



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

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

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

## SECTION I. BACKGROUND INFORMATION

<b>A.</b>	Permittee Name: Town of Palm Beach Shores		
<b>B.</b>	Permit Name: Palm Beach County Municipal Separate Storm Sewer System (MS4)		
<b>C.</b>	Permit Number: FLS000018		
<b>D.</b>	Annual Report Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5   x Other, specify Year: 8		
<b>E.</b>	Reporting Time Period (month/year): 10/09                      through 9/10		
<b>F.</b>	Name of the Responsible Authority: John Workman		
	Title: Mayor		
	Mailing Address: 247 Edwards Lane		
	City: Palm Beach Shores	Zip Code: 33404	County: Palm Beach
	Telephone Number: 561-844-3457		Fax Number: 561-863-1350
	E-mail Address: clindskoog@pbstownhall.org		
<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Walter Fleming		
	Title: Public Works Director		
	Department: Public Works		
	Mailing Address: 247 Edwards Lane		
	City: Palm Beach Shores	Zip Code: 33404	County: Palm Beach
	Telephone Number: 561-844-3457		Fax Number: 561-863-1350
	E-mail Address: wfleming@pbstownhall.org		

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

<b>A.</b>	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   X Not Applicable)
<b>B.</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   X Not Applicable)
<b>C.</b>	Is the change in the total number of outfalls due to lands annexed or vacated?   Yes   No   X Not Applicable

**SECTION III. MONITORING PROGRAM**

<b>A.</b>	Provide a brief statement as to the status of monitoring plan implementation:  The required monitoring program is carried out as a joint effort by the Palm Beach County (PBC) co-permittees.
<b>B.</b>	Provide a brief discussion of the monitoring results to date:  See the PBC Joint Annual Report for a discussion and update of the monitoring program
<b>C.</b>	Attach a monitoring data summary, as required by the permit. See Joint Annual Report – Palm Beach County MS4 Permit # FLS000018

**SECTION IV. FISCAL ANALYSIS**

<b>A.</b>	Total expenditures for the NPDES stormwater management program for the current reporting year: \$12,500
<b>B.</b>	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$13,000

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

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

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

**DO NOT SUBMIT ANY OTHER MATERIALS**

(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

**SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE**

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):

John Workman

Title: Mayor

Signature:

Date: 2/25/11

**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				
	Conduct inspections and maintenance of structural controls as per Table II.A.1.a, of the permit. Maintain an internal record keeping system to schedule and document inspections and maintenance activities performed on structural controls owned, operated and maintained by Co-Permittees. Provide a summary of inspections and maintenance in each Annual Report.				
	<b>Inlet/catch basin/grate inspections</b>	40	Catch Basin/Inlet Inspection Forms	Public Works	Inspections Performed Bi-annually
	<b>Inlet/catch basin/grate maintenance</b>	2	Catch Basin/Inlet Inspection Forms	Public Works	
Part III.A.2	Areas of New Development and Significant Redevelopment				
	During Years 1 and 2, each Co-Permittee shall conduct a review of their current Land Development Regulations to determine where changes can be made to reduce the stormwater impact of new development. In particular, focus on changes to the code that will promote: reductions in impervious surfaces, the use of swales, the incorporation of low impact development principles, stormwater reuse, and adherence to the principles of the Florida yards and Neighborhoods program in new landscaping. In the Year 3 ANNUAL REPORT, provide a summary of recommended changes to the code with a schedule for implementation. <b>(Year 3 Only: Attach summary of recommended changes)</b>				
Part III.A.3	Roadways				
	Continue the street maintenance program that may include a street sweeping program within each Co-Permittee's jurisdictional area and properly dispose of the collected material. Continue to provide a description of the litter control programs employed in each Co-Permittee's jurisdictional area. Implement the program and provide proper disposal of collected material.				
	<b>Frequency of litter collection</b>	2 times per week	Waste Management Invoices	Waste Management	12 roadway trash cans
	<b>Amount of litter collected (bags)</b>	1248	Waste Management Invoices	Waste Management	
	<b>Total miles of right-of-way (ROW) maintained</b>	1.5	Public Works weekly report	Public Works	Streets policed for litter daily
	<b>Trash Pick-up Events</b>	2	Town Newsletter	Volunteers	4/17/10 and 10/17/09
	<b>Trash Pick-up Events: Participants</b>	72	Newsletter	Volunteers	

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	<b>Trash Pick-up Events: Amount of litter collected (bags)</b>	28	Newsletter	Volunteers	
	Provide a copy within each Annual Report of the Co-Permittee's schedule for the approaching year for routine inspections and maintenance as required to maintain optimal working conditions of stormwater structures (i.e., catch basins) and roadside ditches. <b>(Attach any updated schedules for routine inspections and maintenance of stormwater structures and roadside ditches)</b>				
	Continue to implement standard practices employed to reduce the pollutants in stormwater from areas associated with road repair and from municipally owned and operated equipment yards and maintenance shops that support road maintenance activities. <b>Applicable municipal equipment yards and maintenance shops</b>				
	<b>Frequency or number of inspections</b>	1	Maintenance Equipment Yard	Public Works	
		2	Municipal Maintenance Yard Inspection Checklist	Public Works	Inspections performed 12/17/09 and 5./20/10
	Continue to perform scheduled maintenance on catch basins, grates and other storm water structures and roadside ditches and properly dispose of the accumulated sediments. Maintain an internal log documenting the maintenance activities. <b>(Report under Part III.A.1 above)</b>				
Part III.A.4	Flood Control Projects				
	Continue with procedures to verify that flood management projects under the control of the permittee assess the impacts on the water quality of the receiving water. Provide, in each subsequent Annual Report, a copy of the procedures and programs (or updated versions upon development) for incorporation into the permit. <b>(Attach any updated procedures and programs)</b>				
	Maintain a schedule for the flood control & water quality improvements. Maintain a list of the priority projects proposed for design and construction during the five-year term of this permit. Provide additions and/or deletions to this list in each subsequent Annual Report.				No Projects Proposed
	<b>Projects proposed in 5-Year Program</b>	0			
	<b>Projects started/active</b>	0			
	<b>Projects completed</b>	0			
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				

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	Continue evaluation, via monitoring and inspection, of municipally-owned and operated solid waste transfer stations and waste transportation fleet maintenance & storage yards to determine the necessary control measures and procedures to be implemented. The program shall identify these facilities, and shall determine the necessary control measures and procedures to be employed at each facility.				No Facilities
	Applicable municipal facilities	0			
	Frequency/number of inspections	0			
	Frequency/number of monitoring events	0			
	Continue implementation of the program to control discharges from municipal waste treatment, storage and disposal facilities.				No Facilities
	Municipal waste treatment, storage and disposal (TSD) facilities	0			
	Frequency/number of inspections	0			
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Continue the program and procedures to minimize the use of pesticides, herbicides, and fertilizers and to properly apply, store and mix these products. The program shall include implementation of proper training and procedures for municipal employees who apply, store, and mix these products.				Services Contracted Out
	Training sessions conducted	0			
	Personnel trained	0			
	Certified/licensed applicators (personnel)	0			
	Require evidence of proper certification and licensing for all applicators contracted to apply pesticides, herbicides, and fertilizers on municipal and FDOT property.				
	Certified/licensed applicators (contractors)	3	State Licenses	Hulett Environmental, Bug Off, and Susan Fleming	Pest Control and Landscaping Services
	Provide a summary of the public education programs, including the number of participants, where applicable, in subsequent Annual Reports.	1	PBC Joint Annual Report	Joint Program supported by all PBC permittees	

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Permit Citation/SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation/ Record	Entity Performing the Activity	Comments
	Brochures/Flyers/Fact sheets	8	Brochures	Storm water and Me provided by Palm Beach County Municipal Storm water Systems Group; Palm Beach County Solid Waste Authority (PBCSWA) and Florida Dept. of Env. Protection (FDEP)	Available in foyer of Town Hall for public distribution
	Neighborhood presentations	0			No Presentations
	Newsletter notices	0			No Notices
	Newsletters distributed	0			None
	Public displays	1	Displayed @ Town Hall	Administration	
	Special events	0			No Special Events
	Number of participants in events	0			Not Applicable
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Continue to implement inspection programs to enforce ordinances prohibiting illicit connections and illegal dumping into the MS4. Maintain an internal log documenting inspections and enforcement actions performed and provide a summary of these records in each Annual Report.				
	Pro-active inspections of suspected illicit connections/discharges/dumping	40	Catch Basin/Inlet Inspection Forms	Public Works	Inspections performed bi-annually
	Illicit connections/discharges/dumping found	0			
	Notices of Violation (NOVs) issued	0			
	Fines issued	0			
	Where applicable, strengthen the legal authority to control illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts and orders. Include copies of newly issued or developed signed ordinances within the subsequent Annual Reports after adoption. (Attach a copy of any newly issued or developed signed ordinances)				
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				

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	Continue to implement the standard investigative procedures to identify and terminate the source(s) of illicit connections or discharges to the MS4. Provide a summary in each Annual Report of the results of the investigations conducted and the follow-up on enforcement actions.				
	<b>Investigations of suspected illicit connections/discharges/dumping reported</b>	0			None reported
	<b>Illicit connections/discharges/dumping found</b>	0			None Found
	<b>NOVs issued</b>	0			None Issued
	<b>Fines issued</b>	0			None Issued
	Continue to implement a periodic training course to educate municipal personnel and field staff to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges to the MS4.				Municipal Storm Water Pollution Video Storm Watch –performed in FY 07/08
	<b>Training courses provided</b>	0			1 in FY07/08"
	<b>Municipal personnel and field staff trained</b>	2	Documented in Public Works weekly report	Public Works	Table top training during catch basin inspections Public Works Director trained in SPPC, Hazwhopper, hazcom
	<b>Part III.A.7.d Illicit Discharges and Improper Disposal — Spill Prevention and Response</b>				
	Continue the training of appropriate personnel in spill preventions and response procedures and in techniques to mitigate pollution discharge from spills to the MS4 and surface waters, within each Co-Permittees jurisdictional area. For hazardous spills, municipalities shall endeavor the follow the procedures of the Palm Beach County Hazardous Material Response Teams.				Municipal Storm Water Pollution Video Storm Watch –performed in FY 07/08
	<b>Training courses provided</b>	0			1 in FY07/08"
	<b>Personnel trained</b>	0			2 previously trained
	<b>Hazardous material spills referred to Palm Beach County</b>	0			PBC Fire Rescue
	<b>Non-hazardous material spills referred to Palm Beach County</b>	0			None Referred
	<b>NOVs issued</b>	0			None Issued
	<b>Fines issued</b>	0			None Issued
	<b>Part III.A.7.e Illicit Discharges and Improper Disposal — Public Reporting</b>				

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	<p>Continue to maintain dedicated phone line for citizen reporting of suspected illicit discharges and dumping. Each Co-Permittee shall publicize the existence of this "illicit discharge reporting hotline number" on a quarterly basis and shall include information on the problems associated with illicit connections or discharges, how to spot them, and how to report incidents. The municipal newsletter, utility bill inserts, radio, or television may be utilized in the publicity program.</p> <p><b>Brochures/Flyers/Fact sheets</b></p> <p><b>Neighborhood presentations</b></p> <p><b>Newsletter notices</b></p> <p><b>Newsletters distributed</b></p> <p><b>Public displays</b></p> <p><b>Special events</b></p>	1	PBC Joint Annual Report	PBC NPDES Public Education Sub-Committee	Refer to PBC Joint Annual Report
		8	Brochures	Storm water and Me provided by Palm Beach County Municipal Storm water Systems Group; PBC SWA & FDEP	Available in foyer of Town Hall for public distribution
		0			No Presentations
		0			No Notices
		0			None
		0			None Displayed
		0			No Special Events
		0			None Received
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>Continue implementation of the outreach programs to instruct the public on the proper disposal of used motor oil, leftover hazardous household products and lead acid batteries, and to publicize the locations of the Palm Beach County operated collection sites for these products.</p> <p><b>Fee assessed by Palm Beach County</b></p> <p><b>Brochures/Flyers/Fact sheets</b></p> <p><b>Neighborhood presentations</b></p> <p><b>Newsletter notices</b></p>	1	PBC Annual Report	PBC SWA	Refer to PBC Annual Report
		0			None
		8	Brochure	Storm water and Me provided by Palm Beach County Municipal Storm water Systems Group; PBC SWA & FDEP	Available in foyer of Town Hall for public distribution
		0			No Presentations
		0			No Notices



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	<b>Newsletters distributed</b>	0			None
	<b>Public displays</b>	0			No Displays
	<b>Special events</b>	0			No Special Events
	Evaluate and where applicable, implement or continue to actively promote the voluntary stenciling program for all Co-Permittee storm sewer inlets which discharge directly or indirectly into surface waters.				Mostly Swales, some curbing on Lake Drive and Inlet Way
	<b>Total percentage of storm sewer inlets stenciled</b>	0			
	<b>Storm sewer inlets newly stenciled</b>	0			
	<b>Storm sewer inlet stencils replaced</b>	0			
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	Continue to update and identify areas served by septic systems. Advise appropriate agency of potential violation if constituents common to wastewater contamination due to malfunctioning septic tank systems are discovered in the MS4 during any inspection.				
	<b>Wastewater contamination incidents discovered</b>	0			No Incidents
	<b>Wastewater contamination incidents resolved</b>	0			No Incidents
	<b>Sanitary sewer overflows (SSOs) discovered</b>	0			No Overflows
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections				
	Maintain an inventory of all existing high risk facilities discharging in the MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. Prioritize identified high risk facilities.				No High Risk Facilities
	<b>Total high risk facilities</b>	0			
	<b>New high risk facilities</b>	0			
	Continue inspection program procedures for high risk facilities to determine compliance with all appropriate aspects of the stormwater program (e.g., no illicit connections, compliance with local stormwater regulation requirements, and if the facility is required to have NPDES permit coverage, a copy of the SWPPP is on site). Maintain a log of the inspections performed.				No High Risk Facilities
	<b>High risk facility inspections</b>	0			
	<b>NOVs issued</b>	0			
	<b>Fines issued</b>	0			
	Instruct and train maintenance personnel and contractors to be alert for signs of illicit connections and suspicious flows during routine maintenance activities in areas which have been identified to contain high risk facilities.				No High Risk Facilities
	<b>Training courses provided</b>	0			
	<b>Maintenance personnel trained</b>	0			
	<b>Maintenance contractors trained</b>	0			
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries				

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	Monitoring may be required on an as-needed basis in the event that inspections of high risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring.				No High Risk Facilities
	<b>New high risk facilities evaluated</b>	0			
	<b>High risk facilities monitored</b>	0			
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	Continue to require all new development obtain stormwater or Environmental Resource Permit from the South Florida Water Management District or DEP district office, prior to land clearing. Require that the NOI be submitted to DEP for coverage under the NPDES Generic Permit for construction activities related to new development within the County & Co-Permittees jurisdiction.				No New Construction
	<b>Construction projects requiring a Notice of Intent (NOI) (private sites)</b>	0			
	<b>Construction projects requiring an NOI (municipal sites)</b>	0			
	Provide a summary of the program to review and verify compliance with construction plans, and report the number of construction projects reviewed in each Annual Report.				No New Construction
	<b>Construction site plan/permit application reviews (private sites)</b>	0			
	<b>Construction site plan reviews (municipal sites)</b>	0			
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	Continue to implement the inspection program for construction projects, to ensure compliance with local stormwater requirements and the Co-Permittee's development requirements. Maintain an internal log documenting inspections conducted. Report the number of construction inspections and enforcement activities performed by the each Co-Permittees for each year of permit coverage and report the results in each ANNUAL REPORT.				No New Construction
	<b>Construction site inspections conducted (private sites)</b>	0			
	<b>Construction site inspections conducted (municipal sites)</b>	0			
	Implement the formalized checklist covering current stormwater management and water quality inspection items in order to standardize the inspection process. Include verification that the construction sites subject to the NPDES Stormwater regulations have a Stormwater Pollution Prevention Plan. <b>(Year 1 Only: Attach copy of inspection checklist)</b>				

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	Maintain training and supporting materials to present an annual course for all inspectors on proper building and construction stormwater management and erosion and sediment control BMPs for construction sites and on protocol to facilitate compliance.				Groundwater Control for Construction Sites Video – Performed in FY07/08
	Training courses provided	0			1 in FY07/08
	Municipal inspectors trained	0			2 previously trained
	Maintain enforcement of inspection program by issuing a violation notice and/or a stop work order to those construction site operators which repeatedly do not maintain compliance with the approved erosion and sediment control BMPs and permit conditions.				None Issued
	NOVs issued	0			
	Fines issued	0			
	Stop Work Orders issued	0			
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	Continue the stormwater erosion and sediment control training/outreach program for construction site operators, Engineers, and inspectors. This requirement may be satisfied via cooperative efforts with public or private entities, including establishing a FDEP approved local training team and by providing supporting materials to present the stormwater erosion and control training/outreach program. Conduct one or more classes each year for public and private personnel involved in the construction or inspection of stormwater, erosion and sediment controls.			PBC NPDES Steering Committee arranged/coordinated free course, taught by Cheryl L. Moore, State Certified Trainer	Florida Storm Water Erosion & Sedimentation Control Course held May 26 & 27, 2010
	Training courses provided	1	Attendance list		
	Private participants trained	26	Attendance list		
	Municipal construction inspectors trained	0	Attendance list		
	Municipal construction site plan reviewers trained	0	Attendance list		
	Municipal construction site operators trained	0	Attendance list		
	Implement developed procedures to notify building permit applicants, in developments subject to the stormwater regulations, of their responsibilities under the State NPDES permitting program for construction site run off.				No New Construction Activity
	Number of building permit applicants notified	0			

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

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

<b>A.</b>	<b>Permit Citation/ SWMP Element</b>	<b>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>
	Not Applicable	N/A
<b>B.</b>	<b>Permit Citation/ SWMP Element</b>	<b>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)</b>
	N/A	N/A