



Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

Part 2 Application for MS4 General Stormwater Permit

Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer Systems (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

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

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

Questions: Contact Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us, Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

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

*MS4 permittee name: City of Bayport *County: Washington
 (City, county, municipality, government agency or other entity)

*Mailing address: 294 North Third Street

*City: Bayport *State: MN *Zip code: 55003

*Phone (including area code): 651-275-4404 *Email: abell@ci.bayport.mn.us

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

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

*Title: City Administrator

*Mailing address: 294 North Third Street

*City: Bayport *State: MN *Zip code: 55003

*Phone (including area code): 651-275-4404 *Email: abell@ci.bayport.mn.us

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

Last name: Erdahl First name: Emily
 (Department head, MS4 coordinator, consultant, etc.)

Title: Water Resources Engineer Organization: Short Elliott Hendrickson Inc (SEH)

Mailing address: 3535 Vadnais Center Drive

City: St. Paul State: Minnesota Zip code: 55110

Phone (including area code): 651-302-7669 Email: eerdahl@sehinc.com

Verification

- I seek to discharge stormwater associated with a small MS4 after the effective date of this Permit, and will submit this MS4 SWPPP Application for Authorization form, in accordance with the schedule in Appendix A, Table 3, and completed in accordance with the Permit (Part II.D.). Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. Yes

Certification (All fields are required)

- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

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

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

Name: Adam R. Bell
(This document has been electronically signed)

Title: City Administrator Date (mm/dd/yyyy): 3/16/2017

Mailing address: 294 North Third Street

City: Bayport State: MN Zip code: 55003

Phone (including area code): 651-275-4404 Email: abell@ci.bayport.mn.us

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

Stormwater Pollution Prevention Program Document

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

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

No partnerships with regulated small MS4s

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

Name and description of partnership	MCM/Other permit requirements involved
Middle St. Croix Watershed Management Organization (MSCWMO)	MCM 1

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

The MSCWMO is not a small regulated MS4 however, the City of Bayport has partnered with MSCWMO to satisfy MCM 1. The Middle St. Croix Watershed Management Organization (MSCWMO) is a Joint Powers Watershed Management Organization (WMO) composed of ten St. Croix Valley communities: Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, and West Lakeland Township. We cooperatively manage the water resources within the Middle St. Croix watershed.

The Middle St. Croix watershed encompasses approximately 19.8 square miles and is located in the east-central part of Washington County. The watershed is unique in that it has many small, parallel watersheds that all flow to the St. Croix, whereas the other watersheds in the County generally have one major drainage with a headwaters and outlet. Land use in the watershed is evenly distributed between agricultural uses, rural residential and high-density residential/commercial land uses.

The MSCWMO is overseen by a board made up of ten managers, one from each member community.

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

A. Illicit discharges

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

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

a. If **yes**:

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

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

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

Citation:

Direct link:

http://www.ci.bayport.mn.us/vertical/sites/%7BA66E2D99-22BD-485A-9487-7880DD6ED0F1%7D/uploads/851_CH_58_illicit_discharge_ord_5.2.16.pdf

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

b. If **no**:

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

B. Construction site stormwater runoff control

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

a. If **yes**:

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

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

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

Citation:

Direct link:

http://www.ci.bayport.mn.us/vertical/sites/%7BA66E2D99-22BD-485A-9487-7880DD6ED0F1%7D/uploads/850_CH_48_MIDS_stormwater_ord_5.2.16.pdf

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

2. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls that is **at least as stringent** as the Agency's *general permit to [Discharge Stormwater Associated with Construction Activity \(CSW Permit\) No.MN R100001](#)* (Part III.D.4.a.(1)-(8)) (Document can be found on the MPCA website at <http://www.pca.state.mn.us/wfhya5b>):

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

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

- | | |
|--|---|
| a. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Site inspections and records of rainfall events. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| e. BMP maintenance. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Management of solid and hazardous wastes on each project site. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| g. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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

2.f. The City currently has a Construction Site Stormwater Runoff Control Ordinance however management of solid and hazardous wastes requirements for owners and operators of construction sites is not as stringent as the CSW Permit. The City will review and update their ordinance. This effort will be completed with 6 months of the date permit coverage is extended.

C. Post-construction stormwater management

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

Yes No

a. If **yes**:

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

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

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

Citation:

Direct link:

http://www.ci.bayport.mn.us/vertical/sites/%7BA66E2D99-22BD-485A-9487-7880DD6ED0F1%7D/uploads/850_CH_48_MIDS_stormwater_ord_5.2.16.pdf

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

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

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

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

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

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

1) For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No

- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
b) Stormwater discharges of Total Suspended Solids (TSS).
c) Stormwater discharges of Total Phosphorus (TP).

2) For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No

- a) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
b) Stormwater discharges of TSS.
c) Stormwater discharges of TP.

c. **Stormwater management limitations and exceptions:**

1) Limitations

a) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No

- i. Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
ii. Where vehicle fueling and maintenance occur.
iii. With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
iv. Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

- b) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
- i. With predominately Hydrologic Soil Group D (clay) soils.
 - ii. Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - iii. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - iv. Where soil infiltration rates are more than 8.3 inches per hour.
- c) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. Yes No
- d. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- 1) Mitigation project areas are selected in the following order of preference: Yes No
 - a) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - b) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - c) Locations in the next adjacent DNR catchment area up-stream
 - d) Locations anywhere within the permittee's jurisdiction.
 - 2) Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - 3) Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - 4) Mitigation projects shall be completed within **24 months** after the start of the original construction activity. Yes No
 - 5) The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - 6) If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
- e. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- 1) Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
 - 2) Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
 - 3) Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be Yes No

implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

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

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

- A. Do you have written ERPs that satisfy the requirements of the Permit (Part III.B.) for regulatory mechanisms pertaining to illicit discharge detection and elimination, construction site stormwater runoff control, and post-construction stormwater management? Yes No

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

The City currently has some ERPs within City Ordinances however the City plans to review the current ERPs and ensure that they are in a written format that easily connect with IDDE, construction site runoff, and post-construction stormwater management. This effort will be completed within 24 months of the date permit coverage is extended.

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

A. Storm sewer system map

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

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

GIS and physical map

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

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

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

The City currently has a GIS based storm sewer system map however some parts of the MS4 may be missing. The City's Public Works Department uses a physical storm sewer system map however some parts of the MS4 may be missing. The City will review each form of mapping and ensure that the entire MS4 is represented in the map, all outfalls are included with a unique identification number, all structural stormwater BMPs are identified, and all receiving waters are shown. This effort will be completed within 24 months of the date permit coverage is extended.

B. Pond, wetland, and lake inventory

1. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
- a. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
- b. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No
2. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

- a. A unique identification (ID) number assigned by the permittee. Yes No
- b. A geographic coordinate. Yes No
- c. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

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

This effort will be completed within 24 months of the date permit coverage is extended.

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

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

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

A. MCM 1: Public education and outreach

- 1. The Permit requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The City is currently part of the Middle St. Croix Watershed Management Organization (MSCWMO). As part of the MSCWMO, the City has access to multiple educational materials for community members, business owners, builders, and developers. The City discusses stormwater topics at City Council Meetings. The City also distributes a quarterly newsletter to community members and business owners highlighting seasonal stormwater topics.

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

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Participation in MSCWMO	Ongoing: The City will continue to participate in MSCWMO meetings, community programs, and training opportunities.
Website	Ongoing: The City will continue to use their website to share information on stormwater related topics and community events.
Distribution of Educational Materials	Quarterly: The City will continue to send out a quarterly newsletter highlighting seasonal stormwater topics. Annually: The City will review and update their materials and information.
Implementation Plan	Within 36 months of the date permit coverage is extended the City will develop an implementation plan for target audiences in accordance with permit requirements.
Documentation	Within 36 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

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

City Administration

B. MCM 2: Public participation and involvement

- 1. The Permit (Part III.D.2.a.) requires that, within **36 months** of the date permit coverage is extended, new permittees

develop and implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The City currently holds regular city council meetings where stormwater related topics are discussed and is involved with the MSCWMO, which regularly holds community events related to high priority stormwater issues.

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

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (Document can be found on the EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Annual Public Meeting	Within 36 months of the date permit coverage is extended the City will provide a minimum of one opportunity annually for the public to provide input on the SWPPP following the appropriate local public notice.
SWPPP and Permit Document Access	Ongoing: The City will provide access to the SWPPP and related documents to the public for review upon request.
Solicit and Consider Public Opinion	Within 36 months of the date permit coverage is extended the City will update their program to include written procedures for the receipt and consideration of public input regarding the SWPPP.
Documentation	Within 36 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

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

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

The City currently acknowledges all input from the public however, the City will update their program to include written procedures for the receipt and consideration of public input regarding the SWPPP. This effort will be completed within 36 months of the date permit coverage is extended.

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

City Administration

C. MCM 3: Illicit discharge detection and elimination

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

The City currently enforces an illicit discharge and connection ordinance. The City staff currently incorporate visual inspections for illicit discharges into all regular inspections and activities. If an illicit discharge is detected or the City is notified of an illicit discharge, an investigation is carried out by City staff.

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

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

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

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

The City will develop an Illicit Discharge Detection and Elimination Program to include all requirements as found in the Permit. This effort will be completed within 36 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge detection and elimination program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
Storm Sewer System Map	Within 24 months of the date permit coverage is extended the City will update their storm sewer system map in accordance with permit requirements.
City Ordinance	Ongoing: The City will continue to enforce their ordinance Annual: The City will review and update their ordinance as needed
Procedures Detection and Elimination	Within 36 months of the date permit coverage is extended the City will update their program to include written procedures for the detection and elimination of illicit discharges in accordance with permit requirements.
Staff Training	Within 36 months of the date permit coverage is extended the City will update their program to include a staff training program in accordance with permit requirements.
Identification of Priority Areas	Within 36 months of the date permit coverage is extended the City will update their program to the identification of priority areas in accordance with permit requirements.
Procedures for Investigating, Eliminating, and Locating Illicit Discharges	Within 36 months of the date permit coverage is extended the City will update their program to include written procedures for investigating, eliminating, and locating illicit discharges in accordance with permit requirements.
Spill Response Procedures	Within 36 months of the date permit coverage is extended the City will update their program to include written spill response procedures in accordance with permit requirements.
Documentation	Within 36 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

4. Do you have procedures for record-keeping within your illicit discharge detection and elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your illicit discharge, detection and elimination Program, within **36 months** of the date permit coverage is extended:

Within 36 months of the date permit coverage is extended the City will develop written procedures for record-keeping of illicit discharge detection and elimination.

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

Public Works Staff

D. MCM 4: Construction site stormwater runoff control

- The Permit (Part III.D.4) requires that, within **six months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a construction site stormwater runoff control program that reduces pollutants in stormwater runoff to the small MS4 from construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that occurs within the permittee's jurisdiction. Describe your current program:

The City currently enforces a stormwater management ordinance that includes requirements for construction site stormwater runoff. The City currently requires that the owner of construction projects apply for proper City permits and are subject to a City and/or MWCWMO review. During construction, City Staff conduct regular inspections.

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

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

The City's current practices for construction site stormwater runoff include some but not all of permit requirements. The City will review current practices and develop a program containing all requirements of the permit. This effort will be completed within 6 months of the date permit coverage is extended.

- List the categories of BMPs that address your construction site stormwater runoff control program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term. Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>). **If you have more than five categories**, use the tab key after the last line to generate a new row.

BMP categories	Measurable goals and timeframes for implementation
City Ordinance	Ongoing: The City will continue to enforce their ordinance Annual: The City will review and update their ordinance as needed
Site Plan Review	Annual: The City will review and update their site plan review procedures as needed
Public Input	Within 6 months of the date permit coverage is extended the City will update their program to include written procedures for the receipt and consideration of public input in accordance with permit requirements.
Site Inspections	Within 6 months of the date permit coverage is extended the

	City will update their program to include written procedures for site inspections in accordance with permit requirements.
Documentation	Within 6 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

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

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within **24 months** of the date permit coverage is extended, new permittees develop, implement, and enforce, a post-construction stormwater management program that prevents or reduces water pollution after construction activity is completed, related to new development and redevelopment projects with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's small MS4. Describe your current program:
The City currently enforces a stormwater management ordinance that includes requirements for post-construction stormwater management. The City currently requires that the owner of construction projects demonstrate that proper stormwater management is achieved and are subject to a City and/or MWCWMO review.
2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
3. Answer **yes** or **no** to indicate whether you currently document the following, as required by the Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
 - b. All supporting documentation associated with mitigation projects that you authorize? Yes No
 - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
 - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to ensure that, within **24 months** of the date permit coverage is extended, these permit requirements are met.

4. List the categories of BMPs that address your post-construction stormwater management program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
City Ordinance	Ongoing: The City will continue to enforce their ordinance Annual: The City will review and update their ordinance as needed
Long Term Inspection and Maintenance Agreement	Annual: The City will review and update their long term inspection and maintenance requirements and update as needed
Site Plan Review	Annual: The City will review and update their site plan review procedures as needed
Documentation	Within 24 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

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

City Engineer

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

1. The Permit (Part III.D.6.) requires that, within **36 months** of the date permit coverage is extended, new permittees develop and implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City currently enforces a stormwater management ordinance that includes requirements for pollution prevention/good housekeeping. The City currently inspects and maintains City owned stormwater facilities.

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

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

The City will develop a facilities inventory of all City owned and operated facilities and operations in accordance with permit requirements. This effort will be completed within 36 months of the date permit coverage is extended.

3. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program, including the distribution of educational materials and a program implementation plan. Use the table for categories of BMPs that you have established and BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's [Measurable Goals Guidance for Phase II Small MS4s](http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm) (found on EPA website at <http://water.epa.gov/polwaste/npdes/stormwater/Municipal-Separate-Storm-Sewer-System-MS4-Main-Page.cfm>).

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

BMP categories	Measurable goals and timeframes for implementation
Facilities Inventory/Municipal Operations	Within 36 months of the date permit coverage is extended the City will update their program to include a facility inventory including municipal operations and associated BMPs in accordance with permit requirements.
BMPs for Source Water Protection Areas	Within 36 months of the date permit coverage is extended the City will update their program to include BMPs for source water protection areas in accordance with permit requirements.
Pond Assessment and Procedures	Within 36 months of the date permit coverage is extended the City will update their program to include pond assessment procedures and schedules in accordance with permit requirements.
Inspections	Within 36 months of the date permit coverage is extended the City will update their program to include inspection procedures in accordance with permit requirements.
Maintenance	Within 36 months of the date permit coverage is extended the City will update their program to include maintenance procedures in accordance with permit requirements.
Staff Training	Within 36 months of the date permit coverage is extended the City will update their program to include staff training in accordance with permit requirements.
Documentation	Within 36 months of the date permit coverage is extended the City will update their program to include documentation requirements in accordance with permit requirements.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No

a. If **no**, continue to 6.

b. If **yes**,

1) The Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at MDH website at: <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

i. Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No

ii. Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No

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

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

The City will develop and implement appropriate BMPs to protect the source water drinking areas within Bayport that meet permit requirements. This effort will be completed within 36 months of the date permit coverage is extended.

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No

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

The City currently inspects City owned and operated ponds, however will need to develop written procedures and schedules for determining TSS and TP treatment effectiveness. This effort will be completed within 36 months of the date permit coverage is extended.

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No

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

The City currently inspects structural stormwater BMPs, ponds and outfalls, and stockpiles and material storage handling areas however will need to develop inspection procedures and schedules. This effort will be completed within 36 months of the date permit coverage is extended.

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? Yes No

b. Covers the requirements of the permit relevant to the duties of the employee? Yes No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No

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

The City will develop and implement a stormwater management training program that addresses the importance of water quality and covers the requirements relevant to the duties of the employees that meet requirements of the permit. This effort will be completed within 36 months of the date permit coverage is extended.

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

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

The City currently performs inspections and maintenance but does not have a formal process for documentation

of inspections and maintenance activities. This City will review and update their program to meet documentation requirements of the permit. This effort will be completed within 36 months of the date permit coverage is extended.

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

Public Works / City Administration

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

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No

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

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

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

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

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

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

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

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

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

VIII. Add any Additional Comments to Describe Your Program