



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: City of Palm Beach Gardens		
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): 10/2011 through 9 / 2012		
F.	Name of the Responsible Authority: Mr. Todd Engle, P.E.		
	Title: City Engineer		
	Mailing Address: 10500 North Military Trail		
	City: Palm Beach Gardens, Fl.	Zip Code: 33410	County: Palm Beach
	Telephone Number: 561-8041-7012		Fax Number: 561-799-4211
E-mail Address: tengle@pbgfl.com			
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above):		
	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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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>DEP Note: 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>DEP Notes:</i> <ul style="list-style-type: none"> • Please see the Palm Beach County Joint Annual Report for the monitoring information. • See Part V of the permit for the monitoring requirements.
C.	Attach a monitoring data summary, as required by the permit.

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$494,000. <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: \$490,000.

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):

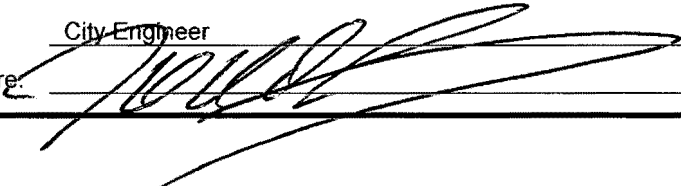
<u>Attached</u>	<u>N/A</u>	***DEP Note: Please complete Checklists A & B at the end of the tailored form.***
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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"/>	<input checked="" type="checkbox"/>	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"/>	<input checked="" type="checkbox"/>	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"/>	<input checked="" type="checkbox"/>	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): Todd Engle, P.E.
 Title: City Engineer
 Signature:  Date: 2 / 27 / 2013

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.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		4	8	100%	24	100%	Public works logs	Public works	Mowed and inspected a min of twice per month
Exfiltration trench / French drains (linear feet)		0	0	0	0	0	Public works logs	Public works	Inspected once per year
Grass treatment swales (miles)		50	50	100%	50	100%	Public works logs	Public works	
Dry detention systems		4	8	100%	24	100%	Public works logs	Public works	Inspected a min of twice a year and mowed a min of twice a month
Wet detention systems		5	60	100%	1	20%	Public works logs	Public works	Inspected once

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments	
								per month	
	Pollution control boxes	1	4	100%	4	100%	Public works logs	Public works	Inspected Qrtly
	Stormwater pump stations	0	0	0	0	0			Don't have an Pump stations
	Major stormwater outfalls	27	7	25.9%	4	14.8%	Public works logs	Public works	Will do all during mapping process
	Weirs or other control structures	9	72	100%	5	44.4%	Public works logs	Public works	Inspected at min once every month
	MS4 pipes / culverts (miles)	12	2	16.7%	4	33%	Public works logs	Public works	Inspected as needed and during inventory process
	Inlets / catch basins / grates	330	173	52.4%	173	52.4%	Public works logs	Public works	Inspected during maintenance activities and the drainage inventory process
	Ditches / conveyance swales (miles)	1	4	12%	12	100%	Public works logs	Public works	Ditch inventory will be updated during the drainage inventory process
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were <u>not</u> met						N/A		All requirement met
	Year 1 ONLY: Attach a map of all known major outfalls as per Rule 62-624.600(2)(a), F.A.C.						Submitted in year one		
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	9	Engineering Files	Engineering Department					
	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. See attached report.								
	<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.</i>								

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<p>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 <u>DOES NOT APPLY</u> to ITID, NPBCID, SIRWCD, and FDOT.</p>					
Year 2 ONLY: Attach the summary report of the review activity		See Attached	Attached	Engineering Department	
Year 4 ONLY: Attach the follow-up report on plan implementation					
Part III.A.3	Roadways				
<p>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.</p>					
<p><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></p>					
PERMITTEE Litter Control Program: Frequency of litter collection		26/As needed	Roadway Trash Collection Report/Daily Maintenance Logs/Work orders	Public Works	Litter is collected on a as needed basis/ a minimum of bimonthly
PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)		270,000	Roadway Trash Collection Report/Daily Maintenance Logs/Work orders	Public Works	
PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)		50 Cubic Yards	Roadway Trash Collection Report/Daily Maintenance Logs/Work orders	Public Works	
CONTRACTOR Litter Control Program: Frequency of litter collection		Weekly	Per Contract/Public Works	Public Works	
CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)		131,500 miles	Per Contract/Public Works	Public Works	
CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)		200	Per Contract/Public Works	Public Works	Estimate .25 CY per Mile
<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		See Palm Beach			

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	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	County Joint Annual Report			
	Adopt-A-Road Program: Total miles cleaned	See Palm Beach County Joint Annual Report			
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	.5	City's Adopt a Street Program	Public Works	
		4 cubic yards	City's Adopt a Street Program	Public Works	
<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	Daily	Street Sweeping Log	Public works	
	Total miles swept (per year)	2972	Street Sweeping Log	Public works	1927 curbed/1045 non curb
	Estimated quantity of sweeping material collected (cubic yards)	684.6	Street Sweeping Log	Public works	588 curbed/96.6 non curb
	Total nitrogen loadings removed (pounds)	1,066	"Quantifying Nutrient Loads Associated with Urban Particulate Matter (PM) and Practices"	Public Works	FSA Calculator
	Total phosphorus loadings removed (pounds)	655		Public Works	FSA Calculator
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned		N/A		
<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</i></p>					

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	<i>sure to report the site inspection under both Parts III.A.3 and III.A.5.</i>				
		Number of Inspections			
	Name of facility #1: Public Works Facility	12	Municipal Maintenance yard Inspection Checklist	Public Works	Monthly Inspections
	Name of facility #2:				
	Name of facility #3:				
	Name of facility #4:				
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	0			
	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	FY 2013 budget	Public works	Swale regarding to original cross section this will allow for more detention time before entering the storm sewer
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges				

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	<p>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> <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:Public Works Fleet Facility	12	Municipal Maintenance yard Inspection Checklist	Public Works	Oily water separator and sediment chamber
	Name of facility #2:				
	Name of facility #3:				
	Name of facility #4:				
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	<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>				
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	4	HR Personnel Files	Public Works	
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	3	Contractor Files	Superior Waterways	
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0	N/A	N/A	Not required till 2014
	PERSONNEL: Green Industry BMP Program training completed	1	HR Personnel Files	Community Services	

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	CONTRACTORS: Green Industry BMP Program training completed	0			Not required till 2014
	<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>				
	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		Ordinance 20, 2011	City Engineer	Provided last year
	<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, 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: 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 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.</i></p> <p><i>DEP Note: 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:</i></p> <p style="text-align: center;">FYN PROGRAM FUNDING: Permittee Provides Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount of Funding = \$500</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	See PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Brochures/Flyers/Fact sheets distributed	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Brochure/Flyers/Fact sheets distributed	PBC Joint Annual Report	PBC Joint Annual Report	FYN	

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	Neighborhood presentations: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Neighborhood presentations: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	FYN: Neighborhood presentations: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	Neighborhood presentations: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Newspapers & newsletters: Number of articles/notices published	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Newsletters: Number of newsletters distributed	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Public displays (e.g., kiosks, storyboards, posters, etc.)	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	Radio or television Public Service Announcements (PSAs)	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Radio or television Public Service Announcements (PSAs)	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	School presentations: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	School presentations: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: School presentations: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	FYN: School presentations: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	Seminars/Workshops: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Seminars/Workshops: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Seminars/Workshops: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	FYN: Seminars/Workshops: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	Special events: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	Special events: Number of participants	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
	FYN: Special events: Number conducted	PBC Joint Annual Report	PBC Joint Annual Report	FYN	

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
	<p align="center">FYN: Special events: Number of participants</p> <p align="center">Web Site: Number of hits / visitors to the stormwater-related pages</p>	PBC Joint Annual Report	PBC Joint Annual Report	FYN	
	<p align="center">PBC Joint Annual Report</p> <p align="center">PBC Joint Annual Report</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: 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.</i></p>	PBC Joint Annual Report	PBC Joint Annual Report	PBC Joint Annual Report	
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	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.				
	<i>DEP Note: 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.</i>				
	ATTACH a report on any amendments to the applicable legal authority	No Change	No Change	City of PBG	Proper legal authority exist in current ordinance
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	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.				
	<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>				
	<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 / circus) 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>				
	<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>				
	Proactive inspections for suspected illicit discharges / connections / dumping	23	Proactive Inspection Program Illicit	Engineering Dept	High risk facilities

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>Illicit discharges / connections / dumping found during a proactive inspection</p> <p>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection</p> <p>Fines issued for illicit discharges / connections / dumping found during a proactive inspection</p> <p>Year 1 ONLY: Attach the written proactive inspection program plan</p>	0	Discharge form Proactive Inspection Program Illicit Discharge form	Engineering Dept	
		1	Code Enforcement process	Code Enforcement	Issued notice of violation
		1	Code Enforcement process	Code Enforcement	\$250.00 for illegal dumping into catch basin
<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> <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> <p>Reactive investigations of reports of suspected illicit discharges/ connections / dumping</p> <p>Illicit discharges / connections / dumping found during a reactive investigation</p> <p>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</p> <p>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</p>	1	Code Enforcement Process	Code Enforcement	
		1	Code Enforcement process	Code Enforcement	
		1	Code Enforcement process	Code Enforcement	
		1	Code Enforcement process	Code Enforcement	
		1	Code Enforcement process	Code Enforcement	\$250.00 for illegal dumping into catch basin
<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>					
	Personnel trained	Initial Training	Refresher Training		
		1	7	Public Works/Code/Building and Engineering	Public Works/Code/Building and Engineering New Engineering Inspector added during this permit cycle

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
	Contractors trained	See Palm Beach County Annual Report					
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response						
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.							
<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>							
Hazardous and non-hazardous material spills responded to				27	Fire Rescue Files	Fire Rescue/Public Works	
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) <u>and contractors</u> 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).							
<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>							
		Initial Training	Refresher Training				
Personnel trained		0	118		Fire Training Report	Fire Rescue	Only Refresher
Contractors trained		N/A	N/A				
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting						
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).							
<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>							
<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>							
Public education and outreach program				The public outreach and education plan is carried out as a joint effort by the Palm			

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
		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	See PBC Annual Report			
	Brochures/Flyers/Fact sheets distributed	See PBC Annual Report			
	Neighborhood presentations: Number conducted	See PBC Annual Report			
	Neighborhood presentations: Number of participants	See PBC Annual Report			
	Newspapers & newsletters: Number of articles/notices published	See PBC Annual Report			
	Newsletters: Number of newsletters distributed	See PBC Annual Report			
	Public displays (e.g., kiosks, storyboards, posters, etc.)	See PBC Annual Report			
	Radio or television Public Service Announcements (PSAs)	See PBC Annual Report			
	School presentations: Number conducted	See PBC Annual Report			
	School presentations: Number of participants	See PBC Annual Report			
	Seminars/Workshops: Number conducted	See PBC Annual Report			
	Seminars/Workshops: Number of participants	See PBC Annual Report			
	Special events: Number conducted	See PBC Annual Report			
	Special events: Number of participants	See PBC Annual Report			
	Web Site: Number of visitors to the stormwater-related pages	See PBC Annual Report			
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</i></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>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	See PBC Annual Report			
	Brochures/Flyers/Fact sheets distributed	See PBC Annual Report			
	Household Hazardous Waste (HHW) Collection Day: Events	See PBC Annual Report			
	HHW Collection Day: Amount of waste collected/recycled/properly disposed (tons)	See PBC Annual Report			
	Neighborhood presentations: Number conducted	See PBC Annual Report			
	Neighborhood presentations: Number of participants	See PBC Annual Report			
	Newspapers & newsletters: Number of articles/notices published	See PBC Annual Report			
	Newsletters: Number of newsletters distributed	See PBC Annual Report			
	Public displays (e.g., kiosks, storyboards, posters, etc.)	See PBC Annual Report			
	Radio or television Public Service Announcements (PSAs)	See PBC Annual Report			
	School presentations: Number conducted	See PBC Annual Report			
	School presentations: Number of participants	See PBC Annual Report			
	Seminars/Workshops: Number conducted	See PBC Annual Report			
	Seminars/Workshops: Number of participants	See PBC Annual Report			
	Special events: Number conducted	See PBC Annual Report			
	Special events: Number of participants	See PBC Annual Report			

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
	Storm sewer inlets newly marked/replaced	Report See PBC Annual Report			
	Web Site: Number of visitors to the stormwater-related pages	See PBC Annual Report			
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 <u>sanitary wastewater contamination into the MS4</u>, 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	4974	Seacoast Utility Authority	Seacoast Utility Authority	Right of Way permit was issued to Seacoast to slip line sewer lines with City owned ROW
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	Palm Beach County Health Department	Palm Beach County Health Department	Palm Beach County Health Department permits septic tanks
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	Seacoast Utility Authority	Seacoast Utility Authority	Seacoast has 25 generators to use on lift stations if there is a loss of power
	SSO incidents discovered	0	Seacoast Utility Authority	Seacoast Utility Authority	
	SSO incidents resolved	0	Seacoast Utility Authority	Seacoast Utility Authority	
	Inflow / infiltration incidents discovered	1	Seacoast Utility	Seacoast Utility	Water main

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			
	Inflow / infiltration incidents resolved	1	Seacoast Utility Authority	Seacoast Utility Authority	ruptured at intersection of Military Trail and PGA Blvd Water ruptured at intersection of Military Trail and PGA Blvd			
	Name of owner of the sanitary sewer system	Seacoast Utility Authority						
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>							
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection				
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			

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
	Total high risk facilities	23			Engineering Department	Engineering Department	
	New high risk facilities added to the inventory during the current reporting period	0			Engineering Department	Engineering Department	
	Operating municipal landfills	0					
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0					
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0					
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0					
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0					
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	Engineering Department	N/A	
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			1	Engineering Records	Engineering Department	Did not require ERP or CGP
	PERMITTEE SITES: Construction site plans approved			1	Engineering Records	Engineering Department	
	PRIVATE SITES: Construction site plans reviewed			9	Engineering Records	Engineering Department	
	PRIVATE SITES: Construction site plans approved			9	Engineering Records	Engineering Department	
	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.						

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
<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 the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>					
	Notified of ERP stormwater permit requirements	9	Engineering Records	Engineering Department	
	Confirmed ERP coverage	5	Engineering Records	Engineering Department	Only five meet the requirement
	Notified of CGP stormwater permit requirements	5	Engineering Records	Engineering Department	
	Confirmed CGP coverage	5	Engineering Records	Engineering Department	
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	Engineering Records	Engineering Department	Did not require ERP or CGP
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	Engineering Records	Engineering Department	
	PERMITTEE SITES: Percentage of active construction sites inspected	N/A	Engineering Records	Engineering Department	
	PRIVATE SITES: Active construction sites	5	Engineering Records	Engineering Department	
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	28	Engineering Records	Engineering Department	Over 120 infrastructure inspections conducted as well
	PRIVATE SITES: Percentage of active construction sites inspected	100%	Engineering Records	Engineering Department	
	Notices of Violation (NOVs) / warning letters / citations issued	0	Engineering	Engineering	

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
	Stop Work Orders issued			0	Records Engineering Records	Department Engineering Department	
	Fines issued			0	Engineering Records	Engineering Department	
	Year 1 ONLY: Attach the written construction site inspection program plan						
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	6	0	5	Engineering/public works and building Records	Engineering/public works and building departments	
	Permittee construction site plan reviewers	2	0	1	Engineering and building Records	Engineering and building departments	
	Permittee construction site operators ¹	1	0	1	Public works records	Public works	
	Private persons				See PBC Joint Annual Report	See PBC Joint Annual Report	

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

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

A.	Permit Citation/ SWMP Element	<p>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.</p> <p><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></p>
		Changes are related to developing a more accurate inventory of City owned facilities and maintaining better records for preventative maintenance and permitting compliance purposes.
B.	Permit Citation/ SWMP Element	<p>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)</p> <p><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></p>
		Developing a full base map to allow for more accurate and complete inventory for the inspection, maintenance and record keeping process.

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]		See PBC Joint Permit
<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.		See PBC Joint Permit
<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).		See PBC Joint Permit
<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).		Provided last year no update
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if		Provided last year
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program		See SWMP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]		See SWMP
<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	Code and Land Development Regulation Review – NPDES Permit
<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 new written SOP / Plan	Reviewed & no revision needed to existing SOP / Plan	Reviewed & revised existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

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**



CITY OF PALM BEACH GARDENS

Attachment 1 SWMP Effectiveness

Year 2 Report

In accordance with Part VI.B.2.:

The ANNUAL REPORT shall include as an attachment an evaluation of the effectiveness of the permittee's SWMP in reducing pollutant loads discharged from the MS4. At a minimum, the permittee shall attach to the ANNUAL REPORT an explanation of how its SWMP is addressing each of the following:

1. Have stormwater pollutant loadings discharged from the MS4 decreased? Why or why not? ***Yes. The most effective method of decreasing pollutant has been the street sweeping program. The street sweeping program can be measured by the amount of pollutants removed from the roadways thus keeping those pollutants from entering the MS4. Construction site BMP's are a major factor in the reduction of pollutants entering the MS4 as well.***
2. Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? Why are they effective? ***The most effective method of decreasing pollutant has been the street sweeping program. The street sweeping program can be measured by the amount of pollutants removed from the roadways thus keeping those pollutants from entering the MS4.***
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? ***Public outreach programs are almost impossible to measure the effectiveness of the program vs. the money and time spent on this program.***
4. Which components of the SWMP do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why? ***Public outreach programs are almost impossible to measure the effectiveness of the program vs. the money and time spent on this program.***
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? ***The City's canal system was designed as a conveyance channel and should be classified that way, not as waters of the State. If the monitoring program focused on specific pollutants entering the system, then specific BMP's could be applied to the City's canal conveyance system just as other BMP's have been applied to areas within the MS4.***

Attachment 2



PALM BEACH GARDENS
"A unique place to live, learn, work & play"

2011-2012

Stormwater Management Plan (SWMP)



PREFACE

This Stormwater Management Plan (SWMP) for the City of Palm Beach Gardens has been developed as an attachment to the City's Second Year, Third Term, Annual NPDES Report for FY October 1, 2011 to September 30, 2012. The City entered into an interlocal agreement with Northern Palm Beach County Improvement District to act as the lead permittee for NPDES Permit No. FLS000018. A copy of this interlocal agreement can be found at <http://pbco-npdes.org>. The SWMP addresses all Standard Operating Procedures (SOPs) applicable to the City's MS4, and that are required by the NPDES Permit. The attached Exhibit, City of Palm Beach Gardens MS4 boundaries, identifies the City's MS4 and other storm water treatment systems areas that are under other jurisdictions or are private.

Specifically, the following Structural Controls SOPs are established in this Plan for:

- Pollution Control Device – Inspection and Maintenance
- Major Stormwater Outfalls – Structural Control Inspection
- Control Structures – Structural Control Inspection
- Pipes/Culverts and Inlets/Manholes - Structural Control Inspection
- Wet Detention System – Structural Control Inspection
- Ditches/Conveyance Swales – Structural Control Inspection
- Swale System – Structural Control Inspection
- Dry Detention and Retention System – Structural Control Inspection
- Stormwater/Drainage System Map (Exhibit only)

Other SOPs and practices have been established to implement other areas of the MS4. They include:

- Site Plan Review Procedures
- Litter Control Program
- Street Sweeping Program
- Fertilizer Use on Urban Landscapes (Per Ordinance 20, 2011 submitted year one)
- Proactive Inspection Program
- Construction Site Inspection Procedure and Checklist
- Sample Inspections and Requirements Letter
- Sample Violation Letter

Ordinance 3, 1993 and Ordinance 17, 2000 was adopted by the City enacting drainage and stormwater management regulations, inspection and enforcement procedures, a copy of these Ordinances is available upon request or may be viewed at municode.com. Interlocal Joint Planning Programs (developed by Steering Committee for all co-permittees) and Joint Public Education Program (developed for all co-permittees) can be found in the Palm Beach County Joint Annual Report.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Pollution Control Device: Inspection and Maintenance	Effective Date: 09/10/2011	Department: Public Works
New: <u>X</u> Revised: _____	Re-evaluation: <u>As needed</u> Biannually: _____ Annually: _____	Procedure #: NPDES001

INTENT: To ensure the Pollution Control Device (PCD), located in the Public Works Yard, is operating as intended and to ensure compliance with the City's NPDES Permit.

DEFINITIONS:

- **Pollution Control Device:** The purpose of PCDs is the removal of debris, sediment, oils, and/or other materials from stormwater streams before it discharges into a receiving water body.
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: The inspection and maintenance of this device will be performed quarterly.

PROCEDURE:

Inspection

1. Inspect the Pollution Control Device per the PCD- Structural Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.
3. Scan document for record keeping.

Maintenance

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.
6. Have sediment collection area vacuumed out, as needed.
7. Remove floating oils and dispose of properly.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Major Stormwater Outfalls- Structural Control Inspection	Effective Date: 09/10/2011	Department: Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES002

INTENT: To ensure the Major Stormwater Outfalls located in the City Maintained MS4 area, are operating as originally designed and to ensure compliance with the City's NPDES Permit.

DEFINITIONS:

- **Major Stormwater Outfalls (MSWOs):** 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 or 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.
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: The inspection and maintenance of this Structure will be performed annually. Further maintenance is to be performed as needed.

PROCEDURE:

Inspection

1. Inspect the MSWOs per the Major Stormwater Outfalls- Structural Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.

Maintenance

1. Remove trash and debris from the MSWOs 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 or headwall if needed.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Control Structures- Structural Control Inspection	Effective Date: 9/10/2011	Department: Public Works
New: <u>X</u> Revised: _____	Re-evaluation: <u>As needed</u> Biannually: _____ Annually: _____	Procedure #: NPDES003

INTENT: To ensure the Major Stormwater Outfalls located in the City’s owned and maintained MS4 area are operating as originally designed and to ensure compliance of the City’s NPDES Permit.

DEFINITIONS:

- **Control Structures:** stormwater management structures 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 associated with pipe networks are inspected as a stand-alone facilities.
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: The inspection and maintenance of Control Structures will be performed annually. Further maintenance is to be performed as needed.

PROCEDURE:

Inspection

1. Inspect the Control Structures per the Control Structures- Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.

Maintenance

1. Remove trash and debris from the Control Structures 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 the structure, if needed.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Pipes/Culverts and inlets/Manholes-Structural Control Inspection	Effective Date: 09/10/2011	Department: Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES004

INTENT: To ensure the Pipes/Culverts and Inlets/Manholes located in the City's owned and maintained MS4 area, are operating as originally designed and to ensure compliance with the City's NPDES Permit.

DEFINITIONS:

- **Inlets/Manholes/Catch Basins-** Structures that collect stormwater efficiently while preventing debris from entering the sewer system.
- **Pipes/Culverts-** a device used to channel water. (typically RCP, CMP, HDPE)
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: At least 10% of the total number of linear feet of pipe/culvert is inspected each year. The inlets, catchbasins, and manholes associated with a pipe/culvert system are inspected concurrently. Maintenance is to be performed as needed.

PROCEDURE:

Inspection

1. Inspect the structures per the Pipes/culverts- Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.
3. Scan for record keeping.

Maintenance

1. Remove trash and debris from the Control Structures 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 the structure or conveyance pipe, if needed.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Wet Detention System-Structural Control Inspection	Effective Date: 09/10/2011	Department: Community Services / Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES005

INTENT: To ensure the Wet Detention System located in the City Maintained MS4 area is operating per originally designed and to ensure compliance with the City's NPDES Permit.

DEFINITIONS:

- **Wet Detention System:** a constructed stormwater detention basin that has a permanent pool of water (lake).
- **MS4:** Municipal Separate Storm Sewer Systems.

SCOPE: Wet detention systems are to be inspected annually. Maintenance is to be performed regularly on a monthly basis if a work order is entered.

PROCEDURE:

Inspection

1. Inspect the wet detention system per the Wet Detention System-Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the form to the Supervisor.
3. Scan the document for record keeping.

Maintenance

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 the wet detention system and dispose of properly.
4. Remove accumulated vegetative matter and dispose of properly.
5. Remove accumulated sediment and dispose of properly.
6. Remove any trees or shrubs that may have become established near the discharge structure/pipe.
7. Remove exotic vegetation from the littoral zone (if applicable) and replant as needed.
8. Remove accumulated sediment from basin to restore design storage volume.

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Ditches/Conveyance Canals-Structural Control Inspection	Effective Date: 09/10/2011	Department: Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES006

INTENT: To ensure the Ditches/Canals located in the City Maintained MS4 area, are operating as intended per the DEP NPDES Permit.

DEFINITIONS:

- **Ditches/Canal System-** a means of conveyance for stormwater runoff.
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: At least 10% of the total length of conveyance system (ditches and/or canals) is inspected each year. Maintenance is to be performed on an as needed basis.

PROCEDURE:

Inspection

1. Inspect the conveyance system per the Conveyance System- Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.
3. Scan documentation for record keeping.

Maintenance

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

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Swale System-Structural Control Inspection	Effective Date: 09/10/2011	Department: Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES007

INTENT: To ensure the Swale System located in the City Maintained MS4 area, are operating as originally designed and to ensure compliance with the City's NPDES Permit.

DEFINITIONS:

- **Swales-** a graded and engineered landscape feature appearing as a linear, shallow, open channel with trapezoidal or parabolic shape. The swale is vegetated with flood tolerant, erosion resistant vegetation. The design of grassed swales promotes the conveyance of storm water at a slower, controlled rate.
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: Swales are to be inspected at a minimum of once a year. Inspections should be performed close to recovery time of that swale to verify that the system still functions as intended. Maintenance is to be performed on a regular basis.

PROCEDURE:

Inspection

1. Inspect the conveyance system per the Swale System- Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.
3. Scan document for record keeping.

Maintenance

1. Mow grass.
2. Remove trash and debris from the swale 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 infiltration capacity has been restored. Re-establish the surface to its final condition (seed, sod, etc.)

**CITY OF PALM BEACH GARDENS
STANDARD OPERATING PROCEDURE**

Subject: Dry Detention and/or Retention System-Structural Control Inspection	Effective Date: 09/10/2011	Department: Public Works
New: X Revised: _____	Re-evaluation: As needed Biannually: _____ Annually: _____	Procedure #: NPDES008

INTENT: To ensure the Dry Detention System located in the City Maintained MS4 area, are operating as intended per the original design intent and ensure compliance with the City’s NPDES Permit.

DEFINITIONS:

- **Dry Detention System-** are basins whose outlets have been designed to detain stormwater runoff for some minimum time (e.g., 24 hours) to allow particles and associated pollutants to settle. Unlike wet ponds, these facilities do not have a large permanent pool of water. They can also be used to provide flood control by including additional flood detention storage.
- **Dry Retention System-**
- **MS4:** Municipal Separate storm sewer systems.

SCOPE: Dry detention/retention systems are inspected at least every year. Maintenance is to be performed as needed.

PROCEDURE:

Inspection

1. Inspect the conveyance system per the Swale System- Structural Control Inspection Form.
2. Complete the Inspection Form and Submit the completed form to the supervisor.
3. Scan document for record keeping.

Maintenance

1. Mow grass.
2. Remove trash and debris from the dry detention system and dispose of properly.
3. Remove accumulated sediment from the inflow/outflow and dispose of properly.
4. Eliminate any mosquito breeding habitats.
5. Repair any undercutting or piping around inflow and outflow structure.
6. Repair and re-establish any eroded areas on the bottom, side slopes, and/or near inflow structure.



Site Plan Review Procedures

Site Plan Reviews are required for all projects within the City of Palm Beach Gardens.

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

Site Plan Reviews are typically conducted at the beginning of the process. Personnel in the Engineering Services Department conduct the reviews for both site plan approval and infrastructure permitting for construction. Current state 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 permission/a permit/authorization to perform clearing, grading or construction activities will not be granted until proof of a SFWMD or FDEP ERP and/or coverage under the CGP is provided, if required.

The following standard language is used on applications

1. Prior to the issuance of the Infrastructure Permit or Building Permit for vertical construction, whichever comes first, the Applicant shall provide the City with the permit approvals for all required on-site and off-site improvements including, but not limited to, South Florida Water Management District, Palm Beach County, Northern Palm Beach County Improvement District, Florida Department of Transportation and Seacoast Utility Authority. (Engineering)
2. Prior to the issuance of the Infrastructure Permit the Applicant shall show legal access to the lake maintenance easement for any onsite or offsite surface water management systems, as per Section 78-563 of the LDR. Further, the Applicant shall demonstrate legal authority to construct, maintain and discharge into any offsite drainage system, as required by the City Engineer. (Engineering)
3. Prior to the commencement of construction, the Applicant shall schedule a pre-construction meeting with City staff. Inspections related to the Infrastructure Permit will not be performed until the pre-construction meeting has occurred. In addition, failure to comply with this condition could result in a Stop Work Order of all work/construction activity for the subject development site. (Engineering)
4. Prior to the commencement of construction, the Applicant shall provide all necessary construction zone signage and fencing as required by the Engineering Department. (Engineering)

5. The Applicant shall provide the City with copies of all permit applications, permits, certifications, and approvals. (Engineering)
6. The construction, operation and/or maintenance of any elements of the subject project shall not have any negative impacts on surrounding areas including, but not limited to, drainage, erosion, sedimentation, dust, etc. If, at any time during the project development, it is determined by the City that any of the surrounding areas are experiencing negative impacts caused by the project, it shall be the Applicant's responsibility to resolve said impacts in a period of time and a manner acceptable to the City prior to continuing construction activities. The City may cease issuing building permits and/or Certificates of Occupancy until all off site concerns are resolved. (Engineering)
7. The Applicant shall comply with all Federal Environmental Protection Agency (EPA) and State of Florida Department of Environmental Protection (DEP) permit requirements for construction activities. (Engineering)
8. The Applicant shall comply with all Federal EPA and State DEP National Permit Discharge Elimination System (NPDES) permit requirements, including but not limited to, preparation of a stormwater pollution prevention plan and identification of appropriate Best Management Practices, as generally accepted by the EPA and/or local regulatory agencies, for construction activities, implementation of the approved plans, inspection, and maintenance of controls during construction. (Engineering)
9. Prior to the issuance of the Certificate of Completion for the Infrastructure Permit by the Engineering Department, the Applicant shall provide a NPDES Notice of Termination (NOT) for the project. (Engineering)



Litter Control Program

The City of Palm Beach Gardens has a very aggressive litter control program that is conducted on several fronts. One example is the City's Adopt-A-Street program that allows organizations from the community to adopt a road, with the idea of assisting the community by removing litter from the streets. It enables interested groups to adopt a half-mile section of one of the City's streets. In return for conducting the clean-ups along the roads once every month, the group is recognized with signage located at the beginning and at the end of their designated street section. The program enables community and civic organizations, private businesses, schools, and churches to participate directly in enhancing the overall appearance of the City of Palm Beach Gardens.

In addition, the City has an aggressive street sweeping program, as well as a street maintenance program in which citizens can call a dedicated line to report litter and/or carcasses for the City to remove. The City's Public Works and Parks Division employees have been trained to remove litter whenever it is discovered during their daily assignments. The City also has a graffiti response team to address graffiti or other issues that may need immediate attention within the City's rights-of-way.



Street Sweeping Program

Approximately 100 miles of public roadway and parking areas are swept on a daily basis. Roadways without curb and gutter, and roadways not owned or maintained by the City are not included in the program. The frequency of sweeping has been established based on historical information for collected amounts over time or on an as-needed basis. The areas swept most frequently are priority areas. Documentation for the volume of street sweeping collection is kept in a log book by date and is summarized for reporting each year. An estimate of the total phosphorus and total nitrogen collected by the street sweeping is performed based on the Florida Stormwater Association's determinations of street sweeping removal rates project. All street sweeping collection is properly disposed of in a landfill in accordance with DEP's "Guidance for the Management of Street Sweepings, Catch Basin Sediments and Stormwater System Sediments."



Proactive Inspection Program

Section III.A.7.c – Illicit Discharges and Improper Disposal – Inspection and Investigation of Suspected Illicit Discharges and/or Improper Disposal

This permit element requires a written **proactive inspection program** for identifying and eliminating sources of illicit discharges, illicit connection or illegal dumping, to the City's MS4.

- You must inspect portions of your MS4 that have a reasonable potential of containing illicit discharges/connections/dumping. The FDEP has indicated that this should be considered to be the commercial and industrial zoned areas/properties within your MS4 contributing area.
- FDEP allows these inspections to be combined with other inspection programs, but the inspections must include specific inspection for potential stormwater contamination.

Proactive Inspections Program Components

1. Procedure and Criteria for identifying priority areas/facilities
2. List of identified priority areas/facilities
3. Annual schedule for inspections
4. Procedure for conducting site inspections (include checking for MSGP)
5. Procedure for tracing source of discovered or suspected illicit discharge
6. Procedure for eliminating the discharge
7. Procedure for documenting the inspections and enforcement activities
(See form)
8. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)
9. Identification of staff /department/outside entity responsible for inspections and for enforcement
10. Description of resources allocated to implement this permit element

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:

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

o 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 July, by the Stormwater department 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 Stormwater department, typically in the month of July 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 Stormwater 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 Stormwater Manager for investigation under the Reactive Investigations program.

The field inspections are the primary responsibility of Engineering Inspectors. The pro-active inspections that take place during the inspection of structural controls and other MS4 components, is the responsibility of Engineering Inspectors. 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 City'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



Proactive Illicit Discharge/Illegal Connection Inspection Form

Date of Inspection: _____

Address of Facility OR General Description of Area Inspected: _____

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

If Facility inspection, does type of business require an MSGP? Yes___ No___

If yes, does this facility have one? Yes___ No___

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 elimination: _____

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

facility owner or operator, the inspector advises of the findings and cites the ordinance which prohibits such discharges (Article IX, Sec. 17-255, City Code of Ordinances). 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 Engineering Inspectors. Inspections are carried out throughout the year.

Table of inspector/zones etc ...

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 Code Enforcement. The owner is notified of the problem and asked to address the situation immediately. The owner is also notified of there-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 Boca Raton'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 Boca Raton's MS4, the appropriate entity is notified (FOOT, Palm Beach County, etc.) by the Stormwater Manager.

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

Inspection activities are carried out by two inspectors and one senior inspector. Follow-up and management are provided by the Stormwater Manager. Documentation is handled by the Records Manager/Data Analyst. Code officers are called in as needed.

10. Description of resources allocated to implement this permit element

The City of Boca Raton has multiple staff members that participate in the pro-active inspection program. The City uses Engineering Inspectors, Streets employees, CADD technicians, Records Manager/Data Analyst and the Stormwater Manager to implement this permit requirement.



City of Palm Beach Gardens 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. These projects will require an infrastructure permit as set forth in the Site Plan Review Procedures. The inspector shall refer to the conditions within the infrastructure permit to govern the inspection process.

Timing

Construction site inspections are conducted:

- A preconstruction meeting shall be held before the start of construction.
- After the placement of temporary BMPs.
- During construction, inspections are schedule when the contractor calls for inspection per the permit requirements.
- As needed during construction or after major rainfall events (one or more inspections, based on the project's potential for discharge to our MS4).
- A final inspection must be completed per the plans and specifications before issuance of a certificate of completion at the end of the construction

Inspection Procedure

Daily BMP's site inspections are the responsibility of the developer, and will be reviewed and enforced by the Engineering Department, and are conducted using the attached construction site inspection form. The intent of the inspection is to verify that BMPs are performing as designed and to document the inspections. All completed inspection forms are kept by the City Engineer or designee.

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 coordinate with the code enforcement department to issue notices of violation or stop work orders as deemed necessary.



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

NPDES - SITE INSPECTION CHECKLIST

INSPECTION DATA

Project Name: _____ Permit #: _____

Type of Inspection (**CIRCLE ONE**): WEEKLY/POST-RAIN/OTHER: _____

Date: _____ Time: _____

Inspected by: _____

Signature: _____

ITEMS TO BE CHECKED:	N/A	OK	Problem identified action taken
1. Sediment traps, barriers and basins clean and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Sediment controls in place at site perimeter and storm drain inlets?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Discharge points free of any noticeable pollutant discharges?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Sediment, mud and debris being cleaned from public roads? Is there a stable, rock entrance to the site? Are there adequate provisions to prevent mud tracking off site?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. All exposed slopes protected from erosion through acceptable soil stabilization practices?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Temporary stockpiles or construction materials located in approved areas and protected from erosion?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Is this site seeded and mulched or blanketed? Include dates seeded and estimated percentage of cover established.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Are dust control measures appropriately implemented?	<input type="checkbox"/>	<input type="checkbox"/>	_____

ITEMS TO BE CHECKED:

N/A

OK Problem identified |
action taken

9. Material handling and storage, and equipment storage and maintenance areas clean and free of spills and leaks?

10. On-site traffic routes, parking and storage restricted to designated areas?

11. Are ALL erosion control devices in place and functioning in accordance with the site's erosion control plans?

12. The onsite SWPPP has been updated to address any modifications to control measures?

Pollution Prevention Plan:

13. The plan is on site

14. Required revisions attached to plan

15. Inspection reports attached to plan

Discharge Locations:

16. Outlet free of obstructions

17. Absence of sediment build-up

18. Erosion control installed properly

19. Turbidity level acceptable

20. Turbidity barrier functioning

Disturbed Areas (stabilization measures):

Grading:

21. Graded areas free of debris (rocks, roots, trash, etc.)

22. Rough grading temporarily seeded/Final grading seeded or sodded

Hay Bales:

23. Installed per design & specifications

24. Free of accumulated sediments

25. Trenched in back filled and compacted

26. Replaced where rotten or saturated

27. Installed without gaps between bales

Silt Fences:

28. Installed per design & specifications (fabric, wire, stakes, spacing, etc)

29. Bottom trenched in a minimum of 4 inches

30. Free of splicing between sections

31. Secured adequately (cannot be pulled out with one hand)

32. Free of accumulated sediments

33. Fabric and stakes in good condition

ITEMS TO BE CHECKED:

N/A

**OK Problem identified |
action taken**

Swales:

- 34. Stabilized
- 35. Free of sediment or debris
- 36. Free of ponding
- 37. Constructed at design elevation

Materials Storage Areas:

- 38. Debris and stock piles maintained properly
- 39. Materials stored properly
- 40. No evidence of spills

- 41. Secondary containment of on-site fueling tanks
- 42. Spill response equipment and materials on site

Structural Control Devices:

- 43. Sediment traps used and installed properly
- 44. Stormwater basins constructed to proper elevation and side slopes
- 45. Flooding absent around or within inlet

- 46. Inlet free of erosion
- 47. Inlet free of debris and/or sediment
- 48. Inlet at design elevation

- 49. All hardware and equipment installed per design
- 50. Perimeter berm at design elevation
- 51. Perimeter berm compacted and stabilized

Vehicle Ingress/Egress Locations:

- 52. Built per design, specifications and stabilized
- 53. Maintenance is being performed (grading, adding more stone, etc.)

- 54. Use of wash rack and proper discharge of wash water
- 55. Affected street(s) swept to remove excess stones and sediments

Other:

- 56. Dewatering operation per plan and discharge free of turbidity
- 57. Sanitary facilities maintained properly
- 58. Original permitted plans implemented without major change(s)

- 59. Offsite area(s) free of impact(s) due to construction
- 60. Litter control



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

{Date}

{Applicant address}

RE: NPDES INSPECTIONS AND REQUIREMENTS

Dear Applicant:

This letter is a reminder that EPA authorized the Florida Department of Environmental Protection (FDEP) to implement the National Pollutant Discharge Elimination System (NPDES) stormwater permitting program in the State of Florida. FDEP's authority to administer the NPDES program is set forth in Section 403.0885, Florida Statutes (F.S.). The NPDES program regulates point source discharges of stormwater into surface waters of the State of Florida from certain construction activities. Per NPDES Permit No. FLR10, NPDES inspections are to be conducted once every seven (7) calendar days and within 24 hours from the end of a storm event that provides a rainfall greater than 0.5 inches. By not providing the required inspections, the applicant is in violation of State regulations and can be penalized accordingly.

As the local governmental agency, the City of Palm Beach Gardens is required to verify that these inspections are being conducted and up-to-date, or perform the inspections as needed by FDEP requirements. The applicant can choose to hire a qualified individual to perform the necessary inspections or to have the City of Palm Beach Gardens perform them. Copies of the NPDES reports provided by the qualified individuals must be received by the City in a timely manner. If these required reports are not received by the City within thirty (30) days from the date of the report, the City will conduct the appropriate inspections at the applicant's expense.

If you have any questions or require additional information, please do not hesitate to contact the Engineering Department at (561) 804-7012.

Sincerely,

Engineering Department



CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

{Date}

{Applicant's Name}

RE: {Project Name – Permit Number BLDG-xx-xx-xxxxxx}

Dear Applicant,

The purpose of this letter is to advise you of possible violations of the law for which you may be responsible, and to seek your cooperation in resolving this matter.

To ensure compliance with the State of Florida's federally approved National Pollutant Discharge Elimination System (NPDES) stormwater permitting program, an inspection of the {Project Name} site was performed on {Date} by a representative of the City of Palm Beach Gardens. During the inspection, observations were made indicating you are not in compliance with your NPDES stormwater permit.

Our records show that you filed for a Notice of Intent (NOI) with the Department of Environmental Protection for construction activities for the {Project Name} site. The City of Palm Beach Gardens asks you to provide copies of all weekly and 0.5 inch rainfall event inspection reports from commencement of construction to today.

Failure to comply with conditions of a permit issued by the City of Palm Beach Gardens is a violation of City Code. Furthermore, failure to comply with a permit issued by the Department of Environmental Protection is a violation of Section 403.161(1)(b), Florida Statutes.

City representatives would like to discuss this matter with you and resolve any compliance issues with you in an amicable manner. Please contact the Engineering Department at (561) 804-7012 to discuss this matter.

The City of Palm Beach Gardens looks forward to your cooperation in resolving this matter in a timely manner.

Sincerely,

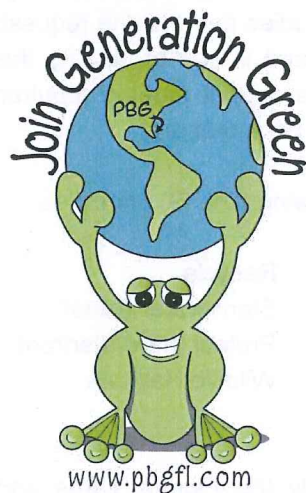
Engineering Department

CC: Code Director – City of Palm Beach Gardens

Attachment 3

2011-2012

Code and Land Development
Regulation Review – NPDES Permit
Year 2



City of Palm Beach Gardens

SUMMARY

The City of Palm Beach Garden's 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 Code of Ordinances includes the Charter, General Ordinances, and Land Development Regulations (LDR). As discussed in the MS4 Permitting Resource Manual, the review focused on changes to the code that will promote:

- 1. reductions in impervious surfaces,**
- 2. reduction in flow and volume of stormwater,**
- 3. increase in natural hydrology, and**
- 4. adherence to the principles of the Florida Yards and Neighborhoods program in new landscaping.**

The City's Code of Ordinances was reviewed for the following topics:

- Drainage and Stormwater Management
- NPDES requirements for construction sites
- Public Water Supply Wellfield Protection
- Parking
- Landscaping
- Water Conservation
- Fertilizers
- Swales
- Nature Preserves
- Natural Resources and Environmentally Significant Lands

The City has implemented numerous regulations that promote all four (4) areas of focus within the following applicable City codes. The City requires stormwater discharges to follow SFWMD regulations, along with FDOT design criteria in order to accomplish specific results. Further, the code allows for alternative means on treatment that will allow for green solutions to be implemented without further code changes. Some examples within the City's codes that promote the above-mentioned items include allowing materials other than concrete or asphalt for paving and/or drainage, allowing pervious open space in exchange for reducing parking space dimensions, and allowing a reduction in parking spaces as a waiver to a planned development, PCD, or PUD. Parking studies can also be requested by the City or provided by an applicant to demonstrate overall parking demand in lieu of utilizing the City's code. In addition, shared parking is allowed among parcels to reduce overall parking requirements. Grassed parking areas may be approved for uses which have infrequent peak demand.

Florida Yards and Neighborhoods program focuses on the following nine (9) principles:

1. Right Plant, Right Place
2. Yard Pests
3. Water Efficiently
4. Fertilize Appropriately
5. Mulch
6. Recycle
7. Stormwater Runoff
8. Protect the Waterfront
9. Wildlife Habitats

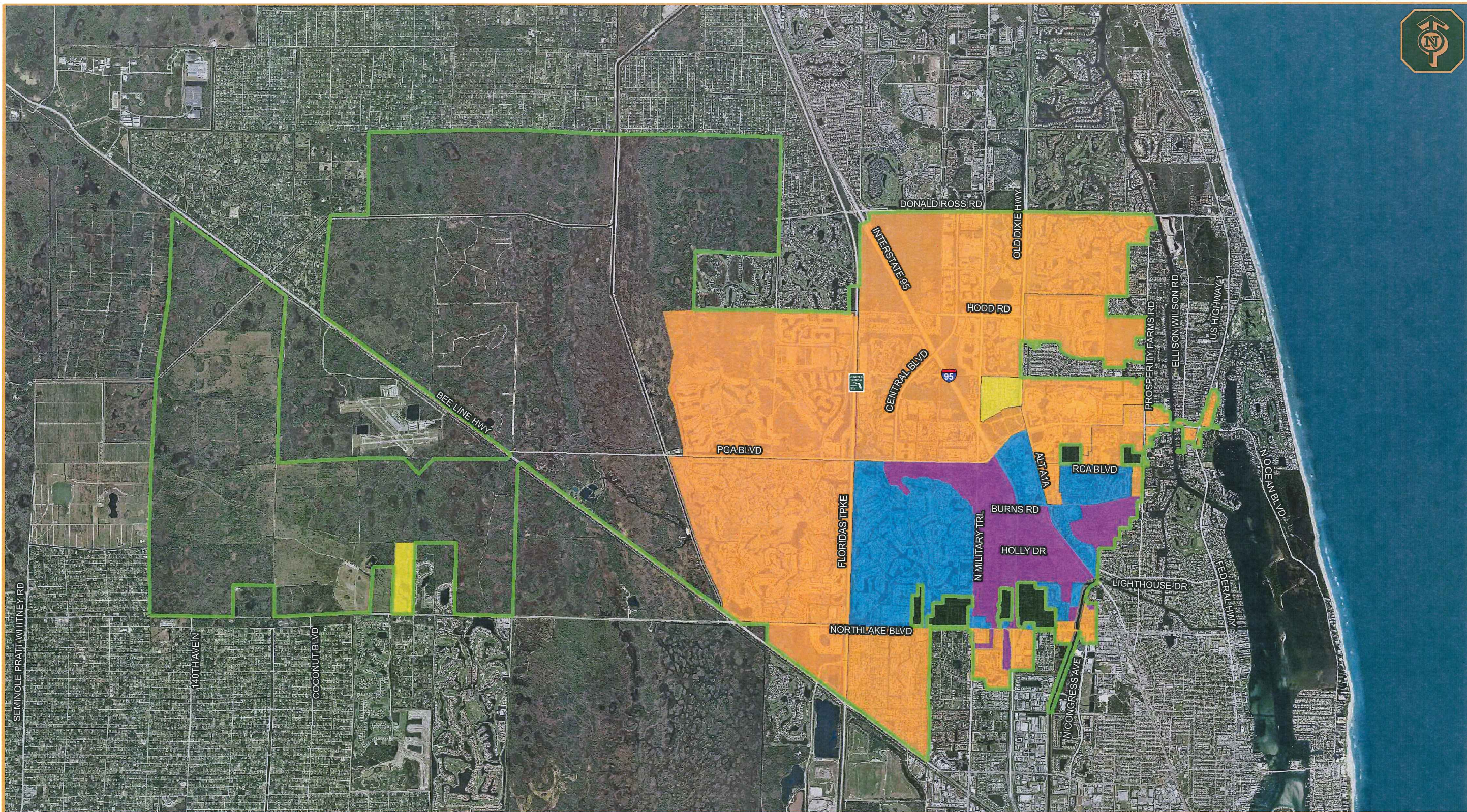
The City's Landscape Code does not incorporate specifically the Florida Yards and Neighborhoods

program; however, the City's Landscape Code regulates much of the same principles. In 2011, the City adopted the Florida Department of Environmental Protection's *Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries*, as well as regulations for Public Water Wellfield Protection. Since the City's code does not discourage low impact design practices, no changes are recommended at this time.

The landscape code requires a minimum of 25% of project over area to be preserved as natural areas. Our code does allow for offsite mitigation of the preserve areas, however, it is the City's practice to preserve areas onsite of specific projects where technical feasible.


CONCLUSION

The City of Palm Beach Gardens code is sufficient for responsible and sustainable development within the City of Palm Beach Gardens. Therefore the City of Palm Beach Gardens is not proposing any additions or amendments to the City's Code or Ordinances.



CITY OF PALM BEACH GARDENS MS4 AREA MAP

- CITY OWNED MS4 DISCHARGING TO WATERS OF THE STATE
- CITY OWNED MS4 DISCHARGING TO OTHER MS4 JURISDICTION
- OTHER PUBLIC OR PRIVATELY OWNED STORM SEWER SYSTEMS NOT DISCHARGING TO WATERS OF PALM BEACH GARDENS
- OTHER PUBLIC OR PRIVATELY OWNED STORM SEWER SYSTEMS DISCHARGING TO WATERS OF PALM BEACH GARDENS
- MUNICIPAL BOUNDARY
- UNINCORPORATED PBC


 Created February 26, 2013
 Source: PBG-Planning & Zoning