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 email to the NPDES Stormwater Program Administrator or to the MS4 coordinator (http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm). Files larger than 10MB may be placed on the FTP site at: ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/. After uploading files, email the MS4 coordinator or NPDES Program Administrator to notify them the report is ready for downloading; or 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 3585
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION			
A.	Permittee Name: Village of Tequesta		
B.	Permit Name: Palm Beach County MS4		
C.	Permit Number: FLS000018-004		
D.	Annual Report Year: ☐ Year 1 ☒ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Other, specify Year:		
E.	Reporting Time Period (month/year): Oct / 2017 through Sept. / 2018		
F.	Name of the Responsible Authority: Jeremy Allen		
	Title: Village Manager		
	Mailing Address: 345 Tequesta Drive		
	City: Tequesta	Zip Code: 33469	County: Palm Beach
	Telephone Number: 561-768-0465	Fax Number: 561-575-6245	
	E-mail Address: jallen@tequesta.org		
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? ☐ Yes ☐ No ☒ 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? ☐ Yes ☐ No ☒ Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? ☐ Yes ☐ No ☒ Not Applicable

SECTION III.	PART V.B. ASSESSMENT PROGRAM
A.	Provide a brief statement as to the status of water quality monitoring plan implementation. Status may include sampling frequency changes, monitoring location changes, or sampling waiver conditions. *DEP Note: If permittee participates in a collaborative monitoring plan, permittee may refer to a joint response as defined by the interlocal agreement.* Name and date of the approved plan: The individual Assessment Plan for the Village of Tequesta was submitted in September 2017. Status: Village's individual Assessment Plan is awaiting comments and/or approval by FDEP. Approval from FDEP was granted on April 9, 2019.
B.	Provide a brief discussion of the monitoring and loading results to date, which includes a summary of the water quality monitoring data and / or stormwater pollutant loading changes from the reporting year. *DEP Note: Results must be specific to the permittee's SWMP.* Please refer to Cycle 3, Year 6 Joint Annual Report for proposed pollutant loading analysis changes. The best available information on existing pollutant loading estimates is documented in the Cycle 3, Year 3 Joint Annual Report. The newly-developed, individual Assessment Plan is under review by FDEP and will be implemented upon approval by FDEP. Note that in any future reporting year, the group's water quality monitoring data for the reporting period may not be available for 4 to 6 months after the reporting period has ended. Consequently, any water quality data from the group program that is used as part of an individual permittee's Assessment Plan for the reporting period, will be based on the previous year's data.
C.	Attach a monitoring data summary as required by the permit. An analysis of the data discussing changes in water quality and/or stormwater pollutant loading from previous reporting years. *DEP Note: Analysis must be specific to the permittee's SWMP.* See response for Section III.B, above.

SECTION IV.	FISCAL ANALYSIS
A.	Total expenditures for the NPDES stormwater management program for the current reporting year: $363,240.78
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: $388,221.93
C.	Did the current reporting year resources decrease from the previous year? Y ☐ / N ☒ If program resources decreased, provide a discussion of the impacts on the implementation of the SWMP. The budget was decreased to more accurately reflect actual expenditure amounts from the previous reporting period.

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

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

Attached	N/A	Required Attachments	Permit Citation	Attachment Number/Title
☐	☒	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.	Part III.A	
☐	☒	An explanation of why the minimum inspection frequency in Table II.A.1.a. was not met, if applicable.	Part II.A.1	
☐	☒	A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not (if applicable).	Part III.A.4	
☒	☐	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.	Part V.B.3	
☐	☒	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.	Part III.A.1	
☒	☐	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	Attachment No. 1
☐	☒	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.	Part V.A	
☐	☒	YEAR 3: Summary of TMDL Monitoring Results (if applicable).	Part VIII.B.2	
☐	☒	YEAR 3: Bacteria Pollution Control Plan (if applicable).	Part VIII.B.3	
☐	☒	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
☐	☒	YEAR 4: A report on any amendments to the applicable legal authority (if applicable).	Part III.A.7.a	
☐	☒	YEAR 4: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C. • The monitoring plan (with revisions, if applicable). • If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.	Part V.B.3 Part V.A.3	
☐	☒	YEAR 4: TMDL Supplemental SWMP (if applicable).	Part VIII.B.3	

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): Jeremy Allen

Title: Village Manager

Signature: [signature] Date: 7/9/2019

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**
Part III.A.1	**Structural Controls and Stormwater Collection Systems Operation**				

Report the current known inventory.

Report the number of inspection and maintenance activities conducted for each applicable 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.

Note: Delete structures that are not in your MS4's inventory. 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.

Type of Structure	Number of Structures	Number of Inspections	Percent Inspected	Number of Maintenance Activities	Percent Maintained			
Dry retention systems	3	21	100	21	100	VOT Work Forms	VOT Stormwater Division	Inspections completed proactively. Proper documentation already prepared for Year 3.
Exfiltration trench / French drains (lf)	528	2	100	2	100	VOT Work Forms	VOT Stormwater Division	
Grass treatment swales (miles)	12.6	12	100	18	100	VOT Work Forms	VOT Stormwater Division	
Dry detention systems	2	21	100	21	100	VOT Work Forms	VOT Stormwater Division	
Wet detention systems	0	0	0	0	0	N/A	N/A	
Major outfalls	4	1	25	1	25	VOT Work Forms	VOT Stormwater Division	
Weirs or other control structures	3	12	100	12	100	VOT Work Forms	VOT Stormwater Division	
pipes / culverts (miles)	10	12	100	12	100	VOT Work Forms	VOT Stormwater Division	
Canals	0.61	12	100	12	100	VOT Work Forms	VOT Stormwater Division	
Inlets / catch basins / grates	511	14	100	14	100	VOT Work Forms	VOT Stormwater Division	
Ditches / conveyance swales (miles)	12.6	4	100	4	100	VOT Work Forms	VOT Stormwater Division	
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.			☒			VOT Work Forms	VOT Stormwater Division	

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Permit Citation/ SWMP Element	**Permit Requirement/Quantifiable SWMP Activity**	**Number of Activities Performed**	**Documentation / Record**	**Entity Performing the Activity**	**Comments**
Part III.A.1 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: This SWMP section provides a standard for responsible parties to follow for all inspections performed of stormwater structures throughout the Village of Tequesta.				
	Limitations: None.				
	SWMP revisions implemented to address limitations: No revisions recommended at this time.				
Part III.A.2	**Areas of New Development and Significant Redevelopment**				
	Report the number of significant development projects, including new and redevelopment, reviewed and approved by the permittee for post-development stormwater considerations.				
	Number of significant development projects reviewed	9	VOT Building Dept Summary	VOT Building Dept	VOT Stormwater staff to assist starting Year 3.
	Number of significant development projects approved	9	VOT Building Dept Summary	VOT Building Dept	VOT Stormwater staff to assist starting Year 3.
	Provide in the Year 2 Annual Report the summary report of the review activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation.				
	Year 2 ONLY: Attach the summary report of the review activity	☒	0	0	Coordination with the VOT Building Dept determined that inspections were performed but it is unclear if those inspections were sufficient for NPDES criteria. VOT to work on revised procedure for inspections.
	Year 4 ONLY: Attach the follow-up report on plan implementation	☐			
Part III.A.2 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The SWMP section provides a complete outline of the land development and landscaping designs that should be implemented to ensure good stormwater management practices throughout the Village of Tequesta.				

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Permit Citation/ SWMP Element	**Permit Requirement/Quantifiable SWMP Activity**	**Number of Activities Performed**	**Documentation / Record**	**Entity Performing the Activity**	**Comments**
	Limitations: None				
	SWMP revisions implemented to address limitations: No revisions reccomended at this time.				
Part III.A.3	**Roadways**				
	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. *Note: If the permittee does not contract activities, delete CONTRACTOR activities.*				
	PERMITTEE Litter Control: Frequency of litter collection	3 times per week	VOT Litter Control Form	VOT Public Works	None
	PERMITTEE Litter Control: Estimated amount of area maintained (lf)	12,091	VOT Litter Control Form	VOT Public Works	None
	PERMITTEE Litter Control: Estimated amount of litter collected (cy)	30	VOT Litter Control Form	VOT Public Works	None
	CONTRACTOR Litter Control: Frequency of litter collection	0	0	0	None
	CONTRACTOR Litter Control: Estimated amount of area maintained (lf)	0	0	0	None
	CONTRACTOR Litter Control: Estimated amount of litter collected (cy)	0	0	0	None
	OPTIONAL: 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. If you do not participate in an Adopt-A-Road program, report "0".				
	Trash Pick-up Events: Total miles cleaned	0	0	0	None
	Trash Pick-up Events: Estimated amount of litter collected (cy)	0	0	0	None
	Adopt-A-Road: Total miles cleaned	0	0	0	None
	Adopt-A-Road: Estimated amount of litter collected (cy)	0	0	0	None
	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 and total phosphorus loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in column F.				
	Frequency of street sweeping	Monthly	Invoices	Facilities Pro-Sweep	None
	Total miles swept	108	Invoices	Facilities Pro-Sweep	None
	Estimated quantity of sweeping material collected (tons)	1.32	Invoices	Facilities Pro-Sweep	None
	Total phosphorous loadings removed (pounds)	1.0	FSA Spreadsheet	Kimley-Horn	None
	Total nitrogen loadings removed (pounds)	1.0	FSA Spreadsheet	Kimley-Horn	None
	Report the equipment yards and maintenances shops that support road maintenance activities, and the number of inspections conducted for each facility.				
	Name of Facility	**Number of Inspections**			
	Public Services Facility	0	0	0	None

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Permit Citation/ SWMP Element	**Permit Requirement/Quantifiable SWMP Activity**	**Number of Activities Performed**	**Documentation / Record**	**Entity Performing the Activity**	**Comments**
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: The SWMP section provides a complete outline of the land development and landscaping designs that should be implemented to ensure good stormwater management practices throughout the Village of Tequesta.				
	Limitations: None				
	SWMP revisions implemented to address limitations: No revisions recommended at this time				
Part III.A.4	**Flood Control Projects**				
	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.				
	Flood control projects completed during the reporting period	0	0	0	None
	Flood control projects completed that did not include stormwater treatment	0	0	0	None
	Stormwater retrofit projects planned/under construction	0	0	0	None
	Stormwater retrofit projects completed	0	0	0	None
	If there were projects that did not include stormwater treatment, provide as an attachment a list of the projects and an explanation for each of why it did not.	☐			
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: N/A				
	Limitations: N/A				
	SWMP revisions implemented to address limitations: N/A				
Part III.A.5	**Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit**				
	Report the applicable facilities and the number of the inspections conducted for each facility.				
	Name of Facility	**Number of Inspections**			
	None	0	0	0	0
Part III.A.5 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: N/A				
	Limitations: N/A				
	SWMP revisions implemented to address limitations: N/A, The Loxahatchee River District is responsible for the Village of Tequesta WW utility.				
Part III.A.6	**Pesticides, Herbicides, and Fertilizer Application**				
	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 who have been trained through the Green Industry BMP Program and the number of contracted commercial				

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Permit Citation/ SWMP Element	**Permit Requirement/Quantifiable SWMP Activity**	**Number of Activities Performed**	**Documentation / Record**	**Entity Performing the Activity**	**Comments**
	applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: FDACS public applicators of pesticides/herbicides	0	0	0	Personnel does not perform
	CONTRACTORS: FDACS commercial applicators of pesticides/ herbicides	10	FDACS ID Card	Rood/Sheehan/ Terracon	None
	PERSONNEL: Green Industry BMP Program training completed	0	0	0	Personnel does not perform
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	10	FDACS ID Card	Rood/Sheehan/ Terracon	None
	Provide a copy of the adopted ordinance with the Year 2 Annual Report. If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, indicate that in Column F.				
	Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance	☒			Refer to the PBCO-NPDES website for ordinance.
	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, and the number of Web site visits (if applicable).				
	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.			
Part III.A.6 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	Strengths: This SWMP section provides a clear outline of the appropriate types of herbicides and pesticides that have been approved for safe usage in the Village of Tequesta. These activities may be performed by the responsible parties or by an approved and licensed contractor. All applicators, regardless of affiliation, must be properly trained according to these guidelines.				
	Limitations: None				
	SWMP revisions implemented to address limitations: None at this time.				
Part III.A.7.a	**Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures**				
	Report amendments in Year 4.				
	Year 4 ONLY: Attach a report on amendments to applicable legal authority	☐			
Part III.A.7.c	**Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal**				
	Report on the proactive inspection program, including the number of inspections conducted by the permittee, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Proactive inspections for suspected illicit discharges	83	VOT Work Order Forms	VOT Stormwater Division	Performed with catch basin and exfiltration

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Permit Citation/ SWMP Element	**Permit Requirement/Quantifiable SWMP Activity**	**Number of Activities Performed**	**Documentation / Record**	**Entity Performing the Activity**	**Comments**
					inspections.
	Illicit discharges found during a proactive inspection	0	0	0	None
	NOV/WL/citation/fines issued for illicit discharges found during proactive inspection	0	0	0	None
	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.				
	Reports of suspected illicit discharges received	0	0	0	None
	Reactive investigations of reports of suspected illicit discharges etc.	0	0	0	None
	Illicit discharges etc. found during reactive investigation	0	0	0	None
	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	0	0	0	None
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	5	Sign-in Sheets and Quizzes	VOT Stormwater Division	Completed already for Year 3
	Contractors trained	0	0	0	None
Part III.A.7.d	**Illicit Discharges and Improper Disposal — Spill Prevention and Response**				
	Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	0	0	0	None
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	5	Sign-in Sheets and Quizzes	VOT Stormwater Division	Completed already for Year 3
	Contractors trained	0	0	0	None
Part III.A.7.e	**Illicit Discharges and Improper Disposal — Public Reporting**				
	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, and the number of Web site visits (if applicable).				
	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.			
Part III.A.7.f	**Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control**				
	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, and the number of Web site visits (if applicable).				

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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**
	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.			
Part III.A.7.g	**Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage**				
	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. Report only the SSOs and inflow / infiltration incidents into the MS4.				
	Owner of the sanitary sewer system	Loxahatchee River District (LRD)			
	Activity to reduce/eliminate SSOs and I&I: (description)	0	0	0	WW Utility take care of by LRD
	Activity to reduce/eliminate SSOs and I&I: (description)	0	0	0	WW Utility take care of by LRD
	SSO incidents discovered	0	0	0	WW Utility take care of by LRD
	SSO incidents resolved	0	0	0	WW Utility take care of by LRD
	Inflow / infiltration incidents discovered	0	0	0	No TRI Facilities
	Inflow / infiltration incidents resolved	0	0	0	No HR Facilities
Part III.A.7 Summary	For activities required by Part III.A.7: Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: This SWMP section provides guidelines for a proactive inspection routine to be performed to try to reduce the illicit discharges seen throughout the Village of Tequesta.				
	Limitations: None.				
	SWMP Revisions implemented to address limitations: None at this time.				
Part III.A.8.a	**Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections**				
	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. Report on the high-risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.				

Type of Facility	**Number of Facilities**	**Number of Inspections**	**Enforcement Actions**			
Operating municipal landfills	0	0	0	0	0	No Landfills
Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	0	0	0	0	No HWT SDR facilities

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	EPCRA Title III, Section 313 facilities (TRI)	0	0	0	0	0	No TRI facilities
	Facilities determined as high risk by the permittee	0	0	0	0	0	No HR facilities
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries						
	Report the number of high risk facilities sampled.						
	High risk facilities sampled		0		0	0	No HR Facilities
Part III.A.8 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.						
	Strengths: N/A						
	Limitations: N/A						
	SWMP revisions implemented to address limitations: N/A						
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices						
	Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.						
	PERMITTEE SITES: Construction site plans reviewed		0		0	0	None
	PERMITTEE SITES: Construction site plans approved		0		0	0	None
	PRIVATE SITES: Construction site plans reviewed		9		Building Dept.	Building Inspector	All projects were for construction or remodel of residential properties.
	PRIVATE SITES: Construction site plans approved		9		Building Dept.	Building Inspector	All projects were for construction or remodel of residential properties.
	Report the number of development permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.						
	Notified of ERP stormwater permit requirements		0		0	0	All residential construction is on lots less than one (1) acre.
	Confirmed ERP coverage		0		0	0	All residential construction is on lots less than one (1) acre.
	Notified of CGP stormwater permit requirements		0		0	0	None

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Confirmed CGP coverage	0	0	0	None
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	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.				
	PERMITTEE SITES: Active construction sites	0	0	0	None
	PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	0	0	0	None
	PERMITTEE SITES: Percentage of active construction sites inspected	0	0	0	None
	PRIVATE SITES: Active construction sites	0	0	0	None
	PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	9	Email	VOT Building Dept.	All sites were in compliance
	PRIVATE SITES: Percentage of active construction sites inspected	9	Email	VOT Building Dept.	All sites were in compliance
	Enforcement Action	0	Email	VOT Building Dept.	All sites were in compliance
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training).				
		DEP Certification	Annual Training			
	Permittee construction site inspectors	0	0	0	0	Inspections completed proactively. Proper documentation already prepared for Year 3.
	Permittee construction site plan reviewers		0	0	0	
	Permittee construction site operators		0	0	0	
Part III.A.9 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	Strengths: This SWMP section assures that regulations are set in place to ensure appropriate measures are taken to control erosion and sediment during construction projects throughout the Village of Tequesta. Unnecessary runoff into the MS4 waterways could lead to issues that the Village is attempting to avoid at all costs.				
	Limitations: None				
	SWMP revisions implemented to address limitations: None at this time.				

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable in Year 4)		
A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)

SECTION IX. TMDL Status Report

A. YEAR 1 Provide a table summarizing the status of the TMDL process. Include a list of prioritized TMDLs and their monitoring and implementation schedule; and include the Identification number of the outfall prioritized for TMDL monitoring.

WBID Number	Segment/ Waterbody/ Basin	Pollutant of Concern	TMDL DEP / EPA	Percent Reduction (WLA)	Priority Rank	Priority Outfall	Monitoring Summary / BPCP Due Date	Supplemental SWMP Due Date
N/A			☐ / ☐		1		*(Year 3 AR)*	*(Year 4 AR; N/A) if BPCP)*
N/A			☐ / ☐					
N/A			☐ / ☐					

B. YEAR 3 and annually thereafter, provide a summary of the estimated load reductions that have occurred for the pollutant(s) of concern being discharged from the MS4 to the TMDL water body during the reporting period and cumulatively since the date the Supplemental SWMP was implemented.

Year 3: Submit a Monitoring data summary or BPCP (if applicable).

Year 4: Submit a Supplemental SWMP (if applicable).

WBID Number	Pollutant of Concern	Monitoring Summary / BPCP Submitted	Supplemental SWMP Submitted	Projected load reductions OR Actual load reductions to date
N/A		*(Year 3 AR)*	*(Year 4 AR; N/A if BPCP)*	
N/A				
N/A				

C. Provide a brief statement as to the status of TMDL implementation according to Part VIII.B of the permit (e.g. status of monitoring to validate WLA):

CYCLE 4, YEAR 2 ANNUAL REPORT ATTACHMENT No.1

NPDES MS4 Permit, Part III.A.2 - SUMMARY REVIEW OF CODES AND ORDINANCES FOR THE VILLAGE OF TEQUESTA

PURPOSE:

The NPDES MS4 Cycle 4 permit requires permittees to review all land development regulations, ordinances and codes in Year 2 of the cycle to ensure a continued effort in reduction of stormwater impact on new and redevelopment. The Village of Tequesta (the Village) with Kimley-Horn and Associates, Inc. (KHA) completed this review and made recommendation for improvement to the existing local Village codes and land development regulations. This summary outlines the documents reviewed as well as suggested updates to minimize gaps in the governing standards.

In this review, KHA and the Village completed a review of the following documents:

- Village of Tequesta Code of Ordinances
- Village of Tequesta Comprehensive Plan – 2017 Update

The following sections will outline the current regulations, ordinances and codes and specific language recommendations for improvement as well as provide recommendations for implementation of these updates prior to Year 4 of this permit cycle.

DOCUMENT REVIEW:

The review of these documents was performed by several members of the Village and KHA to identify potential changes that will reduce the stormwater impacts while improving stormwater management practices of new and redevelopment projects moving forward. During our review, the tables identify which regulations were reviewed in each document; the current actions of these regulations to reduce stormwater impacts; and proposed improvements for the sections reviewed.

The end of this summary outlines the anticipated implementation of these recommendations.

Village of Tequesta Code of Ordinances

All sections in the Village's Code of Ordinances related to stormwater management, development of new or existing properties and landscaping were reviewed. Those sections have been outlined below and includes an analysis of the referenced code with recommendations for updates as appropriate.

Table 1: Code of Ordinance Review

VOT Ordinance Section Reviewed	***Section Title***	***Current Actions to Reduce Stormwater Impacts***	***Suggested Improvements***
50-190	Exemptions to Year Round Restrictions on Landscape Irrigation	Clarifications on exempt irrigation activities	None
66-334	Storm Drainage and Stormwater Management Facilities	None	None
DIVISION 2 - STORMWATER UTILITY			
74-201	Findings	None	None
74-202	Definitions	Provides clarity on what stormwater facilities are and how they assist in stormwater management	This section could more clearly identify best management practices (BMP) and illicit (prohibited) discharges criteria and/or examples
74-242	Prohibited Discharges	Outlines what a discharge is in general terms and exceptions to this general definition. Also establishes guidelines for handling a discharge once it is noticed.	Removal of Language "dechlorinated swimming pools" as an exception.
			Inclusion of references to personal outfalls as illegal.
			Clarify that roof drains are considered exempt and not illegal.
			Enhancement of procedure for notification of a responsible party unaware of illegal discharge/dumping as well as procedures for unknown responsible party.
74-243	Inspections and Monitoring	Outlines guidelines for testing procedures and frequency and the rights of the authorized official.	None
74-2444	Enforcement	Outlines guidelines for enforcement of violations.	None
DIVISION 4 - LANDSCAPING			

78-391	Purpose and Intent	Provides for the development, installation and maintenance of landscaping	None
78-393	Definitions	Provides clarity on landscaping components	None
78-394	Florida-friendly Landscaping	Design standards for landscaping and best practices for maintenance	None
78-395	Shoreline Considerations	Recommendations for landscaping site grading adjacent to bodies of water	None
78-398	Irrigation	Outlines irrigation guidelines for irrigation of private and shared properties as related to frequency, flow and pressure thresholds, and backflow preventers.	None
78-399	Maintenance	Establishes criteria for pruning of vegetation, irrigation maintenance, fertilizer and pesticide applications and management of yard waste.	Inclusion of references to FDACS certifications and practices in addition to UF/IFAS. Enhanced to include stormwater control structures as a protected area to reduce runoff from fertilizers into discharging bodies of water. Enhanced to be inclusive of revisions proposed to more strictly protect storm drains adjacent to properties under construction.
78-414	Education	Lists resources for landscape maintenance and irrigation best practices.	Inclusion of references to FDACS certifications and practices in addition to UF/IFAS.

Village of Tequesta Comprehensive Plan – 2017 Update

All sections of the Village's Comprehensive Plan related to land development and stormwater management were reviewed. Those sections have been outlined below and includes an analysis of the referenced policy with recommendations for updates as appropriate.

Table 2: Comprehensive Plan Review

VOT Comprehensive Plan Policy No. Reviewed	***Current Actions to Reduce Stormwater Impacts***	***Suggested Improvements***
FUTURE LAND USE ELEMENT		
1.1.2	Guidelines for density and intensity standards of land development	None
1.2.2	Recommendations to redevelop rather than disturb undeveloped land as a sustainability practice	None
UTILITIES ELEMENT, STORMWATER MANAGEMENT SUBELEMENT		
1.1.2	Maintain LOS for drainage structures through new or redevelopment of an area	None
1.2.1	Enforcement of existing landscaping and open space requirements for new development	None
1.2.2	Increase on-site retention to minimize runoff to discharging bodies of water	None
1.2.3	Limit runoff to pre-development conditions	None
1.2.4	Preservation of water quality via best practices	None
1.2.7	Water quality standards in line with NPDES regulations	None
1.3.1	Design storm criteria for drainage and development calculations	None
1.3.2	Reinforcement of LOS standards for development	None
1.3.3	All new or redevelopment designs shall be reviewed for compliance	None

RECOMMENDATION OF CODE IMPLEMENTATION AND ENHANCEMENT:

As previously mentioned, the review of the Village's Code of Ordinances and Comprehensive Plan was to analyze existing codes and identify areas of improvement with regards to stormwater practices with respect to new and redevelopment efforts within the Village. This Year 2 Annual Report activity focused on review of the regulations while implementation of language enhancement, if applicable, is anticipated to be completed prior to the submission of the Year 4 Annual Report. This document will be provided to the Village's attorney to determine if the recommendations would improve the current language. If a legal review determines the language enhancements recommended would be an improvement, drafts shall be developed and provided to the Village's committee for consideration and acceptance prior to completion of Cycle 4, Year 4.

If it is determined that language in these regulations are currently consistent with our recommendations, the Village would make no plans to alter the language but rather, will continue to monitor land development regulations and local codes as necessary for future opportunities for improvement.

CYCLE 4, YEAR 2 ANNUAL REPORT SUPPLEMENTAL ATTACHMENT

EXPLANATION OF REVISIONS

Section I. Part E – Background Information and Section IV – Certification Statement and Signature

Initial Submittal: The initial contact for the Village of Tequesta and responsible party was listed as Jay Wickham, Superintendent of Water Distribution and Storm Water.

Revised Submittal: Due to staffing adjustments, the revised contact for the Village is Mike Roland, Lead Technician, or Jeremy Allen, Village Manager. Their email addresses are mroulund@tequesta.org and jallen@tequesta.org, respectively.

Moving Forward: In future annual report submittals, the Village will have one of these individuals execute the annual report. If personnel changes occur at a later date, the FDEP NPDES team with Mock Roos will be notified promptly.

Section III. Part V.B – Assessment Program

Initial Submittal: At the time the annual report was completed, the Assessment Plan had been submitted to FDEP but the Village was awaiting comments.

Revised Submittal: On April 9, 2019, the FDEP provided the Village with an approval of the Assessment Plan submitted.

Moving Forward: The approved Assessment Plan will be utilized as required moving forward with monitoring.

Section VII. Part III.A.1 – Structural Controls and Stormwater Collection Systems Operation

Initial Submittal: No comments were provided for the components of the structural controls section outlining useful information to pass along to FDEP.

Revised Submittal: Comments for all applicable structural controls has been updated to clarify that while these inspections may not have been completed during Year 2, the documentation is already prepared as these inspections have been completed proactively for Year 3.

Moving Forward: In future annual report submittals, the Village will be more proactive about the required inspections and will more clearly comment on the work that has been completed.

Section VII. Part III.A.1 – Major Outfalls

Initial Submittal: The Village initially reported 6 major outfalls for the annual report and noted that all were observed.

Revised Submittal: Upon review of the Village's supporting documentation, it was determined that, while 5 outfall inspections were performed during the reporting period, only one of the

inspections were of a major outfall. In addition, inspections of all outfalls were performed in May 2019 and it was determined that only 4 of the initially reported 6 outfalls meet the NPDES criteria of a major outfall.

Moving Forward: In future annual report submittals, the Village will be more proactive about the required inspections. It is noted that completion of annual outfall inspections is of critical importance.

Section VII. Part III.A.1 - Structural Controls and Stormwater Collection Systems Operation

Initial Submittal: No comments were provided clarifying why minimum inspection frequencies were not met for this reporting period.

Revised Submittal: Upon review of the Village's supporting documentation, it was determined that several of the inspections did not meet the NPDES criteria and could not be counted. The report has been updated to reflect that minimum frequencies were not met.

Moving Forward: In preparation of the Year 3 reporting period, the proper inspections and documentation have already been completed.

Section VII. Part III.A.2 – Areas of New Development and Significant Redevelopment

Initial Submittal: The Village initially reported no significant development was completed.

Revised Submittal: The revised report now lists the Village has reviewed project of significant development for 9 projects. These projects were previously counted in Section VII. Part III.A.9.a. While the Village completed the reviews of these projects in the permitting phase, they were not thought of as significant development as these project sites were less than 1 acre in size. In addition, the Village did not complete the required jobsite inspections during this reporting year.

Moving Forward: The Village is clear that internal coordination is required to integrate themselves into a review of stormwater components in all upcoming projects. The exact checklist of activities is to be determined and implemented.

Section VII. Part III.A.2 – Areas of New Development and Significant Redevelopment

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on activities related to significant development summaries with "None" in the comments.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.3 – Roadways

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to litter control.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.3 – Roadways

Initial Submittal: The Village initially commented that the total phosphorus and nitrogen loading calculations were completed using the FSA spreadsheet to complete the calculations.

Revised Submittal: After coordination with FDEP and Mock Roos & Associates, Inc., it was determined that this comment is understood, and it is not necessary to repeat. This comment was removed and replaced with "None".

Moving Forward: The Village shall only comment in this section if the procedure differs from accepted protocols.

Section VII. Part III.A.3 – Public Services Facility

Initial Submittal: The Village initially commented that monthly inspections of their public services facility was being performed.

Revised Submittal: Following a review of the Village's files, it was determined that documentation following the public service facility inspections was not found. The Village has revised their response to state that no documented inspections had been completed.

Moving Forward: In future annual report submittals, the Village will be more proactive about the required inspections and completion of appropriate documentation.

Section VII. Part III.A.4 – Flood Control Projects

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to flood control project.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.5 – Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to municipal waste facilities inspections.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.6 – Pesticides, Herbicides, and Fertilizer Application

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to pesticides, herbicides, and fertilizer application.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.7.c – Illicit Discharges and Improper Disposal - Proactive Inspections

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to illicit discharges and improper disposal.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.7.c – Illicit Discharges and Improper Disposal - Proactive Inspections

Initial Submittal: The Village initially reported no proactive inspections were performed.

Revised Submittal: The revised report now lists the Village has completed 83 inspections. These inspections were actually performed but were done so at the same time as inspections for exfiltration trenches and catch basins. The Village did not realize these efforts counted for both inspection types

Moving Forward: Moving forward, the Village will use revised inspection forms to make the intent of each inspection clearer for records purposes.

Section VII. Part III.A.7.d – Illicit Discharges and Improper Disposal – Training

Initial Submittal: The Village initially reported no trainings were performed for both internal staff and contracted employees.

Revised Submittal: The revised report now lists the Village has completed 5 training of 5 staff members. These trainings were not completed in the Year 2 reporting year but rather already completed for the Year 3 reporting period.

Moving Forward: The Village realizes the importance of these trainings and wanted all auditing parties to know trainings have been completed.

Section VII. Part III.A.7.d – Illicit Discharges and Improper Disposal - Training

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to illicit discharges and improper disposal training.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.7.g – Illicit Discharges and Improper Disposal – Limitation of Sanitary Sewer Seepage

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to limitation of sanitary sewer seepage.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.8.a – Industrial and High-Risk Runoff – Identification of Priorities and Procedures for Inspections

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to industrial and high-risk runoff.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.8.b – Industrial and High-Risk Runoff – Monitoring for High-Risk Industries

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to monitoring of high-risk industries.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.9.a – Construction Site Runoff – Site Planning and Non-Structural Best Management Practices

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to monitoring of construction site plans.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.9.a – Construction Site Runoff – Site Planning and Non-Structural Best Management Practices

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to monitoring of construction site plans.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.9.b – Construction Site Runoff – Inspection and Enforcement

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to construction inspections and enforcement.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Section VII. Part III.A.9.c – Construction Site Runoff – Site Operator Training

Initial Submittal: The Village initially reported "N/A" on the lines reserved for information on contributions to construction site operator training.

Revised Submittal: After discussions with FDEP, it was determined that noting "0" rather than "N/A" would be the preferred notation.

Moving Forward: The Village will be mindful to denote activities with nothing to report with "0" rather than "N/A".

Village of Tequesta

Standard Operating Procedures

NPDES Permit for Municipal Storm Sewer Systems
(Permit No. FLS000018-004)

Cycle 4, Year 2

July 2, 2019

Kimley»Horn

Structural Controls SOPs

Control Structures Program……CS-1

Conveyance Systems Program…….DC-1 - 2

Dry Detention/Retention System program……DR-1 - 2

Exfiltration Trench Program……ET-1 - 2

Major Stormwater Outfalls Program……MO-1 - 2

Pipes/Culverts and Inlet/Manhole Systems Program……PI-1 - 2

Pollution Control Devices (PCDs) Systems Program……PC-1

Stormwater Pump Station Program……PS-1

Swale Systems Program……SW-1

Wet Detention Systems Program……WD-1

Site Plan Review Program……SP-1

Litter Control Program……LC-1

Street Sweeping Program……SS-1 - 2

Roadway Maintenance Practices Program SOPs……RM-1

Pesticide, Herbicide and Fertilizer Program SOPs……PF-1

Illicit Discharge Program SOPs

Proactive Inspection Program……PR-1 - 3

Reactive Inspection Program……RE-1 - 2

Spill Prevention and Response Program SOPs……SR-1

Hazardous Waste Disposal Plan SOPs……HZ-1

Construction Site Program SOPs……CT-1

Maintenance/Equipment Yard Program SOPs……MY-1 - 4

Appendices

Appendix A – Misc. Tequesta Inspection Forms

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

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

Control structures that are associated with pipe networks and/or canals (weirs, operable gates, etc.) are inspected as stand-alone facilities. There are 3 stand-alone control structures that are part of our MS4. These systems are located at the following sites, listed below for convenience.

Village of Tequesta Control Structures Inventory				
Structure Type	***Structure Location***	***Latitude***	***Longitude***	***Receiving Waters***
Weir	1 Bunker Place	26.964718	80.115791	VOT Golf Course
Weir	159 Country Club Drive	26.964884	80.109681	
Conveyance System	354 West Riverside Drive	26.956138	80.101068	North Fork of the Loxahatchee River

The Village shall perform inspections of 10% of the structural controls annually.

Inspections:

At least 10% of the total number of control structures is inspected annually and concurrently. Visual inspections are conducted in accordance with the checklist/procedure that follows. A log should be generated to identify the last inspection date for each facility listed above. If warranted, as a result of the visual inspection, a work order for maintenance, repair or a more detailed pipe or structure investigation is generated.

As there are only 3 structures, a different structure should be inspected annually. On the fourth year, the schedule should reset.

This is the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

1. Remove trash and debris from the system and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Repair/replace the headwall, if applicable.
5. Repair/replace structure, if needed.

Documentation:

The documentation procedure for the inspection and maintenance activities related to the control structure systems is to fill out the Village's Inspection Form for Structural Controls – Control Structures included in the appendices of this document and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 12.6 miles of ditches and/or canals that are part of our MS4; the segments are located s shown on the included map.

Inspections:

At least 10% of the total length of the Village's conveyance system (ditches and/or canals) is inspected each year, using the Village's Control Structures Inspection Form included in the appendices of this document. In addition, they are observed for problems that may impact their functionality whenever the banks are maintained.

The anticipated inspection schedule for the 10 years is as follows:

January 2019 – December 2019: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2020 – December 2020: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2021 – December 2021: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2022 – December 2022: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2023 – December 2023: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2024 – December 2024: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2025 – December 2025: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2026 – December 2026: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2027 – December 2027: Total of 1.26 miles of the Village's conveyance system should be investigated.

January 2028 – December 2028: Total of 1.26 miles of the Village's conveyance system should be investigated.

A different section of the Village's conveyance system, totaling 1.26 miles in length, should be investigated annually. By December 2028, the entire 12.6-mile system will have been completely investigated.

This is the minimum investigations requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

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

Documentation:

The documentation procedure for the inspection and maintenance activities related to the conveyance system is to fill out the Village's Control Structures Inspection Form and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 2 dry detention systems and 3 dry retention systems that are part of our MS4. Each system has an inlet and outlet structure which totals 10 structures for inspection. These systems are located on the included map.

Inspections:

Established dry detention/retention systems are inspected once every three years, using the Village's Retention and Detention Pond Control Form included in the appendices of this document. In addition, they are observed for problems that may impact their functionality whenever they are mowed through the year.

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

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

The anticipated inspection schedule for the 10 years is as follows:

> January 2019 – December 2019: All dry detention/retention systems are to be inspected during this year.
>
> January 2022 – December 2022: All dry detention/retention systems are to be inspected during this year.
>
> January 2025 – December 2025: All dry detention/retention systems are to be inspected during this year.
>
> January 2028 – December 2028: All dry detention/retention systems are to be inspected during this year.

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

This fulfills the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

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

Documentation:

The documentation procedure for the inspection and maintenance activities related to the dry detention/retention systems is to fill out the Village's Retention and Detention Pond Control Form and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

Exfiltration Trench System – Structural Control Inspection
Standard Operational and Maintenance Documentation Protocol

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 528 linear feet of exfiltration trench that are part of our MS4. These systems are located on the included map.

Inspections:

Established exfiltration trench is inspected once every three years, using the Village's Exfiltration Trench Inspection Form included in the appendices of this document.

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

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

The anticipated inspection schedule for the 10 years is as follows:

> January 2019 – December 2019: All exfiltration trench systems are to be inspected during this year.
>
> January 2022 – December 2022: All exfiltration trench systems are to be inspected during this year.
>
> January 2025 – December 2025: All exfiltration trench systems are to be inspected during this year.
>
> January 2028 – December 2028: All exfiltration trench systems are to be inspected during this year.

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

This is the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

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

Documentation:

The documentation procedure for the inspection and maintenance activities related to the exfiltration trench systems is to fill out the Village's Exfiltration Trench Inspection Form and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 4 major stormwater outfalls (MSWOs) that are part of our MS4. A MSWO is defined as:

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

These systems are located on the included map and listed below for convenience.

Village of Tequesta Major Outfalls Inventory						
Outfall ID	***Outfall Location***	***Latitude***	***Longitude***	***Receiving Waters***	***Pipe Size***	***Pipe Material***
W3	203 River Drive	26.964356	80.11745	Loxahatchee River	42"	HDPE
W6	71 River Drive	26.957986	80.114222		42"	HDPE
W12	19099 Point Drive	26.958022	80.105344		42"	RCP
E3	Tequesta Bridge	26.957311	80.102653	North Fork of the Loxahatchee River	42"	RCP

There is a total of 59 outfalls currently in the Village's system. The Village shall perform inspections of 10% of the minor outfalls in addition to the required major outfalls annually.

Inspections:

MSWOs are inspected annually, or more frequently if historic operations indicate that it's needed for a particular MSWO. Inspections are conducted in accordance with the Village's Major Stormwater Outfall – Structural Control Inspection Form included in the appendices of this document.

The anticipated inspection schedule for the 10 years is as follows:

January 2019 – December 2019: All MSWOs are to be inspected during this year.

January 2020 – December 2020: All MSWOs are to be inspected during this year.

January 2021 – December 2021: All MSWOs are to be inspected during this year.

January 2022 – December 2022: All MSWOs are to be inspected during this year.

January 2023 – December 2023: All MSWOs are to be inspected during this year.

January 2024 – December 2024: All MSWOs are to be inspected during this year.

January 2025 – December 2025: All MSWOs are to be inspected during this year.

January 2026 – December 2026: All MSWOs are to be inspected during this year.

January 2027 – December 2027: All MSWOs are to be inspected during this year.

January 2028 – December 2028: All MSWOs are to be inspected during this year.

This is the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

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

Documentation:

The documentation procedure for the inspection and maintenance activities related to the MSWO systems is to fill out the Village's Major Stormwater Outfall – Structural Control Inspection Form and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

Pipes/Culverts and Inlets/Grates System – Structural Control Inspection Standard Operational and Maintenance Documentation Protocol

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 10 miles of pipe/culvert that are part of our MS4. These systems are located on the included map. This value and the locations on the map do NOT include exfiltration trench, which is catalogued separately. Each pipe segment (between two structures or between a structure and an outfall) has a unique identification. This information is stored on hardcopy maps of the system.

There are 511 inlets/catch basins/grates that are part of our MS4. These systems are located on the included map. Each structure has a unique identification. This information is stored on hardcopy maps of the system.

Inspections:

At least 10% of the total number of linear feet of pipe/culvert is inspected each year. The inlets, catch basins, manholes and grates associated with a pipe/culvert system are inspected concurrently. Visual inspections are conducted in accordance with the checklist/procedure that follows. The hardcopy maps are coded to identify the last inspection date for each facility. If warranted, as a result of the visual inspection, a work order for maintenance, repair or a more detailed pipe or structure investigation is generated. A more detailed investigation may include televising the pipe, or using mirrors or other devices, as appropriate, to determine the condition of the pipe/culvert. As a result of the more detailed investigation, a work order for maintenance or repair may be generated.

The anticipated inspection schedule for the 10 years is as follows:

January 2019 – December 2019: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2020 – December 2020: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2021 – December 2021: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2022 – December 2022: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2023 – December 2023: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2024 – December 2024: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2025 – December 2025: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2026 – December 2026: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2027 – December 2027: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

January 2028 – December 2028: Total of 1.0 miles of the Village's pipe/culvert and 51 inlets/catch basins/grates should be investigated.

A different section of the Village's pipe/culvert system totaling 1.0 mile and inlets/catch basins/grates, totaling 51 structures, should be investigated annually. By December 2028, the entire 10 mile system and 511 structures will have been completely investigated.

This is the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

1. Remove trash and debris from the system 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 headwall at the end of the pipe, if applicable.
6. Repair/replace pipe or structure, if needed.

Documentation:

The documentation procedure for the inspection and maintenance activities related to the pipes/culverts and inlets/catch basins systems is to fill out the Village's Inspection Form for Structural Controls – Catch Basin/Inlet included in the appendices of this document and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

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

Inspections:

Since there are no PCDs currently in use by the Village of Tequesta, there is no schedule for inspection in place. If PCDs are to be added to the stormwater system in the future, all appropriate steps for proper inspection will be taken.

Maintenance:

Since there are no PCDs currently in use by the Village of Tequesta, there is no maintenance procedure currently in place. If PCDs are to be added to the stormwater system in the future, all appropriate steps for proper maintenance will be taken.

Documentation:

Since there are no PCDs currently in use by the Village of Tequesta, there is no documentation procedure currently in place. If PCDs are to be added to the stormwater system in the future, all appropriate steps for proper documentation will be taken.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

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

Inspections:

Since there are no SWPSs currently in use by the Village of Tequesta, there is no schedule for inspection in place. If SWPSs are to be added to the stormwater system in the future, all appropriate steps for proper inspection will be taken.

Maintenance:

Since there are no SWPSs currently in use by the Village of Tequesta, there is no maintenance procedure currently in place. If SWPSs are to be added to the stormwater system in the future, all appropriate steps for proper maintenance will be taken.

Documentation:

Since there are no SWPSs currently in use by the Village of Tequesta, there is no documentation procedure currently in place. If SWPSs are to be added to the stormwater system in the future, all appropriate steps for proper documentation will be taken.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are 12.6 miles of swales that are part of our MS4. These systems are located on the included map.

Inspections:

Established swales are inspected once every three years, using the Village's Grass Swale Inspection Form included in the appendices of this document. In addition, they are observed for problems that may impact their functionality whenever they are mowed or maintained.

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

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

The anticipated inspection schedule for the 10 years is as follows:

January 2019 – December 2019: All swale systems are to be inspected during this year.

January 2022 – December 2022: All swale systems are to be inspected during this year.

January 2025 – December 2025: All swale systems are to be inspected during this year.

January 2028 – December 2028: All swale systems are to be inspected during this year.

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

This is the minimum investigation requirement of the PBC Joint NPDES MS4 permit. If circumstances are such that more frequent investigations are required for proper systems operation, the Village should do so.

Maintenance:

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

1. Mow grass.
2. Remove trash and debris from system and dispose of properly.

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

Documentation:

The documentation procedure for the inspection and maintenance activities related to the swale system is to fill out the Village's Grass Swale Inspection Form and file with the Village of Tequesta Water Utilities Department. Should further action by needed, additional documentation will be required per the instructions of the Water Utilities Manager.

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

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

There are no wet detention systems that are a part of our MS4.

Inspections:

Since there are no wet detention systems currently in use by the Village of Tequesta, there is no schedule for inspection in place. If wet detention systems are to be added to the stormwater system in the future, all appropriate steps for proper inspection will be taken.

Maintenance:

Since there are no wet detention systems currently in use by the Village of Tequesta, there is no maintenance procedure currently in place. If wet detention systems are to be added to the stormwater system in the future, all appropriate steps for proper maintenance will be taken.

Documentation:

Since there are no wet detention systems currently in use by the Village of Tequesta, there is no documentation procedure currently in place. If wet detention systems are to be added to the stormwater system in the future, all appropriate steps for proper documentation will be taken.

Site Plan Review Procedures

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

Site plan reviews are required for some projects within the Village of Tequesta.

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

Site plan reviews are typically conducted prior to initiating construction. Coordination shall be performed with personnel in the Building Department to complete the reviews. Current local municipal codes 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 CGP 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 checklist is used when performing site plan reviews.

YES	NO	N/A	
☐	☐	☐	Proposed work requires coverage under CGP.
☐	☐	☐	Proposed work appears to require an ERP.
☐	☐	☐	Proposed temporary stormwater sedimentation & erosion control BMPs appear to be appropriate for the project.
☐	☐	☐	Proposed permanent stormwater BMPs meet local requirements.
☐	☐	☐	Copy of confirmed coverage under CGP provided.
☐	☐	☐	Copy of ERP provided.

Litter Control Program

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

The Litter Control Program for the Village of Tequesta consists of:

- 4.0 miles of litter collection along public streets, roadways, and rights-of-way within the Village's jurisdiction. (0.0 miles of these streets, roadways, and rights-of-way are maintained by contract services.) A map of litter collection areas maintained by the Village of Tequesta is attached.

- Frequency of collection is daily.

- Documentation of volume of litter collected is kept in a log book by date and is summarized for reporting each year.

- All collected litter is properly disposed of at the Palm Beach County Landfill (6600 North Jog Road, West Palm Beach, FL).

- There is not an "Adopt-a-Road" program in place in the Village of Tequesta.

Street Sweeping Program

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

A map of the street sweeping routes is attached. 4.0 miles of public roadway are in the program and 4 intersections. This program also includes a parking lot. Roadways without curb and gutter, and roadways not owned/maintained by the Village of Tequesta, are not included in the program. Services have been contracted to Facilities Pro-Sweep. All of the following specifics apply to the program that is maintained by them for the Village of Tequesta.

The Street Sweeping Program for the Village of Tequesta consists of:

- The frequency of sweeping is monthly. The areas swept are priority areas due to traffic volumes.

- Documentation of volume of street sweeping collection is provided by the contractor 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. For this calculation, the land use of the area swept and the amount of material collected is needed. The log below is used for recording this information. The spreadsheet with appropriate calculations can be found on the www.pbco-npdes.org website.

Street Sweeping Collection Log		
Date	**Amount Collected (units)**	**Land Use of Area Swept**

- All street sweeping collection is properly disposed of in accordance with DEP's "Guidance for the Management of Street Sweepings, Catch Basin Sediments, and Stormwater System Sediments."

Street Sweeping Program

Village of Tequesta

Based on the May 31, 2011 Final Report "Quantifying Nutrient Loads Associated with Urban Particulate Matter (PM), and Biogenic/Litter Recovery through Current MS4 Source Control and Maintenance Practices" and Table 8 in the report (pg. 41), the following values may be used to estimate nutrient removal values from street sweeping activities:

Example Calculations:

In fiscal year 2010, Palm Beach County collected 1,915 cubic yards of material with the street sweeping program. Assuming the average density of the street sweeping material is 750 pounds per cubic yard,* then 1,436,250 pounds were collected. Using the table above, the total phosphorus removed would be estimated at (1,436,250 pounds)(0.000361) = 518 pounds. The total nitrogen removed would be estimated at (1,436,250 pounds)(0.000563) = 809 pounds.

In fiscal year 2011, the Town of Jupiter collected 35.8 dry tons (71,600 pounds) of street sweeping material from residential areas. The estimated nutrient removal rates for total phosphorus and total nitrogen would be (71,600 pounds)(0.000361) = 26 pounds, and (71,600 pounds)(0.000563) = 40 pounds, respectively.

**This assumption is based on a study done by the City of Tampa.*

Roadway Maintenance Practices to Reduce Pollutants

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

Roadway repairs and maintenance may take place anywhere throughout the Village of Tequesta's jurisdictional area and is conducted on an as-needed basis.

Major repair work is typically done as a construction project by a qualified contractor. These projects most often required a *Notice of Intent* under the state's *Generic Construction Permit*, which required a Stormwater Pollution Protection Plan. Routine inspections are done as part of the construction site inspection program.

Minor repairs, typically completed by municipal staff, are performed using the following practices:

- Painting, striping, marking, and asphalt and concrete cutting or repair activities are done in dry weather.

- Nearby storm drain inlets are protected by covers, straw bales, sand bags, filter fabric or plastic to reduce the possible entry of wastes, dusts, overspray and/or slurry.

- All waste and debris remaining after the work is swept up and removed.

- Water use is minimized when saw-cutting concrete. The waste slurry is allowed to dry and then swept up or a wet vacuum is used to pick up the waste slurry during or immediately after cutting.

- Maintenance supplies (i.e. cement bags, sealants, and tars) are stored under cover and away from drainage areas.

- Waste, scraps, rust and paint from any sandblasting or painting projects is collected and disposed of properly.

Pesticides, Herbicide & Fertilizer Minimization Procedures

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

In accordance with our MS4 permit, the Village of Tequesta continues to endeavor to minimize its use of pesticides, herbicides, and fertilizers on public property. The procedures used to achieve this are outlined below. Currently, contractors perform these services for the Village. However, if the Village would like to take these services on internally, they will be held to the same certification standards as their current contractors.

Pesticides & Herbicides:

Only personnel and contractors who have proof of certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for the application of pesticides and herbicides, are allowed to apply these products.

Fertilizers:

All personnel and contractors who apply fertilizers must demonstrate proof of training through the Green Industry BMP Program. In addition, contracted applicators are required to prove certification for "urban landscape commercial fertilizer application."

Annually, or more often, training on the proper storage and handling of these products is provided to all relevant personnel. Typically, relevant personnel are required to attend the Palm Beach County joint training event where EXCAL employee training videos on stormwater pollution prevention are shown. These trainings videos can also be shown at the Water Utilities offices for the purposes of staff refresher training.

A list is maintained of all personnel and contractors who have received training, licensing, certification, and annual refresher training.

Joint Public Education Program:

The three public education elements in the permit ("Pesticide, Herbicide & Fertilizer Minimization Plan", "Illicit Discharge Plan", and "Hazardous Waste Disposal Plan") are conducted as a joint program supported by all permittees. Please reference the program description in the Joint Annual Report and/or on the website (www.pbco-npdes.org).

In addition, the Village has adopted Florida-friendly Landscaping requirements (Code of Ordinances, Division 4, Section 78-394) to clarify design standards and general provisions to be adhered to within the Village.

Proactive Inspection Program

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

This permit element requires a written proactive inspection program and written procedures for identifying and eliminating sources of illicit discharges, illicit connection or illegal dumping, to our MS4.

- Portions of the MS4 that have reasonable potential of containing illicit discharges/connections/dumping should be inspected. The FDEP has indicated that this should be considered the commercial and industrial zoned areas/properties within our 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.

Procedures:

1. Procedure and criteria for identifying priority areas/facilities.

   According to the MS4 NPDES permit, priority areas for inspection should include:

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

   Since there have been no illicit discharges in the Village of Tequesta, there is not a section of the permitted area that should be monitored more closely than others. All abovementioned areas shall be inspected for discharges/connections/dumping.

2. List of identified priority areas/facilities.

   Priority areas and facilities that are inspected for illicit discharges, connections, or dumping are all areas with older infrastructure; all industrial commercial or mixed-use areas; and all areas with on-site sewage disposal systems. This list is then cross-referenced with the FDEP list of facilities that have a Multi-Sector Generic Permit (MSGP). If any facilities that appear to require an MSGP and are not on the FDEP list, the names and addresses of those businesses are referred to FDEP for inclusion as an MSGP.

3. Annual schedule for inspections.

   All areas/facilities will be inspected at least once within the current permit term. If a facility or area is discovered to have illicit discharges/connections/dumping, it will be placed on the schedule for re-inspection the following year. Since the Village does not yet have any areas with a history of illicit discharges, connections, or dumping, reinspection of any area found of this illicit activity shall be increased to twice a year.

4. Procedure for conducting site inspections (including checking for MSGP).

   Priority Facility Inspections: For proactive facility inspections, the trained inspector conducts an unannounced visit to the facility. The standardized inspection form is used to record findings.

   Priority Area Inspections: For general areas that have been designated to have a reasonable potential of containing illicit discharges/connections/dumping, a drive-around procedure is followed. The trained inspector(s) patrols the prioritized area searching for indications of illicit discharges/connections/dumping. If any are identified, the inspector either stops to do a Facility Inspection, a reactive investigation, or completes a work order form for the appropriate personnel to complete the investigation.

5. Procedure for tracing source of discovered or suspected illicit discharge.

   Parties responsible for illicit discharges shall trace the source and shall inform the Village of Tequesta of the source in order for appropriate resolutions can be recommended by the Village.

6. Procedure for eliminating the discharge.

   All sources of discharge discovered should cease immediately to further cause a problem. The Village will complete the appropriate forms and collaborate with necessary parties to come to terms and methods of restoration activities.

7. Procedure for documenting the inspections and enforcement activities.

   Documentation of inspections and enforcement activities shall utilize the Village's Proactive Illicit Discharge / Illegal Connection to Inspection Form.

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

   Enforcement actions shall include notification of all parties responsible for illicit activities and suggestions made by the Village of Tequesta of changes to cease and rectify noted illicit activities. Responsible parties shall be responsible for attending to these issues and provide documentation to the Village of Tequesta in a timely manner.

   If the Village suspects the facility does not have coverage under the Department's MSGP (62-621.300(5) FAC) then they shall be responsible for notifying the Department's NPDES stormwater staff and provide them with all necessary information. This facility will also be placed on the Village's list of high-risk facilities and will then require subsequent routine inspections per the Joint permit.

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

   The Village of Tequesta and its staff are the only responsible party for completing illicit discharge inspections and monitoring its enforcement. No other parties are authorized to conduct such inspections.

10. Description of resources allocated to implement this permit element.

    All resources used to implement this permit element are to be allocated by the Village of Tequesta Water Utilities Manager.

Reactive Inspection Program

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

This permit element requires a written reactive investigation program for suspected illicit material in the Village of Tequesta that are reported by others.

Reactive Investigation Written Procedures:

1. Procedure for tracing source of discovered illicit discharge.

   The Village should investigate the suspected illicit activity through sampling and site inspections which includes systematically tracing the source upstream from the initial source of detection.

2. Procedure for eliminating the discharge.

   All sources of discharge discovered should cease immediately to further cause a problem. The Village will complete the appropriate forms and collaborate with necessary parties to come to terms and methods or proper restoration.

3. Procedure for documenting the inspections and enforcement activities.

   Record all information in the Village in the Village's Reactive Investigation of Reported Illicit Discharge / Illegal Connection / Illegal Dumping Form.

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

   Enforcement actions shall include notification of all parties responsible for illicit activities and suggestions made by the Village of changes to cease and rectify noted illicit activities. Responsible parties shall be responsible for attending to these issues and to provide adequate documentation to the Village in a timely manner.

   If the Village suspects the facility does not have coverage under the Department's MSGP then they shall be responsible for notifying the Department's NPDES stormwater staff and provide them with all necessary information. This facility will also be placed on the Village's list of high-risk facilities and will then require subsequent routine inspections per the Joint permit.

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

   The Village of Tequesta and its staff are the only responsible party for completing illicit discharge inspections and monitoring its enforcement. No other parties are authorized to conduct such inspections.

6. Description of resources allocated to implement this permit element.

   All resources used to implement this permit element are to be allocated by the Village of Tequesta Water Utilities Manager.

Joint Public Education Program:

The three public education elements in the permit ("Pesticide, Herbicide & Fertilizer Minimization Plan", "Illicit Discharge Plan", and "Hazardous Waste Disposal Plan") are conducted as a joint program supported by all permittees. Please reference the program description in the Joint Annual Report and/or on the website (www.pbco-npdes.org).

Spill Prevention & Response Procedures

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

Following is the Village of Tequesta procedures for preventing and responding to spills within the jurisdictional area.

Procedures:

1. Based on training received, identify whether or not the spill requires that a call be made to a supervisor of the Fire Department. If it does, do so immediately and follow any instructions given.

2. Take appropriate steps to contain the spill in order to eliminate or minimize the possibility of the spilled substance entering he storm sewer system.

3. If within the Village's authority, clean up the spill. Rely on training to determine the appropriate method for spill clean-up.

4. Follow-up in the Village's spill response log on any spill incident.

Hazardous Waste Disposal Plan
(Joint Public Education Program)

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

The three public education elements in the permit ("Pesticide, Herbicide & Fertilizer Minimization Plan", "Illicit Discharge Plan", "Hazardous Waste Disposal Plan") are conducted as a joint program supported by all permittees. Please reference the program description in the Joint Annual Report and/or on the website (www.pbco-npdes.org).

Construction Site Inspection Plan

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

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

Inspection Timing:

Construction site inspections are conducted:

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

Site Priority:

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

Inspection Procedure:

Inspections are the responsibility of the Village and are conducted using the attached construction site inspection form. The intent of the inspection is to verify that BMPs are performing and to document the inspections. All completed inspection forms are kept at the Village of Tequesta Water Utilities Managers office located at 136 Bridge Road, Tequesta, FL 33458.

Enforcement:

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

1. Notice of Violation
2. Stop Work Order
3. Fines

The construction site inspector will issue notices of violation or stop work orders as deemed necessary. Fines will be issued to the contractor and should be handled appropriately with the Village in a timely manner.

Maintenance/Equipment Yard Practices and Inspections

Village of Tequesta

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (i.e. public education and outreach, training and inspections) and should be noted in the Village of Tequesta Annual Report Form.

The included map depicts the location of the equipment yard(s) and maintenance shops (that support road maintenance activities) that are owned and operated by the Village of Tequesta. Below are the standard practices in place at those facilities.

General Housekeeping:

Keep your Spill Prevention Control and Countermeasure (SPCC) Plan up to date and implement accordingly.

Place adequate stockpiles of spill cleanup materials where they are readily accessible.

Keep work sites clean and orderly. Remove debris in a timely fashion.

Spot clean leaks and drips routinely. Leaks are not cleaned up until the absorbent I picked up and disposed of properly.

Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills. Use the following three-step method for cleaning floors:

- Clean spills with rags or other absorbent materials.
- Sweep floor using dry absorbent material.
- Mop the floor. Mop water may be discharged to the sanitary sewer via a toilet or sink.

Sweep the maintenance area weekly, if it is paved, to collect loose particles. Do not hose down the area to a storm drain.

Report leaking vehicles to fleet maintenance.

Vehicle/Equipment Fueling:

Design fueling area to prevent stormwater runoff and spills.

Apply a suitable sealant that protects the asphalt from spilled fuels in areas where covering is not feasible, and the fuel island is surrounded by pavement. Use secondary containment when transferring fuel from the tank truck to the fuel tank. Cover storm drains in the vicinity during transfer.

Maintain clean fuel-dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris or use of rags and absorbents for leaks and spills. Do not wash down areas with water.

Post signs at the fuel dispenser of fuel island warning vehicle owners/operators against "topping off" of vehicle fuel tanks.

Vehicle/Equipment Washing:

If possible, use properly maintained off-site commercial washing and steam cleaning businesses whenever possible. These businesses are better equipped to handle and properly dispose of the wash waters.

Consider washing vehicles and equipment inside the building if washing/cleaning must occur on-site. This will help to control the targets constituents by directing them to the sanitary sewer.

Design wash areas to properly collect and dispose of wash water when engine cleaning is conducted and when chemical additives, solvents, or degreasers are used. This may include installation of sumps or drain lines to collect wash water or construction of a berm around the designated area and grading of the area to collect wash water as well as prevent stormwater run-on.

Post signs stating that only washing is allowed in wash area and that discharges to the storm drain are prohibited.

Use biodegradable, phosphate-free detergents for washing vehicles as appropriate.

Use hoses with nozzles that automatically turn of when left unattended.

Discharge equipment wash water to the sanitary sewer, a holding tank, or a process treatment system, regardless of the washing method used. Discharge vehicle wash water to (1) the sanitary sewer, a holding tank, or process treatment system or (2) an enclosed recycling system.

Vehicle/Equipment Repair:

Move maintenance and repair activities indoors whenever feasible.

If outside, use a vehicle maintenance area designated to prevent stormwater pollution – minimize contact of stormwater with outside operations through berming and appropriate drainage routing.

If temporary work is being conducted outside, use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips.

Designate a special area to drain and replace motor oil, coolant, and other fluids. This area should not have any connections to the storm drain or the sanitary sewer and should allow for easy clean-up of drips and spills.

Drain all fluids from wrecked vehicles immediately. Ensure that the drain pan or drip pan is large enough to contain drained fluids (i.e. larger pans are needed to contain antifreeze, which may gush from some vehicles).

Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.

Dispose of all waste materials according to applicable laws and regulations.

Collect leaking or dripping fluids in drip pans or containers. Fluids are easier to recycle if kept separate. Promptly transfer used fluids to the proper waste or recycling drums and store in an appropriately designed area that can contain spills. Don't leave drip pans or other open containers lying around.

Do not dispose of oil filters in trash cans or dumpsters, which may leak oil and contaminate stormwater. Place the oil filter in a funnel over a waste oil recycling drum to drain excess oil before disposal. Most municipalities prohibit or discourage disposal of these items in solid waste facilities. Oil filters can also be recycled. Ask your oil supplier or recycler about recycling oil filters.

Avoid hosing down your work areas. If work areas are washed, collect and direct wash water to sanitary sewer.

Storage:

If possible, store materials and wastes under cover whenever possible.

Minimize stormwater runon by enclosing the areas or building a berm around it.

Cover containers where they are stored.

Raise the containers off the ground by use of pallet of similar method, with provisions for spill control and secondary containment.

Use covered dumpsters for waste product containers.

Contain the material in such a manner that if the container leaks or spills, the contents will not discharge, flow, or be washed into the storm drainage system, surface waters or groundwater.

Store cracked and/or dead batteries in a non-leaking covered secondary container and dispose of properly at recycling or household hazardous waste facilities.

If equipment (i.e. radiators, axles, etc.) is to be stored outside, oil and other fluids should be drained first. This is also applicable to vehicles being stored and not used on a regular basis.

Try to keep chemicals in their original containers and keep them well labeled.

Store idle equipment containing fluids under cover.

Inspections:

The attached Equipment Yard / Maintenance Shop Inspection Form is used for the inspection of each site on an annual/monthly/weekly/daily basis.

APPENDIX A

MISC. TEQUESTA INSPECTION FORMS

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

Village of Tequesta

Facility/Segment ID: _____ Date: _____

FUNCTION:

Debris or trash present?	*YES*	*NO*
Sediment accumulation?	*YES*	*NO*
Grading issue?	*YES*	*NO*

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

EROSION:

Vegetation on top of side slopes failing?	*YES*	*NO*
Any signs of erosion?	*YES*	*NO*
If ide slopes failing?	*YES*	*NO*
Any signs of erosion?	*YES*	*NO*

If *YES*, describe and schedule for maintenance. _____

GENERAL:

Any indications of illicit discharge or illegal dumping?	*YES*	*NO*

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

TAKE A PICTURE OF CONTROL STRUCTURE CONDITION FOR RECORDS KEEPING.

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

Village of Tequesta

Facility/Segment ID: _____ Date: _____

Inspection conducted _____ days / hours after a significant rainfall event. *(It is preferable the inspection occurs within 72 hours of a significant rainfall.)*

FUNTION:

Wet bottom?	*YES*	*NO*
Dead or dying vegetation on bottom?	*YES*	*NO*
Any signs of accumulated sediment?	*YES*	*NO*

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

EROSION:

Vegetation on bottom and side slopes failing?	*YES*	*NO*
Any signs of erosion?	*YES*	*NO*

If *YES*, describe and schedule for maintenance. _____

INFLOW STRUCTURE:

Any signs of erosion?	*YES*	*NO*
Any signs of structure settling?	*YES*	*NO*
Any signs of physical damage?	*YES*	*NO*
Any signs of accumulated sediment?	*YES*	*NO*

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

Any debris present?	*YES*	*NO*

If *YES*, remove debris or schedule for maintenance. _____

OUTFLOW STRUCTURE (for Dry Detention systems only):

Any signs of erosion?	*YES*	*NO*

Any signs of structure settling? *YES* *NO*

Any signs of physical damage? *YES* *NO*

Any signs of accumulated sediment? *YES* *NO*

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

Any debris present? *YES* *NO*

If *YES,* remove debris or schedule for maintenance. _____

GENERAL:

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

Any indications of illicit discharge or illegal dumping? *YES* *NO*

If *YES,* address issue as required. _____

TAKE A PICTURE OF DETENTION CONDITION FOR RECORDS KEEPING.

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

Village of Tequesta

Facility/Segment ID: _____ Date: _____

Inspection conducted _____ days / hours after a significant rainfall event. *(It is preferable the inspection occurs within 72 hours of a significant rainfall.)*

FUNTION:

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

Standing water above inlet grates? *YES* *NO*

Any signs of accumulated sediment? *YES* *NO*

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

GENERAL:

Sediment amount less than 1-ft below pipe invert in adjacent structure? *YES* *NO*

Sediment visible in pipe? *YES* *NO*

Debris accumulation in weir? *YES* *NO*

If *YES*, describe and schedule for maintenance: _____

Any indications of illicit discharge or illegal dumping? *YES* *NO*

If *YES,* address issue as required. _____

TAKE A PICTURE OF EXFILTRATION TRENCH OR INLETS (MORE LIKELY) CONDITION FOR RECORDS KEEPING.

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

Village of Tequesta

Facility/Segment ID: _____ Date: _____

FUNTION:

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

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

GENERAL:

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

If *YES*, describe and schedule for maintenance: _____

Any indications of illicit discharge or illegal dumping?	*YES*	*NO*

If *YES,* address issue as required. _____

TAKE A PICTURE OF OUTFALL CONDITION FOR RECORDS KEEPING.

Pipes/Culverts – Structural Control Inspection
Standard Operational and Maintenance Documentation Protocol

Village of Tequesta

Facility/Segment ID: _____ Date: _____

VISUAL INSPECTION:

Evidence of settling above the pipe alignment?	*YES*	*NO*
Sediment accumulation in pipe (viewed from inlets, manholes, and/or outfall)?	*YES*	*NO*
Barnacle accumulation in pipe (viewed from inlets, manholes, and/or outfall)?	*YES*	*NO*

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

TAKE A PICTURE OF CULVERTS, MANHOLES, INLETS OR PIPES (AS APPLICABLE) CONDITION FOR RECORDS KEEPING.

Grass Swale – Structural Control Inspection
Standard Operational and Maintenance Documentation Protocol

Village of Tequesta

Facility/Segment ID: _____ Date: _____

Inspection conducted _____ days/hours after significant rainfall event. *(It is preferable the inspection occurs within 72 hours of a significant rainfall.)*

FUNTION:

Wet bottom?	*YES*	*NO*
Aquatic vegetation present?	*YES*	*NO*
Dead or dying grass on bottom?	*YES*	*NO*
Sediment accumulation?	*YES*	*NO*
Grading issue?	*YES*	*NO*

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

EROSION:

Vegetation on bottom of side slopes failing?	*YES*	*NO*
Any signs of erosion?	*YES*	*NO*
Headwall in need of maintenance or repair?	*YES*	*NO*

If *YES*, describe and schedule for maintenance: _____

GENERAL:

Signs of damage from parking in swale?	*YES*	*NO*
Any fences or other objects that could obstruct flow into/through the swale?	*YES*	*NO*

If *YES*, describe and schedule for maintenance: _____

Any indications of illicit discharge or illegal dumping?	*YES*	*NO*

If *YES,* address issue as required. _____

TAKE A PICTURE OF GRASS SWALE CONDITION FOR RECORDS KEEPING.

Proactive Illicit Discharge/Illegal Connection to Inspection Form
Standard Operational and Maintenance Documentation Protocol

Village of Tequesta

Date of Inspection: _____

Address of facility OR general description of area inspected: _____

Identification of MS4 Component that could receive discharge from this site: _____

_____

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 contained? *YES* *NO*

If *YES* to any of the above, describe:

_____

_____

_____

_____

Type of enforcement action taken: _____

Date to verify elimination: _____

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

TAKE A PICTURE OF ILLICIT DISCHARGE OR ILLEGAL CONNECTION FOR RECORDS KEEPING.

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

Village of Tequesta

Date suspected illicit was reported: _____

Date of Inspection: _____

Potential MS4 Receiving System: _____

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

Verification of problem: _____

Type of discharge/connection/dumping: _____

Determined source: _____

Type of enforcement action taken: _____

Date to verify elimination: _____

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

TAKE A PICTURE OF ILLICIT DISCHARGE FOR RECORDS KEEPING.

Construction Site Inspection Form

Village of Tequesta

Site: _____ Date of Inspection: _____

Address: _____

Latitude/Longitude of Discharge Point: _____

Receiving Water Body: _____

Project Owner: _____

VISUAL INSPECTION:

Erosion and sedimentation controls are installed as shown on plans.	*YES*	*NO*	*N/A*
Erosion is being controlled on site.	*YES*	*NO*	*N/A*
Sedimentation is being contained on site.	*YES*	*NO*	*N/A*
No indication of sedimentation leaving the site.	*YES*	*NO*	*N/A*
SWPP and completed inspection forms are on site and available.	*YES*	*NO*	*N/A*
Prior non-compliance issues have been addressed.	*YES*	*NO*	*N/A*
All other sources of pollution are being controlled.	*YES*	*NO*	*N/A*

Comments:

_____

_____

_____

_____

TAKE A PICTURE OF CONSTRUCTION SITE CONDITION FOR RECORDS KEEPING.

Equipment Yard/Maintenance Shop Inspection Form

Village of Tequesta

Facility: _____ Date of Inspection: _____

Address: _____

Latitude/Longitude of Discharge Point: _____

Receiving Water Body: _____

VISUAL INSPECTION:

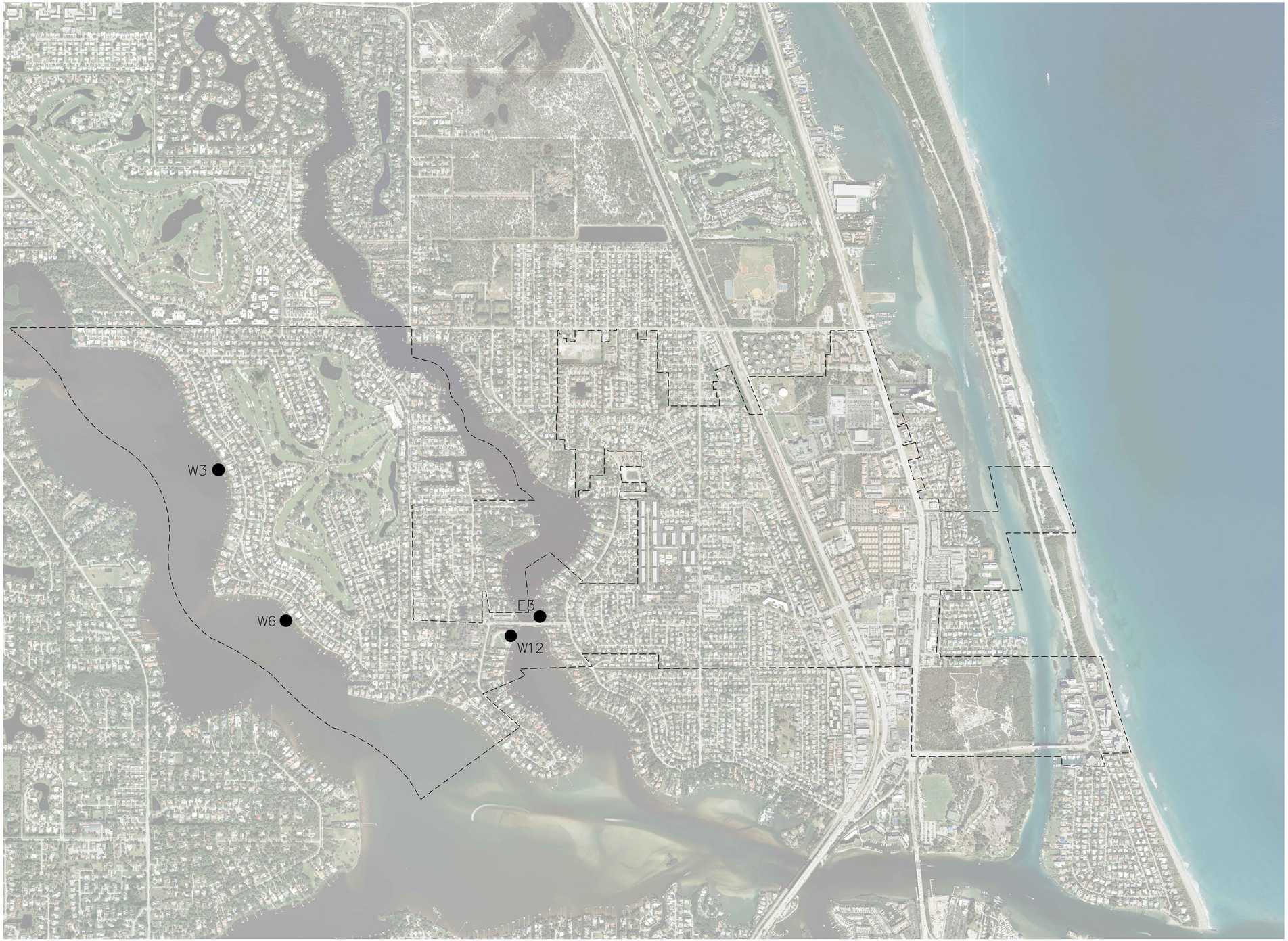
Materials/chemicals are stored, handled, and discarded in a manger to reduce the potential risk of spills entering the MS4.	*YES*	*NO*	*N/A*
A spill kit is on site.	*YES*	*NO*	*N/A*
Outfalls, inlets, and outlets of stormwater treatment systems are free of debris/pollutants.	*YES*	*NO*	*N/A*
Storage tanks are clearly marked, properly contained, and protected from potential damage.	*YES*	*NO*	*N/A*
Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.	*YES*	*NO*	*N/A*
Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line.	*YES*	*NO*	*N/A*
Outdoor manufacturing areas are properly maintained and free of spills or debris.	*YES*	*NO*	*N/A*
Outdoor stockpiles/material handling areas are properly maintained and the materials are properly contained (i.e. no potential to leak or leach pollutants).	*YES*	*NO*	*N/A*
Trash and debris areas are conspicuous and properly protected from stormwater runoff.	*YES*	*NO*	*N/A*
Fueling stations are free of petroleum product spills/leaks	*YES*	*NO*	*N/A*
Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line.	*YES*	*NO*	*N/A*
The site was free of any visual indication of potential illicit connection/illicit discharge to the MS4. If no, note type of indication.	*YES*	*NO*	*N/A*

INDUSTRIAL SITES ONLY:

MSGP Notice of Intent (FDEP Form 62-621.300(5)(b)) was submitted to DEP	*YES*	*NO*	*N/A*
Stormwater Pollution Prevention Plan was on site and implemented, per MSGP	*YES*	*NO*	*N/A*
Required SWPPP inspection and maintenance report forms completed, per MSGP	*YES*	*NO*	*N/A*

TAKE A PICTURE OF EQUIPMENT YARD CONDITION FOR RECORDS KEEPING.

Village of Tequesta Major Outfalls Inventory						
Outfall ID	***Outfall Location***	***Latitude***	***Longitude***	***Receiving Waters***	***Pipe Size***	***Pipe Material***
W3	203 River Drive	26.964356	80.11745	Loxahatchee River	42"	HDPE
W6	71 River Drive	26.957986	80.114222		42"	HDPE
W12	19099 Point Drive	26.958022	80.105344		42"	RCP
E3	Tequesta Bridge	26.957311	80.102653	North Fork of the Loxahatchee River	42"	RCP



LEGEND

- MAJOR OUTFALL LOCATIONS
- CORPORATE LIMITS

No.	REVISIONS	DATE	BY

Kimley»Horn

1920 WEKIVA WAY SUITE 200, WEST PALM BEACH, FL 33411
PHONE: 561-845-0665 FAX: 561-863-8175
WWW.KIMLEY-HORN.COM CA 00000696

KHA PROJECT 040097016
DATE JUN 2019
SCALE AS SHOWN
DESIGNED BY
DRAWN BY CCE
CHECKED BY SCG

VILLAGE OF TEQUESTA PBCO-NPDES PERMIT CYCLE 4, YEAR 2

LICENSED PROFESSIONAL

DATE:

MAJOR OUTFALL LOCATIONS MAP

SHEET NUMBER 1