several maintenance activities that may be associated with SWPSs. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Maintain pump in accordance with pump manufacturer's recommendations.

Stormwater Pump Station # _____
Inspection Procedure/Checklist/Form

Facility ID: _____

Date: _____

FUNCTION:

YES NO

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Debris accumulation upstream or downstream of structure? YES NO

Sediment accumulation upstream or downstream of structure? YES NO

Headwall in need of repair/replacement? YES NO

If YES, schedule for maintenance.

Major Stormwater Outfalls – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

There is one major stormwater outfall (MSWOs) that is part of our MS4. A MSWO is defined as:

- an outfall pipe larger than 36-inch inside diameter (or its equivalent), OR
- discharge from a single conveyance other than a pipe that serves a drainage area of 50 acres or more, OR
- an outfall pipe larger than 12-inches inside diameter (or its equivalent) that serves a drainage area containing industrial land uses, OR
- discharge from a single conveyance other than a pipe that serves a drainage area of 2 acres or more than include industrial land uses.

The MSOW within our MS4 is located on the following map.

Inspections:

MSWOs are inspected annually or more frequently if historic operations indicate that it's needed for a particular MSWO. Inspections are conducted in accordance with the following Structural Control Inspection Form.

The anticipated inspection schedule follows.

1. The outfall was inspected on November 1, 2012, due again on November 1, 2013.

Maintenance:

There are several maintenance activities that may be associated with MSWOs. The appropriate activity is chosen to correspond to the reported condition. The following activities may be required:

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Maintain earthen bank adjacent to the discharge pipe or headwall.
5. Maintain the headwall at the outfall, if applicable.
6. Repair/replace pipe if needed.

Documentation:

The documentation for the inspection and maintenance activities related to the major stormwater outfall is a paper inspection form that is collected and placed in the NPDES Activity Log Book every month.

Major Stormwater Outfalls – Structural Control Inspection

Facility ID: _____

Date: _____

FUNCTION:

Debris or sediment accumulation in pipe?	YES	NO
Barnacle accumulation in pipe?	YES	NO
Sediment accumulation in receiving water?	YES	NO
Pipe in need of repair/replacement ?	YES	NO

If *YES*, report to supervisor for further investigation or schedule for maintenance.

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If *YES*, describe and report to supervisor for proper response: _____

Signs of erosion on bank near outfall?	YES	NO
Rip-rap in need of maintenance?	YES	NO
Headwall in need of repair/replacement?	YES	NO

If *YES*, schedule for maintenance.

Control Structures – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol

Control structures (weirs, orifices, gates, etc.) that are associated with other structural controls, such as wet and dry retention and detention areas, exfiltration trench, and swales, are inspected along with the structural control system of which they are a part.

Control structures that associated with pipe networks and/or canals (weirs, operable gates, etc.) are inspected as stand-alone facilities. There is one stand-alone control structures that are part of our MS4. It is located on the following map.

Inspections:

Stand-alone control structures (as Major Stormwater Outfalls) are inspected annually, or more frequently if historic operations indicate that it's needed for a particular control structure. Because these structures are each unique, their inspection protocol is specific to each structure.

The anticipated inspection schedule follows.

1. Control Structure, 1501 Glen Road, inspected November 1, 2012, due again on November 1, 2013.

Maintenance:

There are several maintenance activities that may be associated with control structures. Because these structures are each unique, their maintenance needs are specific to each structure. The appropriate activity is chosen to correspond to the reported condition or required action. The following activities may be required:

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Remove barnacles and/or other marine life and dispose of properly.
5. Repair/replace the mechanical parts, if applicable.
6. Repair/replace structure, if needed.

Documentation:

The documentation for the inspection and maintenance activities related to control structures is a paper inspection form that is collected and placed in the NPDES Activity Log Book every month.

Control Structure # _____
Inspection Procedure/Checklist/Form

Facility ID: _____

Date: _____

FUNCTION:

YES NO

GENERAL:

Any indications of illicit discharge or illegal dumping? YES NO

If YES, describe and report to supervisor for proper response: _____

Debris accumulation upstream or downstream of structure? YES NO

Sediment accumulation upstream or downstream of structure? YES NO

Headwall or riprap in need of repair/replacement? YES NO

If YES, schedule for maintenance.



TOWN OF GLEN RIDGE

LAND DEVELOPMENT REGULATION AND CODE REVIEW SUMMARY REPORT 12/2012

Attachment #3

BACKGROUND:

The Town of Glen Ridge adopted its first Zoning Ordinance in 1977 to promote and protect the public health, safety, comfort, convenience, and general welfare of the inhabitants of the Town of Glen Ridge by encouraging the proper use of land and natural resources by establishing standards for physical development in accordance with the comprehensive plan of the town.

REVIEW:

The Town of Glen Ridge current Code of Ordinances was reviewed to determine where changes can be made to reduce the stormwater impacts of new development and areas of significant development. The key areas of focus during the review included:

1. Reduction in impervious surfaces.
2. Use of swales.
3. Low impact development principles.
4. Reduction in flow and volume of stormwater.
5. Increase in natural hydrology.
6. Principles of the Florida Yards and Neighborhoods program in new landscaping.

FINDINGS:

The review of the current Code of Ordinances revealed many relevant sections of the Code that included:

1. APPENDIX A.- Zoning Ordinance
2. Article V. Zoning Districts, Map and Schedule of Regulations.
3. Article VIII. Landscape Provisions
4. Article IX. Site Plan Review
5. Article XVI. Stormwater Management

The review revealed that the Town of Glen Ridge is approximately 98% built out but had the forward thinking to include language in the Stormwater

Management Code requiring a permit for any activities that may alter or disrupt existing stormwater runoff patterns. For example activities such as:

1. Clearing and/or drainage of land.
2. Subdividing land.
3. Replatting recorded subdivisions and development of recorded and unrecorded subdivisions.
4. Changing the use of land and/or the construction of a structure or a change in the size of one or more structures.
5. Altering shoreline or banks of any surface water body.
6. Altering of any ditches, terraces, berms, swales, or other water management facility.
7. Increasing the impervious area of any tract, lot or parcel of land.
8. Removal of earth or moving of earth on a parcel.
9. Permanent (long period) lowering of water table.

It is also noted that the Code of Ordinances requires vegetative buffers/filters, minimum value of green space, retention of runoff, infiltration trenches, grassed swales and irrigation conservation to be implemented on all potential site plans before approval and does not discourage (LID) low impact design practices. In addition all building permits require the prior approval of any and/or all outside entities with authority for example, South Florida Water Management District, Department of Environmental Protection, and Palm Beach County for example.

The review of Article VIII.-Landscape Provisions revealed some excellent and necessary minimum standards that are required on a site plan application before a permit can be issued such as; ground cover or other landscape treatment excluding paving on open areas, credit for existing plant material and the requirement to preserve all trees with a caliper of three inches or more.

SUGGESTIONS:

The Town is in the process of finalizing their new Fertilizer Ordinance for March of 2013. While educating the employees, residents and business's on the new requirements for procedures and licensing they could include information on using pesticides and herbicides sparingly, redirecting rain

runoff from roofs, patios and driveways, disposing of chemicals, waste materials and trash properly, planting so excess water doesn't run off and rain barrels. This information could also include native landscaping, xeriscaping and the Florida-friendly landscape design.

IMPLEMENTATION:

Handout/handouts on the above mentioned subjects could be distributed through the mail, newsletter, with permit application packages and Town Hall exhibits. An open house seminar could be offered to all the residents and businesses that cover all of these topics so as to educate the many. The Landscaping Code could be updated to integrate more Florida-friendly landscape design resulting in better stormwater retention and cleaner water bodies.

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ORDINANCE NO. 2013- 1

AN ORDINANCE OF THE TOWN OF GLEN RIDGE OF PALM BEACH COUNTY, FLORIDA, FOCUSING ON EXCESSIVE NUTRIENT LEVELS IN PALM BEACH COUNTY WATER BODIES; PROVIDING FOR TITLE; PROVIDING FOR DEFINITIONS; PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY; PROVIDING FOR TIMING OF FERTILIZER APPLICATIONS; PROVIDING FOR FERTILIZER FREE ZONES; PROVIDING FOR FERTILIZER CONTENT AND APPLICATION RATES; PROVIDING FOR FERTILIZER APPLICATION PRACTICES; PROVIDING FOR MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATTER; PROVIDING FOR EXEMPTIONS; PROVIDING FOR TRAINING; PROVIDING FOR LICENSING OF COMMERCIAL APPLICATORS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR PENALTIES; PROVIDING FOR APPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR CAPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

27 **WHEREAS**, pursuant to Section 303(d) of the federal Clean Water Act and the
28 resulting Florida Impaired Waters Rule (Chapter 62-303, Florida Administrative Code),
29 the Florida Department of Environmental Protection (FDEP) has classified specific
30 water bodies in Palm Beach County as "impaired" as a result of the presence of
31 excessive nutrients; and

32 **WHEREAS**, Florida Statute, Section 403.9337 requires local governments
33 located within the watershed of a water body or water segment that is listed as impaired
34 by nutrients pursuant to Florida Statute, Section 403.067, adopt an ordinance for
35 Florida-Friendly™ fertilizer use on urban landscapes; and

1 **WHEREAS**, the (FDEP) on the 2nd day of March 2011, issued its Palm Beach
2 County Municipal Separate Storm Sewer System Permit No. FLS 000018-003
3 (hereinafter referred to as the “MS4 Permit”) to forty-one (41) governmental entities
4 including the Town of Glen Ridge; and

5 **WHEREAS**, the MS4 permit requires local governments within the watershed of
6 a nutrient impaired water body to adopt FDEP’s Model Ordinance for Florida Friendly
7 Fertilizer Use on Urban Landscapes or an Ordinance that includes all the requirements
8 set forth in the Model Ordinance; and

9 **WHEREAS**, surface water runoff and base flow runoff leaves residential
10 neighborhoods, commercial centers, industrial areas, and other lands of Palm Beach
11 County and enters into natural and artificial stormwater and drainage conveyances and
12 natural water bodies in Palm Beach County; and

13 **WHEREAS**, phosphorus and nitrogen, the primary nutrients associated with the
14 degradation of surface water, are commonly the primary components of fertilizer for turf
15 and landscape application; and

16 **WHEREAS**, the quality of streams, lakes, and wetlands is important to
17 environmental, economic, and recreational prosperity and to the health, safety, and
18 welfare of the residents of Palm Beach County; and

19 **WHEREAS**, algae blooms and accelerated growth of aquatic weeds in Palm
20 Beach County’s water bodies have heightened community concerns about water quality
21 and eutrophication of surrounding waters; and

1 **WHEREAS**, it is generally recognized that Eastern Palm Beach County soils
2 naturally have adequate phosphorus content for most vegetative needs and that
3 additional phosphorus is therefore only occasionally needed to create or maintain a
4 vibrant landscape; and

5 **WHEREAS**, it has been recognized that proper application of slow-release
6 nitrogen sources is more efficiently used by plants and less likely to leach or runoff; and

7 **WHEREAS**, this Ordinance is part of a regulatory program to address nonpoint
8 sources of nutrient pollution which is scientifically based, and economically and
9 technically feasible; and

10 **WHEREAS**, in the process of adoption of this Ordinance, the Town Council of
11 Glen Ridge has considered scientific information, including input from the Department of
12 Environmental Protection, the Department of Agriculture and Consumer Services, and
13 the University of Florida Institute of Food and Agricultural Sciences.

14 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE**
15 **TOWN OF GLEN RIDGE, FLORIDA, that:**

16 **SECTION I. TITLE:**

17 This Ordinance shall be known as the Fertilizer-Friendly Use Ordinance.

18
19 **SECTION II. DEFINITIONS:**

20 For this Ordinance, the following terms shall have the meanings set forth in this
21 section unless the context clearly indicates otherwise.

22 1. *“Application”* or *“Apply”* means the actual physical deposition of fertilizer to
23 turf or landscape plants.

1 2. “Applicator” means any person who applies fertilizer on turf and/or
2 landscape plants in the Town of Glen Ridge.

3 3. “Approved Test” means a soil test from the University of Florida,
4 government, or other commercial licensed laboratory that regularly performs soil testing
5 and recommendations.

6 4. “Best Management Practices (BMP’s)” means turf and landscape
7 practices or combination of practices based on research, field-testing, and expert
8 review, determined to be the most effective and practical site-specific means, including
9 economic and technological considerations, for improving water quality, conserving
10 water supplies and protecting natural resources.

11 5. “Code Enforcement Officer”, “Official”, or “Inspector” means any
12 designated employee or agent of the Town of Glen Ridge whose duty it is to enforce
13 codes and ordinances enacted by the Town of Glen Ridge.

14 6. “Commercial Fertilizer Applicator” except as provided in section
15 482.1562(9), F.S., means any person who applies fertilizer for payment or other
16 consideration to property not owned by the person or firm applying the fertilizer or the
17 employer of the applicators.

18 7. “Fertilizing” or “Fertilization” means the act of applying fertilizer to turf,
19 specialized turf, or landscape plants.

20 8. “Fertilizer” means any substance or mixture of substances that contains
21 one or more recognized plant nutrients and promotes plant growth, or controls soil
22 acidity or alkalinity, or provides other soil enrichment, or provides other corrective
23 measures to the soil.

1 9. "Institutional Applicator" means any person, other than a private, non-
2 commercial or a Commercial Applicator (unless such definitions also apply under the
3 circumstances), that applies fertilizer for the purpose of maintaining turf and/or
4 landscape plants. Institutional Applicators shall include, but shall not be limited to,
5 owners, managers, or employees of public lands, schools, parks, religious institutions,
6 utilities, industrial or business sites and any residential properties maintained in
7 condominium and/or common ownership.

8 10. "Landscape Plant" means any native or non-native tree, shrub, or
9 groundcover (excluding turf).

10 11. "Pasture" means land managed for livestock grazing.

11 12. "Person" means any natural person, business, corporation, limited liability
12 company, partnership, limited partnership, association, club, organization, and/or any
13 group of people acting as an organized entity.

14 13. "Prohibited Application Period" means the time period during which a
15 Flood Watch or Warning, a Tropical Storm Watch or Warning, or a Hurricane Watch or
16 Warning is in effect for any portion of the Town of Glen Ridge, issued by the National
17 Weather Service, or if heavy rain (2 inches or more within a twenty-four (24) hour
18 period) is likely.

19 14. "Saturated Soil" means a soil in which the voids are filled with water.
20 Saturation does not require flow. For the purposes of this Ordinance, soils shall be
21 considered saturated if standing water is present or the pressure of a person standing
22 on the soil causes the release of free water.

1 15. "Slow-Release", "Controlled Release", "Timed Release", "Slowly-
2 Available", or "Water Insoluble Nitrogen" means nitrogen in a form which delays its
3 availability for vegetative uptake and use after application, or which extends its
4 availability to the vegetation longer than a reference rapid or quick release product.

5 16. "Turf", "Sod", or "Lawn" means an area of grass-covered soil held together
6 by the roots of the grass.

7 17. "Urban Landscape" means pervious areas on residential, commercial,
8 industrial, institutional, highway rights-of-way, or other nonagricultural lands that are
9 planted with turf or landscape plants. For the purposes of this section, agriculture has
10 the same meaning as provided in section 570.02, Florida Statutes.

11 **SECTION III. FINDINGS:**

12 As a result of the Florida Department of Environmental Protection's determination
13 that certain water bodies within Palm Beach County are impaired for excessive nutrient
14 levels, the Town Council of the Town of Glen Ridge finds that the best management
15 practices contained in the most recent edition of the *"Florida-Friendly Best Management
16 Practices for Protection of Water Resources by the Green Industries"*, are required in
17 this Ordinance.

18 **SECTION IV. PURPOSE AND INTENT:**

19 This Ordinance regulates the proper use of fertilizers by any applicator; requires
20 proper training of commercial and institutional fertilizer applicators; establishes training
21 and licensing requirements; establishes a Prohibited Application Period; and specifies
22 allowable fertilizer application rates and methods, fertilizer-free zones, and exemptions.

23 This Ordinance requires the use of Best Management Practices to minimize negative

1 environmental effects associated with excessive nutrients in our water bodies. These
2 environmental effects have been observed in and on Palm Beach County's natural and
3 constructed stormwater conveyances, rivers, creeks, canals, lakes, estuaries and other
4 water bodies. Collectively, these water bodies are an asset important to the
5 environmental, recreational, cultural and economic well-being of Palm Beach County
6 residents and the health of the public. Overgrowth of algae and vegetation hinder the
7 effectiveness of flood attenuation provided by natural and constructed stormwater
8 conveyances. Regulation of nutrients, including both phosphorus and nitrogen
9 contained in fertilizer, is anticipated to help improve and maintain water and habitat
10 quality.

11 **SECTION V. APPLICABILITY:**

12 This Ordinance shall be applicable to and shall regulate any and all applicators of
13 fertilizer and areas of application of fertilizer to urban landscapes within the area the
14 Town of Glen Ridge, unless such application is specifically exempted by Section XII of
15 this Ordinance. This Ordinance shall be prospective only, and shall not impair any
16 existing contracts.

17
18 **SECTION VI. TIMING OF FERTILIZER APPLICATIONS.**

19 1. No applicator shall apply fertilizers containing nitrogen and/or phosphorus
20 to turf and/or landscape plants during the Prohibited Application Period or to saturated
21 soils.

22 2. Fertilizer containing nitrogen and/or phosphorus shall not be applied
23 before seeding or sodding a site, and shall not be applied for the first thirty (30) days

1 after seeding or sodding, except when hydro-seeding for temporary or permanent
2 erosion control in an emergency situation (wildfire, etc), or in accordance with the
3 Stormwater Pollution Prevent Plan for that site.

4 **SECTION VII. FERTILIZER FREE ZONES:**

5 Fertilizer shall not be applied within ten (10) feet, or three (3) feet if a deflector
6 shield or drop spreader is used, of any pond, stream, water body, lake, canal, or
7 wetland as defined by the Florida Department of Environmental Protection (Chapter 62-
8 340), Florida Administrative Code or from the top of a seawall or lake bulkhead. Newly
9 planted turf or landscape plants may be fertilized in this zone only for a sixty (60) day
10 period beginning thirty (30) days after planting if needed to allow the vegetation to
11 become well established. Caution shall be used to prevent direct deposition of fertilizer
12 into the water.

13 **SECTION VIII. FERTILIZER CONTENT AND APPLICATION RATES:**

14 1. Fertilizers applied to turf within the Town of Glen Ridge shall be applied in
15 accordance with requirements and directions provided by Rule 5E-1.003(2), Florida
16 Administrative Code, *Labeling Requirements for Urban Turf Fertilizers*. Under Rule 5E-
17 1.003(2), Florida Administrative Code, required application rate and frequency
18 maximums, which vary by plant and turf types, are found on the labeled fertilizer bag or
19 container.

20 2. Nitrogen or phosphorus fertilizer shall not be applied to turf or landscape
21 plants except as provided in section (1) above for turf, or in UF/IFAS recommendations
22 for landscape plants, vegetable gardens, and fruit trees and shrubs, unless a soil or
23 tissue deficiency has been verified by an approved test.

1 3. Fertilizer used for sports turf at golf courses shall be applied in accordance
2 with the recommendations in "Best Management Practices for the Enhancement of
3 Environmental Quality on Florida Golf Courses", published by the Florida Department of
4 Environmental Protection, dated January 2007, as may be amended. Fertilizer used at
5 park or athletic fields shall be applied in accordance with Rule 5E-1.003(2), Florida
6 Administrative Code.

7 **SECTION IX. FERTILIZER APPLICATION PRACTICES:**

8 1. As required in Section VII of this Ordinance, spreader deflector shields
9 shall be used when fertilizing via rotary (broadcast) spreaders. Deflectors must be
10 positioned such that fertilizer granules are deflected away from all impervious surfaces,
11 fertilizer-free zones and water bodies, including wetlands. Any fertilizer applied, spilled,
12 or deposited, either intentionally or accidentally, on any impervious surface shall be
13 immediately and completely removed to the greatest extent practicable.

14 2. Fertilizer released on an impervious surface must be immediately
15 contained and either legally applied to turf or any other legal site, or returned to the
16 original or other appropriate container.

17 3. In no case shall fertilizer be washed, swept, or blown off impervious
18 surfaces into stormwater drains, ditches, conveyances, or water bodies.

19 4. Property owners and managers are encouraged to use an Integrated Pest
20 Management (IPM) strategy as currently recommended by the University of Florida
21 Cooperative Extension Service publications.

22 **SECTION X. MANAGEMENT OF GRASS CLIPPINGS AND VEGETATIVE MATTER:**

1 In no case shall grass clippings, vegetative material, and/or vegetative debris
2 intentionally be washed, swept, or blown on to or into stormwater drains, ditches,
3 conveyances, water bodies, wetlands, sidewalks or roadways. Vegetative material
4 may be placed within the roadway right-of-way, but not over the storm drains, for pickup
5 by the municipality's vegetative waste hauler.

6 **SECTION XI. EXEMPTIONS:**

7 The provisions set forth above in this Ordinance shall not apply to:

8 (a) Bona fide farm operations as defined in the Florida Right-to-Farm Act,
9 Section 823.14, Florida Statutes.

10 (b) Other properties not subject to or covered under the Florida Right-to-Farm
11 Act that have pastures used for grazing livestock.

12 (c) Any lands used for bona fide scientific research, including, but not limited
13 to, research on the effects of fertilizer use on urban stormwater, water quality,
14 agronomics, or horticulture.

15 **SECTION XII. TRAINING:**

16 1. All commercial and institutional applicators of fertilizer within Palm Beach
17 County shall abide by and successfully complete the six-hour training program in the
18 "*Florida-Friendly Best Management Practices for Protection of Water Resources by the*
19 *Green Industries*" offered by the Florida Department of Environmental Protection
20 through the University of Florida/Palm Beach County Cooperative Extension Service
21 "Florida-Friendly Landscapes" program or an approved equivalent program.

22 2. Non-commercial and non-institutional applicators not otherwise required to
23 be certified, such as private citizens on their own residential property, are encouraged to

1 follow the recommendations of the University of Florida/IFAS "Florida-Friendly
2 Landscape Program" and label instructions when applying fertilizers.

3 **SECTION XIII. LICENSING OF COMMERCIAL APPLICATORS:**

4 1. All businesses applying fertilizer to turf or landscape plants (including, but
5 not limited to, residential lawns, golf courses, commercial properties, and multi-family
6 and condominium properties) must ensure that the business owner or his/her designee
7 holds the appropriate "*Florida-Friendly Best Management Practices for Protection of*
8 *Water Resources by the Green Industries*" training certificate prior to the business
9 owner obtaining a Local Business Tax Certificate. Owners for any category of
10 occupation which may apply any fertilizer to Turf and/or Landscape Plants shall provide
11 proof of completion of the program to the Town of Glen Ridge Tax Collector's Office. It
12 is the responsibility of the business owner to maintain the "*Florida-Friendly Best*
13 *Management Practices for Protection of Water Resources by the Green Industries*"
14 certificate to receive their Business Tax Receipt annually.

15 2. After December 31, 2013, all commercial applicators of fertilizer within the
16 Town of Glen Ridge, shall have and carry in their possession at all times when applying
17 fertilizer, evidence of certification by the Florida Department of Agriculture and
18 Consumer Services as a Commercial Fertilizer Applicator per Rule 5E-14.117(18),
19 Florida Administrative Code.

20 3. All businesses applying fertilizer to turf and/or landscape plants (including,
21 but not limited to, residential lawns, golf courses, commercial properties and multi-family
22 and condominium properties) must ensure that at least one (1) employee has an
23 appropriate "Florida-Friendly Best Management Practices for Protection of Water

1 Resources by the Green Industries” training certificate prior to the business owner
2 obtaining a Local Business Tax Certificate. Standard Business Tax Receipt (BTR and
3 transaction fees shall apply).

4 **SECTION XIV. ENFORCEMENT:**

5 The provisions of this Ordinance shall be enforced by (1) the Town of Glen Ridge
6 Code Enforcement Board or Special Master pursuant to the authority granted by
7 Section 162.01 et. seq., Florida Statutes, as may be amended and Article 10 of the
8 Unified Land Development Code, as may be amended, (2) the Town of Glen Ridge
9 through its authority to enjoin and restrain any person violating the Unified Land
10 Development Code, or (3) the Town of Glen Ridge through the prosecution of violations
11 in the name of the State of Florida pursuant to the authority granted by Section 125.69,
12 Florida Statutes, as may be amended. The Code Enforcement Director may pursue
13 these or any other enforcement remedies available to and applicable to the Town of
14 Glen Ridge.

15 **SECTION XV. PENALTIES:**

- 16 1. Failure to comply with the requirement of this Ordinance shall constitute a
17 violation of this Ordinance and shall be punishable by a fine not to exceed
18 \$250.00 per incident for the violation or a fine not to exceed \$500.00 per day
19 for a repeat violation, and, in addition, may include all costs of repairs and
20 remediation including administrative costs. Each new day the violation exists
21 it is considered a separate incident.
- 22 2. In determining the amount of fines that should be imposed, the Special Master
23 shall consider the following factors: (1) the gravity of the violation; (2) Any

1 actions taken by the violator to correct the violation; and (3) Any previous
2 violations committed by the violator. If the Special Master finds the violation is
3 irreparable or irreversible in nature, a fine not to exceed \$15,000 per violation
4 may be imposed.

5 3. Funds generated by penalties imposed under this Ordinance shall
6 be used for the administration and enforcement of Section 403.9337,
7 Florida Statutes, and the corresponding Sections of this Ordinance, and
8 to further water conservation and nonpoint pollution prevention
9 activities.

10 **SECTION XVI. APPEAL:**

11 An aggrieved party, including the Town of Glen Ridge, may appeal a final
12 administrative order of a Special Master to the circuit court. Such an appeal shall not be
13 a hearing de novo, but shall be limited to appellate review of the record created before
14 the Special Master. An appeal shall be filed within thirty (30) days of the execution of
15 the order to be appealed.

16 **SECTION XVII. SEVERABILITY:**

17 If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is
18 for any reason held by a Court of competent jurisdiction to be unconstitutional,
19 inoperative, or void, such holding shall not affect the remainder of this Ordinance.

20 **SECTION XVII. INCLUSION IN THE CODE OF LAWS AND ORDINANCES:**

21 The provisions of this Ordinance shall become and be made a part of the Town
22 of Glen Ridge Code. The sections of this Ordinance may be renumbered or re-lettered

1 to accomplish such, and the word "ordinance" may be changed to "section", "article", or
2 other appropriate word.

3 **SECTION XIX. CAPTIONS:**

4 The captions, section headings, and section designations used in this Ordinance
5 are for convenience only and shall have no effect on the interpretation of the provisions.

6 **SECTION XXI. EFFECTIVE DATE:**

7 The provisions of this Ordinance shall become effective upon filing with the
8 Department of State.

9 FIRST READING this 6th day of February, 2013.

10 SECOND READING and FINAL PASSAGE this 6th day of March, 2013.

11 **TOWN OF GLEN RIDGE, FLORIDA**

12
13 Allen McNamee
14 MAYOR

15 Kevin Keller
16 COUNCIL MEMBER

17
18 James Ossey
19 COUNCIL MEMBER

20
21 [Signature]
COUNCIL MEMBER

22
23 John W. Dodson
COUNCIL MEMBER

24
25 [Signature]
COUNCIL MEMBER

26 ATTEST

27 Michelle Zule
28 TOWN CLERK
29