

# 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		
<b>B</b>	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
<b>C</b>	Permit Number: FLS000018-003 (Cycle 3)		
<b>D</b>	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
<b>E</b>	Reporting Time Period (month/year): 03 / 2011 through 09 / 2011		
<b>F</b>	Name of the Responsible Authority: Peter Elwell		
	Title: Town Manager		
	Mailing Address: P.O. Box 2029		
	City: Palm Beach	Zip Code: 33480	County: Palm Beach
	Telephone Number: 561 838 5410		Fax Number: 561 835 4687
	E-mail Address: pelwell@townofpalmbeach.com		
<b>G</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Martin Gauthier		
	Title: Engineer		
	Department: Public Works		
	Mailing Address: 951 Old Okeechobee Road, Suite A		
	City: West Palm Beach	Zip Code: 33401	County: Palm Beach
	Telephone Number: 561 838 5440		Fax Number: 561 835 4691
	E-mail Address: mgauthier@townofpalmbeach.com		

## 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable)
<b>C</b>	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

### SECTION III. MONITORING PROGRAM

Provide a brief statement as to the status of monitoring plan implementation:

*DEP Note: All co-permittees may refer to the PBC Joint AR here as follows: "The monitoring plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the monitoring information."*

Provide a brief discussion of the monitoring results to date:

DEP Notes:

- All co-permittees may refer to the PBC Joint AR here as follows: "Please see the Palm Beach County Joint Annual Report for the monitoring information."
- See Part V of the permit for the monitoring requirements.

Attach a monitoring data summary, as required by the permit.

### SECTION IV. FISCAL ANALYSIS

Total expenditures for the NPDES stormwater management program for the current reporting year: \$858,206

*DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit.*

Total budget for the NPDES stormwater management program for the subsequent reporting year: \$782,084

### 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	<b>***DEP Note: Please complete Checklists A &amp; B at the end of the tailored form.***</b>
<input type="checkbox"/>	<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"/>	<input 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"/>	<input type="checkbox"/>	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

**DO NOT SUBMIT ANY OTHER MATERIALS**

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

### SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

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

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

Name of Responsible Authority (type or print): Peter Elwell

Title: Town Manager

Signature: 

Date: 4, 10, 12

**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							
	<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p><i>DEP Note: The permittee needs to "customize" this section by adding any structural controls to the list below that are part of the permittee's MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>							
	Type of Structure	Number of Activities Performed				Documentation / Record	Entity Performing the Activity	Comments
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained		
	Dry retention systems	0	N/A	N/A	N/A	N/A	N/A	No dry retention facilities in MS4
	Exfiltration trench / French drains (linear feet)	640	10	50	0	50	Inspection form	Town of Palm Beach, Water Resources Division Monitor performance during rainfall events – all functioning
	Grass treatment swales (miles)	0	N/A	N/A	N/A	N/A	N/A	N/A No grass treatment swales in MS4
	Dry detention systems	0	N/A	N/A	N/A	N/A	N/A	N/A No dry detention facilities in MS4
	Wet detention systems	0	N/A	N/A	N/A	N/A	N/A	N/A No wet detention

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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
										facilities in MS4
	Pollution control boxes	13	728	100	72	100	PM Work Order Log	Town of Palm Beach, Water Resources Division	Part of pump station activity	
	Stormwater pump stations	13	728	100	72	100	PM Work Order Log	Town of Palm Beach, Water Resources Division		
	Major stormwater outfalls	13	728	100	N/A	N/A	PM Work Order Log	Town of Palm Beach, Water Resources Division	Pump station outfalls	
	Weirs or other control structures	0	N/A	N/A	N/A	N/A	N/A	Town of Palm Beach, Water Resources Division	Included with exfiltration	
	MS4 pipes / culverts (miles)	31	274	10	0	10	PM Work Order Log	Town of Palm Beach, Water Resources Division	Inventory included in new SOP	
	Inlets / catch basins / grates	1640	6560	100	6560	100	Streets Work Order Log	Town of Palm Beach, Street Maintenance Bureau		
	Ditches / conveyance swales (miles)	0	N/A	N/A	N/A	N/A	N/A	Town of Palm Beach, Water Resources Division	No ditches/conveyance swales in MS4	
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were <u>not</u> met									
	Year 1 ONLY: Attach a map of all known major outfalls as per Rule 62-624.600(2)(a), F.A.C.							MS4 Inventory Map	Town of Palm Beach, Water Resources Division	All Met
Part III.A.2	Areas of New Development and Significant Redevelopment Residential redevelopment									
	Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.									
	DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. This provision DOES NOT APPLY to Indian Trail Improvement District (ITID), Northern Palm Beach County Improvement District (NPBCID), South Indian River Water Control District (SIRWCD), and FDOT.									

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
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	Number of new development / significant redevelopment projects reviewed	2	Permit Record	TPB, Erosion Control Inspector	1 acre or greater disturbed area
	Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.				
	<i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E. This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT.</i>				
	Year 2 ONLY: Attach the summary report of the review activity		N/A		Year 2 Report
	Year 4 ONLY: Attach the follow-up report on plan implementation		N/A		Year 4 Report
Part III.A.3	Roadways				
	Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i>				
	PERMITTEE Litter Control Program: Frequency of litter collection	0	N/A	N/A	Not Needed - Town does not have litter control program see SOP
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	0	N/A	N/A	Town does not have litter control program see SOP
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	Town does not have litter control program see SOP
	CONTRACTOR Litter Control Program: Frequency of litter collection	0	N/A	N/A	Town does not have litter control program see SOP
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	0	N/A	N/A	Town does not have litter control program see SOP

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	<b>CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)</b>	0	N/A	N/A	Town does not have litter control program see SOP
	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.				
	<i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i>				
	<b>Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned</b>	0	N/A	N/A	Not Needed - Town does not have Adopt a Road program
	<b>Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)</b>	0	N/A	N/A	Town does not have Adopt a Road program
	<b>Adopt-A-Road Program: Total miles cleaned</b>	0	N/A	N/A	Town does not have Adopt a Road program
	<b>Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)</b>	0	N/A	N/A	Town does not have Adopt a Road program
	Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i>				
	<i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i>				
	<b>Frequency of street sweeping</b>	3x per week	Contract	All American Sweeping	
	<b>Total miles swept (per year)</b>	3088	Contract	All American Sweeping	
	<b>Estimated quantity of sweeping material collected (cubic yards)</b>	533	Report Log	All American Sweeping	
	<b>Total nitrogen loadings removed (pounds)</b>	688	FSA Calculator	Public Works	Computed with SOP spreadsheet
	<b>Total phosphorus loadings removed (pounds)</b>	441	FSA Calculator	Public Works	Computed with SOP

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	<b>Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned</b>		N/A	N/A	spreadsheet
	<p>Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
		<b>Number of Inspections</b>			
	<b>Name of facility #1: Public Works Facility</b>	7	Maintenance Shop Inspection	Public Works	
	<b>Name of facility #2: S-1 / D-6 Control Facility</b>	7	Maintenance Shop Inspection	Public Works	
	<b>Name of facility #3:</b>				
	<b>Name of facility #4:</b>				
<b>Part III.A.4</b>	<b>Flood Control Projects</b>				
	<p>Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.</p> <p><i>DEP Note: A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment.</i></p> <p><i>DEP Note: The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</i></p> <p><i>DEP Note: If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.</i></p>				
	<b>Flood control projects completed during the reporting period</b>	0	Capital Improvement Plan	Public Works Engineering Division	Drainage Improvement Plan
	<b>Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment</b>	0			
	<b>ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not</b>		N/A	N/A	N/A

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	Stormwater retrofit projects planned	0	Capital Improvement Plan	Public Works Engineering Division	Drainage Improvement Plan
	Stormwater retrofit projects under construction during the reporting period	0	N/A	N/A	N/A
	Stormwater retrofit projects completed during the reporting period	0	N/A	N/A	N/A
<b>Part III.A.5</b>	<b>Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> <li>• Operating municipal landfills;</li> <li>• Municipal waste transfer stations;</li> <li>• Municipal waste fleet maintenance facilities; and</li> <li>• Any other municipal waste treatment, waste storage, and waste disposal facilities.</li> </ul> <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
		<b>Number of Inspections</b>			
	Name of facility #1: Pinewalk yard waste transfer	4	Inspection reports	TPB, Erosion Control Inspector	
	Name of facility #2:				
	Name of facility #3:				
	Name of facility #4:				
<b>Part III.A.6</b>	<b>Pesticides, Herbicides, and Fertilizer Application</b>				
	<p>Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.</p> <p><i>DEP Note: If "0" is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i></p>				



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	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	1	Marvin Szehner CM 13706	Town of Palm Beach Recreation Dept.	
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	0	N/A	N/A	Not Contracted
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0	N/A	N/A	Not Contracted
	PERSONNEL: Green Industry BMP Program training completed	0	N/A	N/A	Not Required until 2014
	CONTRACTORS: Green Industry BMP Program training completed	0	N/A	N/A	Not Required until 2014
<p>Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document "Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions." If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body</u> shall adopt the Department's Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. <u>The ordinance shall be adopted within 24 months of the date of permit issuance.</u> Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</p> <p><i>DEP Note: This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT. For all other permittees, if this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p>					
Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance			N/A		No discharges into a nutrient impaired water body
<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the row below. The permittees may remove all reporting items except the first reporting item if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p> <p><i>DEP Note: Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</i></p>					
<p align="center"><b>FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$</b></p>					

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	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.			
	<del>During Year 1 of the permit, develop and implement a written plan for the training of all permittee personnel applicators and contracted applicators to emphasize the stormwater implications of pesticide, herbicide and fertilizer application. Follow-up training shall be provided annually. Training to obtain or maintain an FDACS certificate and/or license does not satisfy this requirement. Report the number of permittee personnel applicators and contracted applicators who participated in training on the stormwater implications of pesticide, herbicide and fertilizer application (both in house and outside training).</del>				
	<b>DEP Note:</b> This permit requirement has been removed from other Phase I MS4 permits that were reissued after the Palm Beach County MS4 permit since recent changes to the FDACS certification / licensing program have allowed it to adequately fulfill this requirement. Therefore, at this time, this permit requirement does not need to be implemented.				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed.				
	<b>DEP Note:</b> If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.				
	ATTACH a report on any amendments to the applicable legal authority		N/A	N/A	None Needed
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<b>DEP Note:</b> If "0" is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.				
	<b>DEP Note:</b> Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circus) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.				
	<b>DEP Note:</b> Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.				
	Proactive inspections for suspected illicit discharges / connections / dumping	12	Inspection report	Town of Palm Beach, Engineering Division Inspector	

**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
	Illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	None Found
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	
	Year 1 ONLY: Attach the written proactive inspection program plan				Attached
	Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	Reports of suspected illicit connections / discharges / dumping received	5	Inspection report	Town of Palm Beach, Engineering Division Inspector	
	Reactive investigations of reports of suspected illicit discharges/connections / dumping	5	Inspection report	Town of Palm Beach, Engineering Division Inspector	
	Illicit discharges / connections / dumping found during a reactive investigation	0	N/A	N/A	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0	N/A	N/A	None Found
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	N/A	N/A	
During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) <u>and contractors</u> to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).					
<i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i>					
	Initial Training	Refresher Training			
Personnel trained	2	0		Certificate	FSA
Contractors trained	0	0		N/A	N/A
					Stormwater Operator 1 and 2 Certifications
					No contractor

**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
					during reporting period
<b>Part III.A.7.d</b>	<b>Illicit Discharges and Improper Disposal — Spill Prevention and Response</b>				
	<p>Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.</p> <p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i></p>				
	<b>Hazardous and non-hazardous material spills responded to</b>	0	N/A	N/A	
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) <u>and contractors</u> on proper spill prevention, containment, and response techniques and procedures. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>				
		<b>Initial Training</b>	<b>Refresher Training</b>		
	<b>Personnel trained</b>	2	0		Stormwater Operator 1 and 2 Certifications
	<b>Contractors trained</b>	0	0	N/A	No contractor during reporting period
<b>Part III.A.7.e</b>	<b>Illicit Discharges and Improper Disposal — Public Reporting</b>				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items except the first one if they include reference to the PBC Joint AR. However, a permittee can choose to also report any</i></p>				

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

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

**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				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	350 ft	Permit Issuance	Private Contractor					
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	2	Permit Issuance	Private Contractor					
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	N/A	N/A	None Needed				
	SSO incidents discovered	0	N/A	N/A					
	SSO incidents resolved	0	N/A	N/A					
	Inflow / infiltration incidents discovered	0	N/A	N/A					
	Inflow / infiltration incidents resolved	0	N/A	N/A					
	Name of owner of the sanitary sewer system	Town of Palm Beach							
Part III.A.8.a	<b>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</b>								
	<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> <li>• Operating municipal landfills;</li> <li>• Hazardous waste treatment, storage, disposal and recovery facilities;</li> <li>• Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and</li> <li>• Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit.</li> </ul> <p>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.</p> <p><u>DEP Note:</u> The TRI is updated every spring / summer by the U.S. EPA at <a href="http://www.epa.gov/triexplorer">www.epa.gov/triexplorer</a>. Select "Facility" on the left, chose your Geographic Location, and then select "Generate Report." Please indicate in Column F when (month / year) you last checked EPA's TRI for applicable facilities.</p> <p><u>DEP Note:</u> The total number of high risk facilities reported needs to equal the sum of the numbers of the four types of applicable facilities.</p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.</p> <p><u>DEP Note:</u> If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary</p>								
		of	ins	For violations discovered during a high risk inspection					

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A	B				C	D	E	F
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
	Total high risk facilities	1				See Below	Public Works	EPA check 09/11
	New high risk facilities added to the inventory during the current reporting period	0				EPA Website	Public Works	
	Operating municipal landfills	0		N/A	N/A	SWA Database	Public Works	No Facilities
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0		N/A	N/A	EPA Website	Public Works	No Facilities
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	1		N/A	N/A	EPA Website	Public Works	Inspection Scheduled for 2 <sup>nd</sup> Year
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0		N/A	N/A	Proactive Inspection Report	Public Works	None
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0		N/A	N/A	N/A	Public Works	None
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.							
	High risk facilities sampled				0	N/A	N/A	No Facilities
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices							
	Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans <u>reviewed for stormwater, erosion, and sedimentation controls</u> , and the number approved.							
	DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.							
	PERMITTEE SITES: Construction site plans reviewed				3	Construction Site Building Permit	Town of Palm Beach, Engineering Division	
	PERMITTEE SITES: Construction site plans approved				3	Construction Site Building Permit	Town of Palm Beach, Engineering Division	

**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
	PRIVATE SITES: Construction site plans reviewed	27	Construction Site Building Permit	Town of Palm Beach, Building Department	
	PRIVATE SITES: Construction site plans approved	27	Construction Site Building Permit	Town of Palm Beach, Building Department	
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>				
	Notified of ERP stormwater permit requirements	0	Building Permit	Building Department	Most projects fall beneath ERP exemption threshold
	Confirmed ERP coverage	2	Construction Site Building Permit	Town of Palm Beach, Building Department	
	Notified of CGP stormwater permit requirements	2	Construction Site Building Permit	Town of Palm Beach, Building Department	
	Confirmed CGP coverage	2	Construction Site Building Permit	Town of Palm Beach, Building Department	
Part III.A.9.b	<b>Construction Site Runoff — Inspection and Enforcement</b>				
	As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites <u>immediately upon written approval by the Department</u> . Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
	<i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	<i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i>				
	PERMITTEE SITES: Active construction sites	3	Construction Site	Town of Palm	



**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
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	15	Construction Inspection report	Beach, Engineering Division Town of Palm Beach, Engineering Division Inspector	
	PERMITTEE SITES: Percentage of active construction sites inspected	100	Construction Inspection report	Town of Palm Beach, Engineering Division	
	PRIVATE SITES: Active construction sites	27	Construction Site Building Permit	Town of Palm Beach, Building Department	
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	72	Construction Inspection report	TPB, Erosion Control Inspector	
	PRIVATE SITES: Percentage of active construction sites inspected	100	Construction Inspection report	Town of Palm Beach, Building Department	
	Notices of Violation (NOVs) / warning letters / citations issued	0	NOV Log	Town of Palm Beach, Engineering Division	
	Stop Work Orders issued	0	NOV Log	Town of Palm Beach, Engineering Division	
	Fines issued	0	NOV Log	Town of Palm Beach, Engineering Division	
	Year 1 ONLY: Attach the written construction site inspection program plan		SOP	Town of Palm Beach, Engineering Division	
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by or under contract with the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion, and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Follow-up training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the				

**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
	number of private persons trained by the permittee.  <i>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</i>  <i>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</i>				
		Certification Training	Initial Training (non-certification)	Refresher Training	
	Permittee construction site inspectors	1	0	2	Sign In Sheet PBC Steering Committee
	Permittee construction site plan reviewers	0	0	0	
	Permittee construction site operators	1	0	0	Sign In Sheet PBC Steering Committee
	Private persons	0	0		

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

A	Permit Citation/ SWMP Element	<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> <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
		None
B	Permit Citation/ SWMP Element	<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> <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
		None

## CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

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

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

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

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

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

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

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

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

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

## **ATTACHMENT #1**

## Attachment 1 SWMP Effectiveness

### Year 1 Report

In accordance with Part VI.B.2.:

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

1. Have stormwater pollutant loadings discharged from the MS4 decreased? Why or why not?

*The data suggests that more pollutant loadings are being removed by our Street Sweeping Program which reduces the amount of pollutant loadings into the Town's MS4.*

2. Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? Why are they effective?

*The Town three times a week Street Sweeping Program is the most effective way to reduce stormwater pollutant loadings into our MS4.*

3. Which components of the SWMP are not working well and need to be revised to make them more effective in reducing stormwater pollutant loadings?

*The Town believes it is difficult to achieve on a local level. Many of our residents are seasonal.*

4. Which components of the SWMP do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why?

*The Town believes it is a waste of resources to inspect all high risk facilities when those facilities specific pollutants have not been found in our system.*

5. Is the monitoring program providing data that can be used to assess the effectiveness of the SWMP in reducing stormwater pollutant loadings, assess the effectiveness of specific BMPs, and determine where stormwater retrofitting projects should be prioritized for implementation?

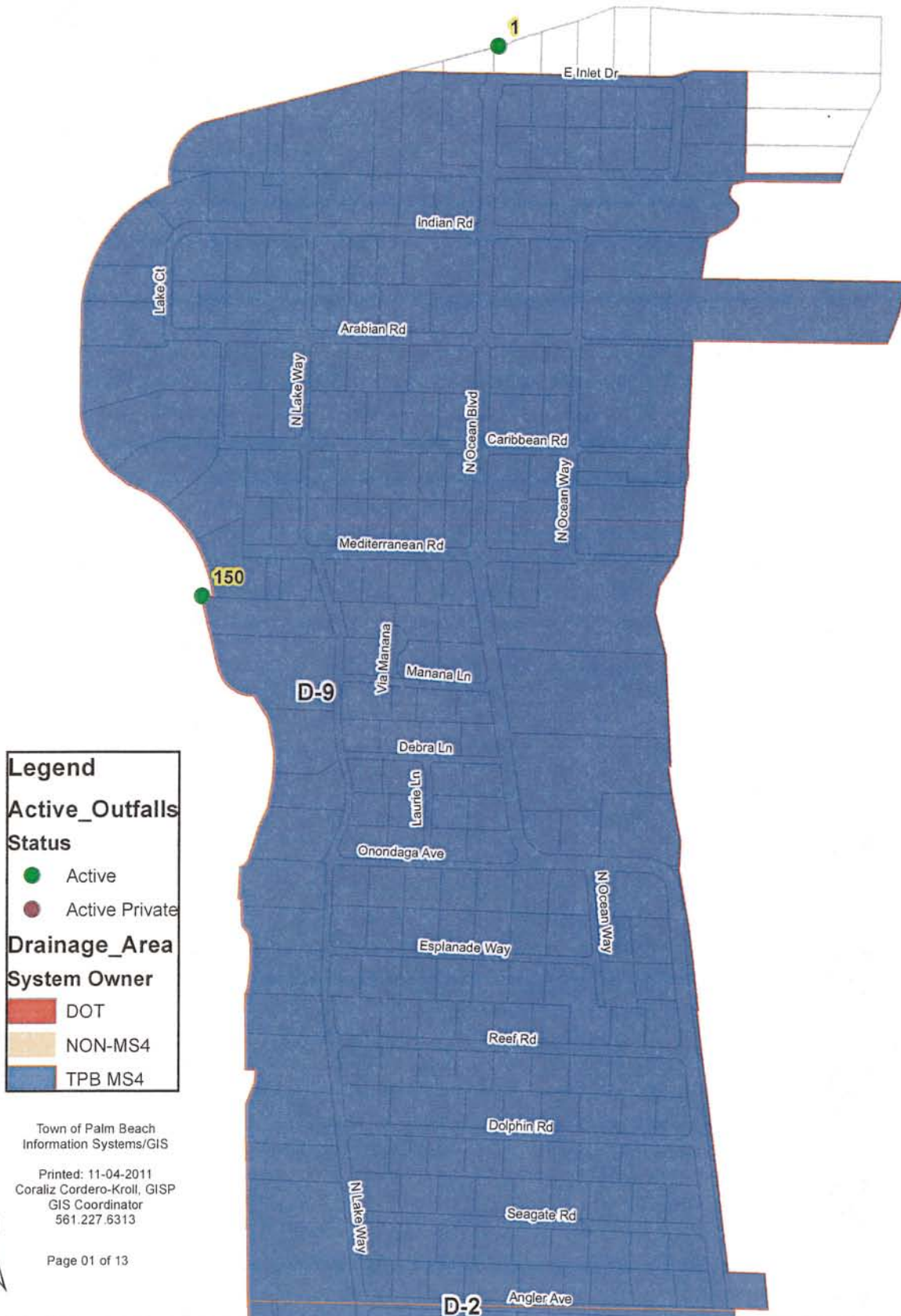
*The monitoring program is useful in assessing the overall water quality of the County's receiving water bodies.*

The evaluation is expected to be subjective and is intended to lead the permittee to consider which programs deserve more or less attention.

## **ATTACHMENT #2**



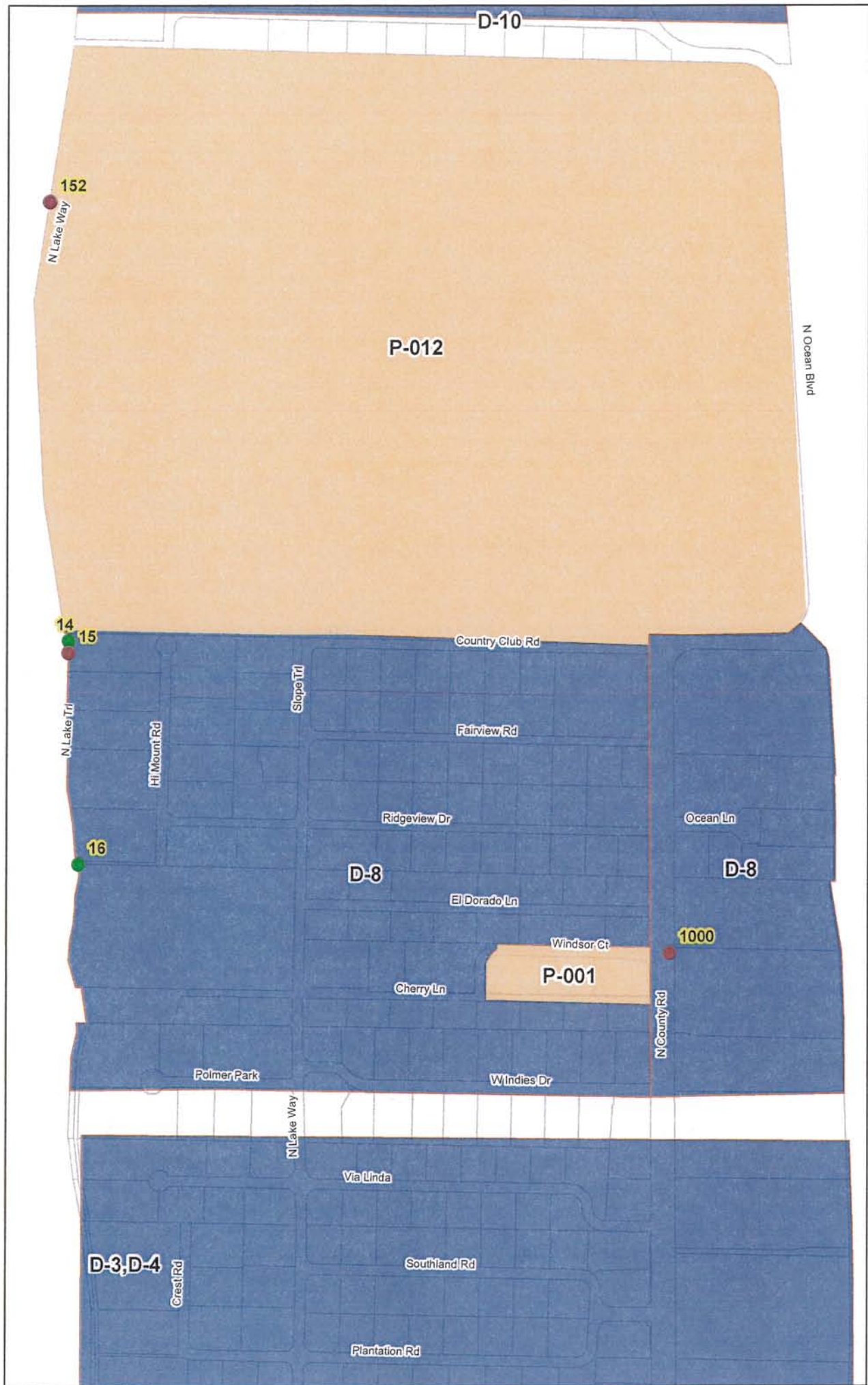
# Active Outfalls and Drainage Areas



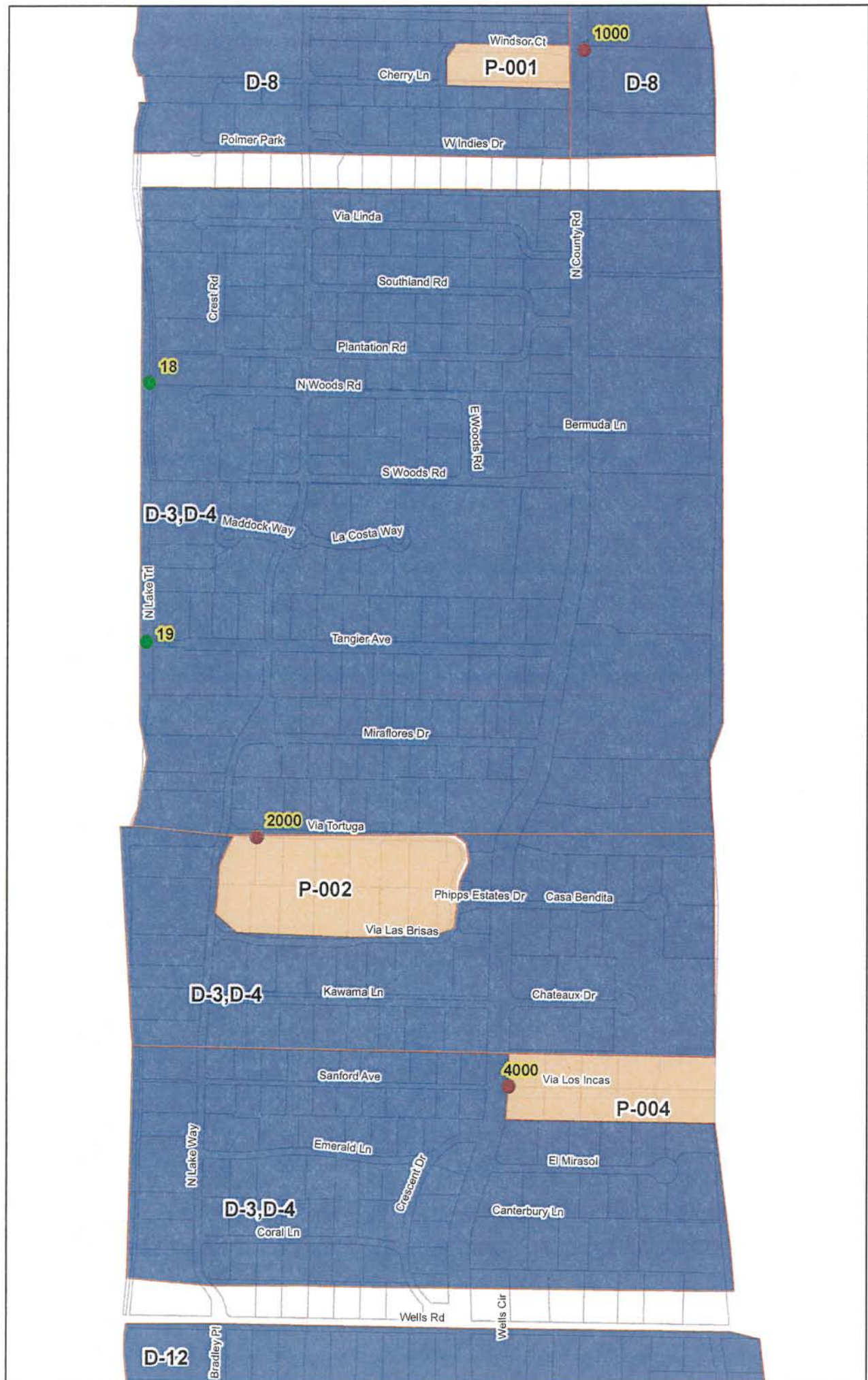


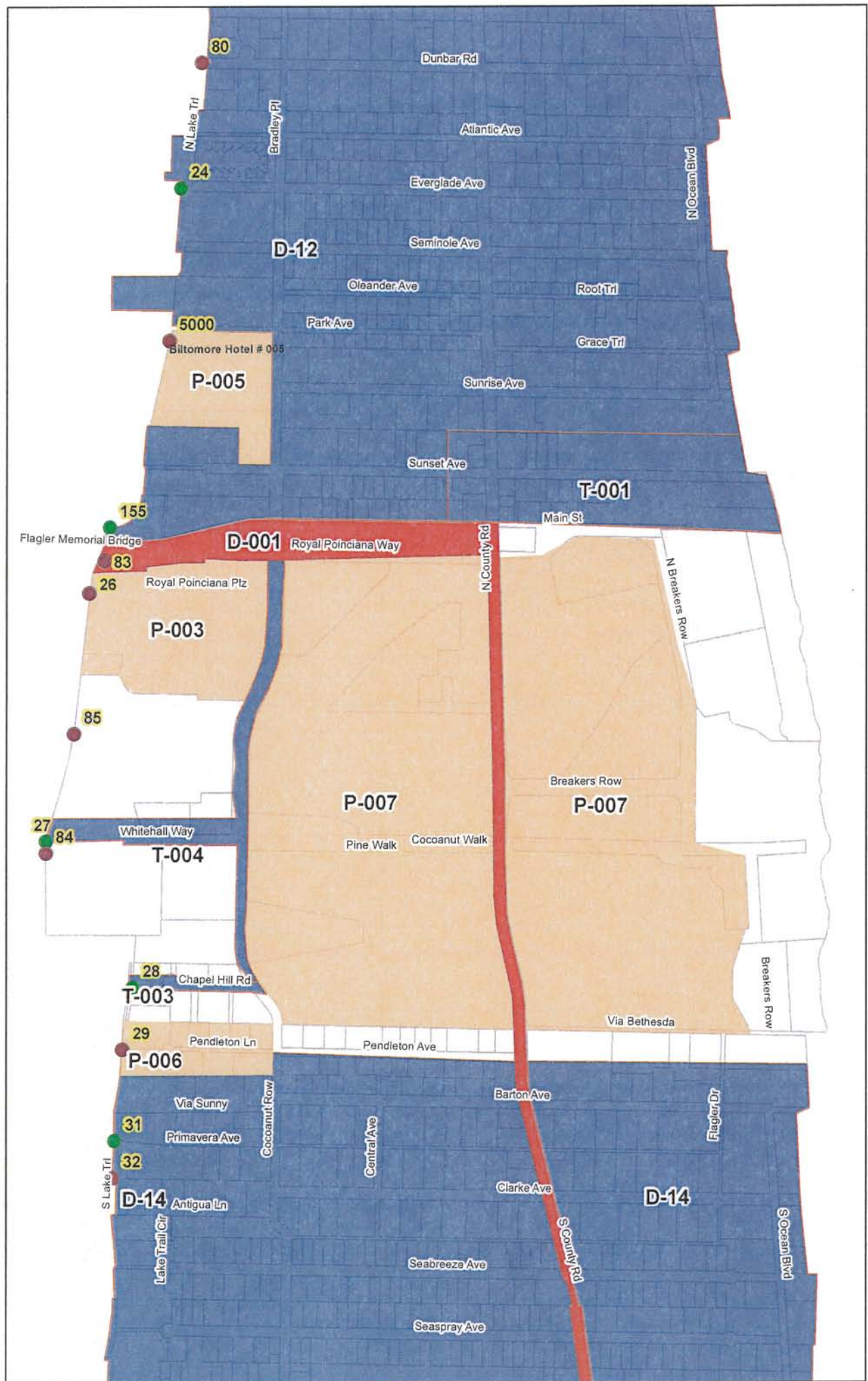








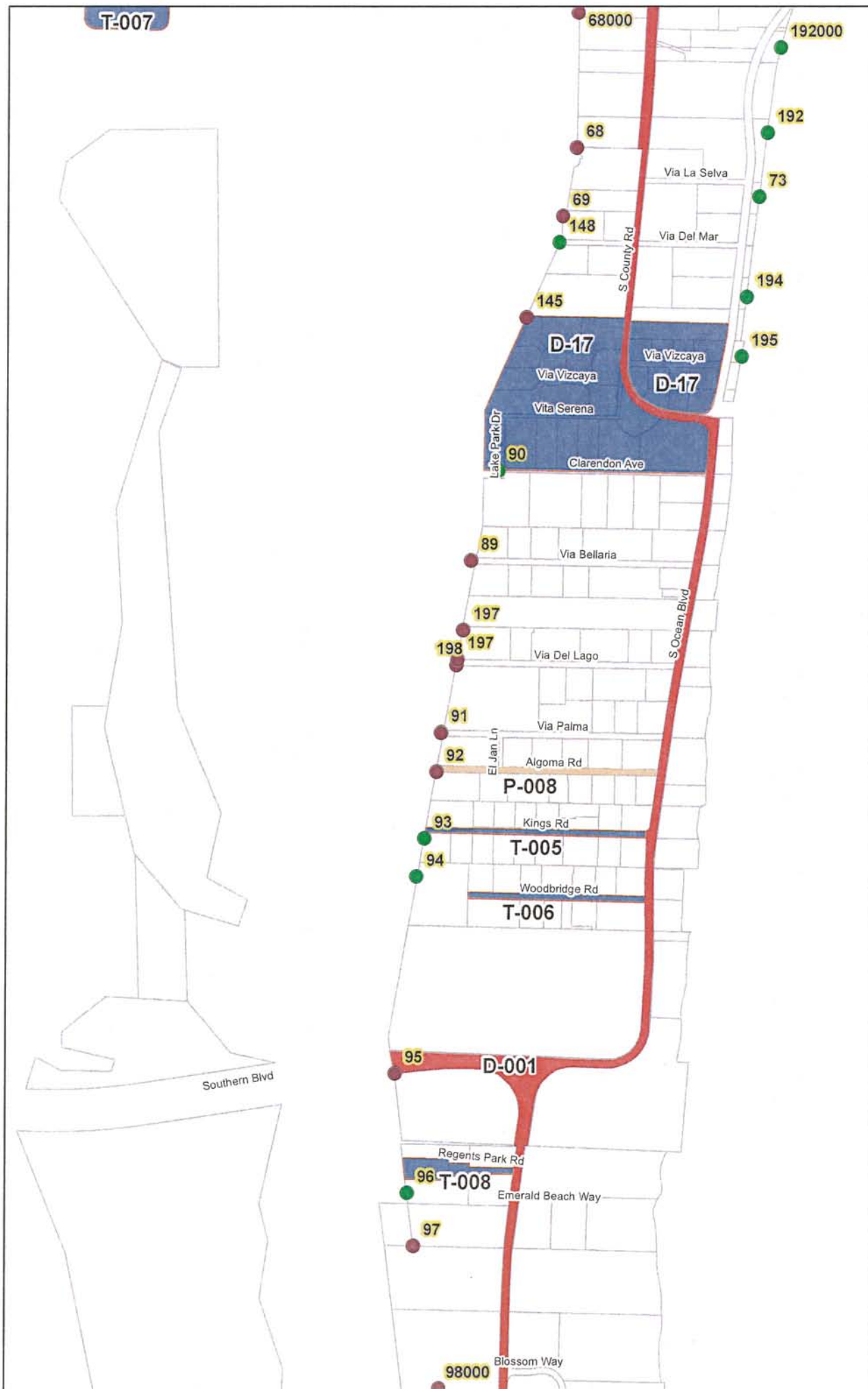




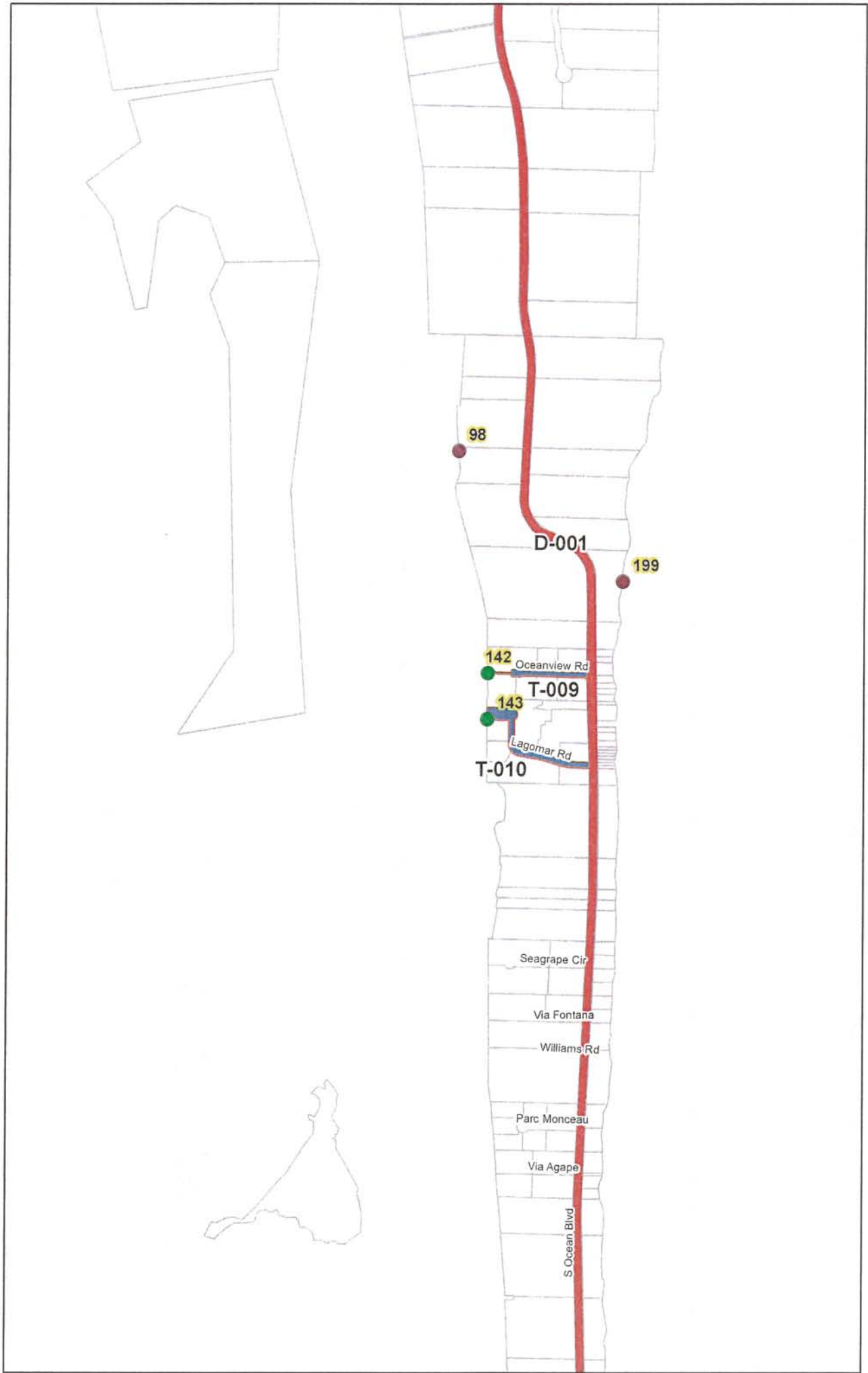




T-007









T-011

107

Old S Ocean Blvd

137000

137

T-002

S Ocean Blvd

109000

109

110

111

D-001

112

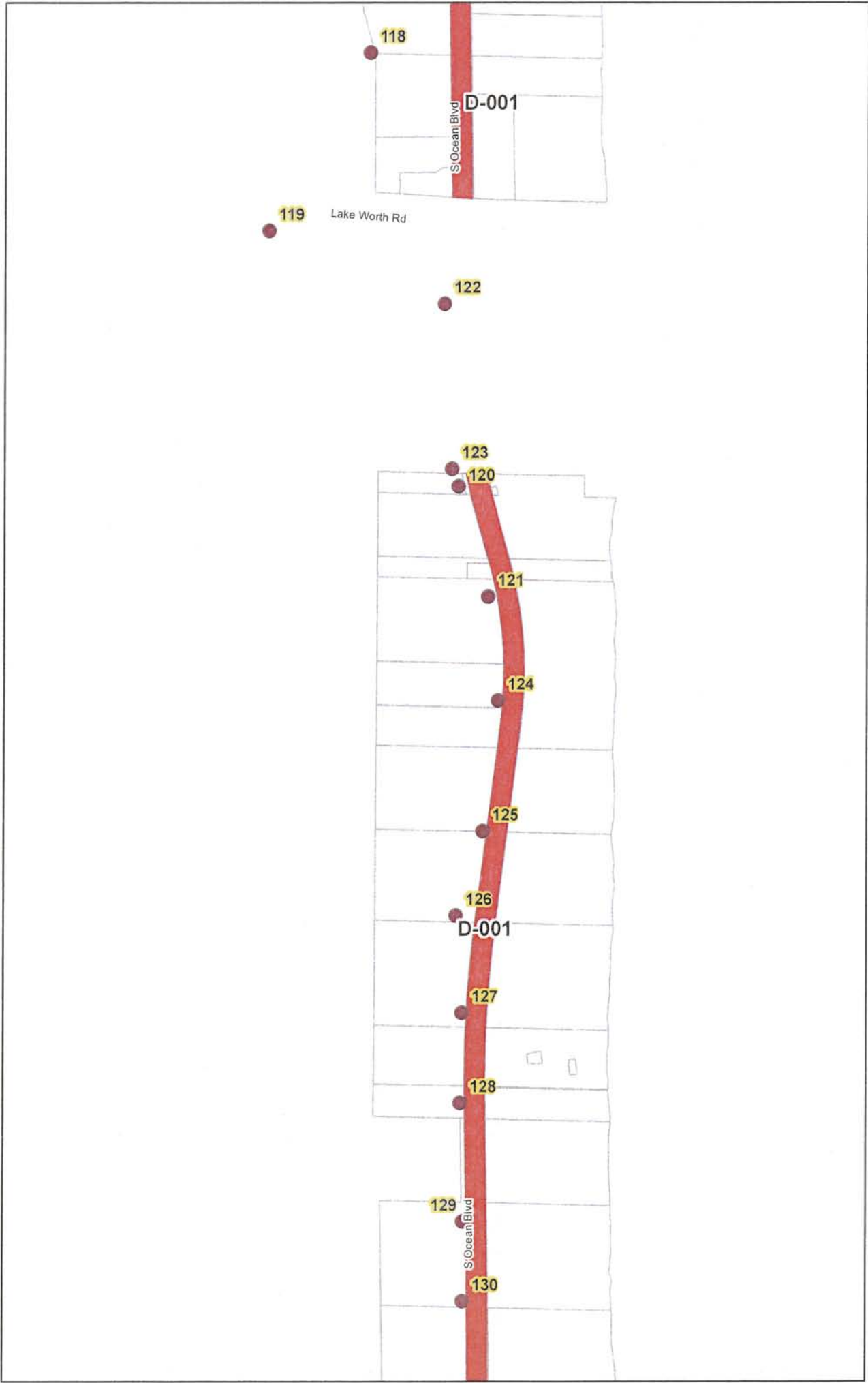
113

114

115

116

117





OBJECTID	Type	Comments	Owner	DrainBasin
1	Pipe	179 E. INLET DRIVE	TPB	LW Intracoastal
2	Pipe	1334 N LAKE WAY	TPB	LW Intracoastal
4	Pump	265 PALMO WAY	TPB	LW Intracoastal
9	Pump	1060 N LAKE WAY AND VIA MARILA	TPB	LW Intracoastal
10	Pipe	1040 N LAKE WAY AND LAURIAN LN	TPB	LW Intracoastal
12	Pipe	1000 N LAKE WAY AND EDEN RD	TPB	LW Intracoastal
14	Pump	766 HI-MOUNT RD AND COUNTRY CLUB RD	TPB	LW Intracoastal
15	Pipe	766 HI MOUNT RD	PRIVATE	LW Intracoastal
16	Pipe	700 NORTH LAKE WAY	TPB	LW Intracoastal
18	Pipe	334 N WOODS RD	TPB	LW Intracoastal
19	Pump	310 TANGIER AVE	TPB	LW Intracoastal
24	Pump	200 BRADELY PL	TPB	LW Intracoastal
26	Pipe	70 ROYAL POINCIANA WAY	PRIVATE	LW Intracoastal
27	Pipe	1 WHITEHALL WAY	TPB	LW Intracoastal
28	Pipe	315 CHAPEL HILL RD	TPB	LW Intracoastal
29	Pipe	324 PENDLETON LN	PRIVATE	LW Intracoastal
31	Pipe	447 PRIMAVERA AVE	TPB	LW Intracoastal
32	Pipe	445 ANTIGUA LN	PRIVATE	LW Intracoastal
47	Pump	455 AUSTRALIAN AVE	TPB	LW Intracoastal
49	Pipe	439 WORTH AVE	TPB	LW Intracoastal
50	Pipe	425 WORTH AVE	TPB	LW Intracoastal
51	Pipe	482 ISLAND DR	TPB	LW Intracoastal
52	Pipe	537 ISLAND DR	TPB	LW Intracoastal
53	Pipe	575 ISLAND DR	TPB	LW Intracoastal
57	Pipe	500 S. COUNTY RD (EVERGLADES CLUB)	DOT-State Owned	POND THEN TO LAKE
61	Pipe	600 ISLAND DR	TPB	LW Intracoastal
62	Pipe	608 ISLAND DR	TPB	LW Intracoastal
63	Pipe	625 ISLAND DR	TPB	LW Intracoastal
64	Pipe	655 ISLAND DR	TPB	LW Intracoastal
68	Pipe	790 S COUNTY RD	DOT-State Owned	LW Intracoastal
80	Pipe	320 DUNBAR RD	PRIVATE	LW Intracoastal
165	Pump	381 CHILEAN AVE	TPB	LW Intracoastal
168	Pipe	488 ISLAND DR	TPB	LW Intracoastal
169	Pipe	600 TARPON WAY	TPB	LW Intracoastal
170	Pipe	320 ISLAND RD	TPB	LW Intracoastal
171	Pipe	270 EL BRAVO WAY	TPB	LW Intracoastal

OBJECTID	Type	Comments	Owner	DrainBasin
172	Pump	353 EL BRILLO WAY	TPB	LW Intracoastal
173	Pipe	336 EL VEDADO RD	PRIVATE	LW Intracoastal
175	Pump	242 JUNGLE RD	TPB	LW Intracoastal
176	Pipe	677 ISLAND DR	TPB	LW Intracoastal
177	Pipe	663 ISLAND DR	TPB	LW Intracoastal
73	Pipe	810 S. OCEAN BLVD	TPB	Ocean
69	Pipe	215 VIA DEL MAR	DOT-State Owned	LW Intracoastal
76	Pipe	1950 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
77	Pipe	2100 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
83	Pipe	ROYAL POINCIANA WAY SOUTH OF BRIDGE	DOT-State Owned	LW Intracoastal
84	Pipe	BREAKERS RCP 36"	PRIVATE	LW Intracoastal
85	Pipe	44 COCOANUT ROW	PRIVATE	LW Intracoastal
87	Pipe	500 S. COUNTY RD (EVERGLADES CLUB)	TPB	POND
88	Pipe	102 JUNGLE RD	TPB	Ocean
89	Pipe	260 VIA BELLARIA	PRIVATE	LW Intracoastal
90	Pump	170 CLARENDON AVE	TPB	LW Intracoastal
91	Pipe	212 VIA PALMA	PRIVATE	LW Intracoastal
92	Pipe	270 ALGOMA RD	PRIVATE	LW Intracoastal
93	Pipe	176 KINGS RD	TPB	LW Intracoastal
94	Pipe	185 WOODBRIDGE RD	TPB	LW Intracoastal
95	Pipe	1170 S OCEAN BLVD	DOT-State Owned	LW Intracoastal
96	Pipe	400 REGENTS PARK RD	TPB	LW Intracoastal
97	Pipe	1220 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
98	Pipe	1450 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
101	Pipe	19 SLOANS CURVE DR	DOT-State Owned	LW Intracoastal
102	Pipe	2035 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
103	Pipe	2000 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
104	Pipe	2171 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
105	Pipe	2185 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
106	Pipe	2275 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
107	Pipe	2310 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
109	Pipe	2345 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
110	Pipe	2505 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
111	Pipe	2560 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
112	Pipe	2600 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
113	Pipe	2660 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal

OBJECTID	Type	Comments	Owner	DrainBasin
114	Pipe	2720 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
115	Pipe	2773 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
116	Pipe	2778 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
117	Pipe	2784 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
118	Pipe	2840 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
119	Pipe	South side of Lake Worth Rd near Bridge	DOT-State Owned	LW Intracoastal
120	Pipe	3001 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
121	Pipe	3030 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
122	Pipe	S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
123	Pipe	S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
124	Pipe	3100 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
125	Pipe	3120 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
126	Pipe	3140 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
127	Pipe	3170 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
128	Pipe	3230 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
129	Pipe	3300 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
130	Pipe	3300 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
131	Pipe	3390 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
132	Pipe	3400 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
133	Pipe	3440 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
134	Pipe	3440 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
135	Pipe	3450 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
136	Pipe	3474 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
137	Pipe	2345 S. OCEAN BLVD	TPB	LW Intracoastal
138	Pipe	2308 IBIS ISLE	TPB	LW Intracoastal
139	Pipe	2190 N. IBIS WAY	TPB	LW Intracoastal
140	Pipe	2228 S. IBIS WAY	TPB	LW Intracoastal
141	Pipe	2150 IBIS ISLE	TPB	LW Intracoastal
142	Pipe	11 LAGOMAR RD	TPB	LW Intracoastal
143	Pipe	8 LAGOMAR RD	TPB	LW Intracoastal
145	Pipe	235 VIA VIZCAYA	PRIVATE	LW Intracoastal
148	Pipe	210 VIA DEL MAR	TPB	LW Intracoastal
150	Pump	310 MEDITERRANEAN RD	TPB	LW Intracoastal
151	Pipe	936 N LAKE WAY AND JAMAICA LN	TPB	LW Intracoastal
152	Pipe	760 COUNTRY CLUB	PRIVATE	LW Intracoastal
155	Pump	100 BRADLEY PL	TPB	LW Intracoastal



OBJECTID	Type	Comments	Owner	DrainBasin
163	Pump	15 S LAKE TRL AND SEAVIEW AVE	TPB	LW Intracoastal
190	Pipe	100 EL VEDADO RD	TPB	Ocean
192	Pipe	801 S COUNTY RD	TPB	Ocean
194	Pipe	850 S. OCEAN BLVD	TPB	Ocean
195	Pipe	870 S. OCEAN BLVD	TPB	Ocean
197	Pipe	179 VIA DEL LAGO	DOT-State Owned	LW Intracoastal
198	Pipe	174 VIA DEL LAGO	PRIVATE	LW Intracoastal
199	Pipe	1500 S. OCEAN BLVD	DOT-State Owned	Ocean
109000	Pipe	2345 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
137000	Pipe	2345 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
1000	Pump	2 WINDSOR CT	Private Owned	D-8
2000	Pipe	210 VIA TORTUGA	Private Owned	P-002
4000	Pipe	1 VIA LOS INCAS	Private Owned	P-004
5000	Pipe	150 BRADLEY PL (BILTMORE HOTEL)	Private Owned	P-005
200	Pipe	727 ISLAND DR	TPB	LW Intracoastal
201	Pipe	751 ISLAND DR	TPB	LW Intracoastal
98000	Pipe	1255 S. OCEAN BLVD	DOT-State Owned	LW Intracoastal
192000	Pipe	720 S. OCEAN BLVD	TPB	Street then to Ocean
68000	Pipe	738 S. COUNTY RD	DOT-State Owned	LW Intracoastal
68001	Pipe	240 BANYAN RD	DOT-State Owned	LW Intracoastal
197	Pipe	174 VIA DEL LAGO	PRIVATE	LW INTRACOASTAL

Descript	Status	Size
12' PVC 10"	Active	
18" RCP 260'	Active	
D-2 Three 30" PVC Pipes	Active	30,000 GPM
D-10	Active	78,000 GPM
240' 30" RCP	Active	
191' SS-24"	Active	
D-8	Active	30,000 GPM
4" PVC TO LAKE (Owners Line)	Active Private	
250' RCP 10"	Active	
24" VCP 200'	Active	
D-3 54" PVC	Active	12" Dia
D-12	Active	93,000 GPM
SS-36 CMP	Active Private	
410' Slip Line 36"	Active	
No Data	Active	
SS-10 VCP 695'	Active Private	
12" SS GALV	Active	
24" SS RCP	Active Private	
D-6	Active	104,000 GPM
8" RCP 28'	Active	
8" RCP 35'	Active	
10" CMP 15'	Active	
10" CMP 15'	Active	
170' - 10" CMP	Active	
SS-18	Active Private	
6" PVC 5'	Active	
2.5" PVC 5'	Active	
155'-12" VCP	Active	
155'-12" VCP	Active	
No Data	Active Private	
No Data	Active Private	
D-7	Active	104,000 GPM
10" CMP 12'	Active	
10.5' STEEL 6"	Active	
125' CMP 24"	Active	
12" PVC 10'	Active	

Descript	Status	Size
D-18	Active	16,000 GPM
No Data	Active Private	
D-16	Active	16,000 GPM
155'-12" PVC	Active	
155'-12" CIP	Active	
4" PVC	Active	
No Data	Active Private	
No Data	Active Private	
SS-24	Active Private	
No Data	Active Private	
FROM THE BREAKERS PUMP STATION	Active Private	
SS-24	Active Private	
No Data	Active	
RCP 12"	Active	
No Data	Active Private	
D-17 PUMP STATIONS THREE PUMPS	Active	
No Data	Active Private	
No Data	Active Private	
165'	Active	
104' RCP	Active	
No Data	Active Private	
24"-ADS-260'	Active	
24"-RCP-245'	Active Private	
No Data	Active Private	
SS-18	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
No Data	Active Private	
No Data	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	

Descript	Status	Size
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
SS-24	Active Private	
No Data	Active Private	
Lakeworth Gravity to DOT	Active Private	
No Data	Active Private	
No Data	Active Private	
Lakeworth Gravity to DOT	Active Private	
Lakeworth Gravity to DOT	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
SS-24	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
142'-PVC-30"	Active Private	
No Data	Active Private	
16" ADS 43'	Active	
130'-SS-16"	Active	
129'-VCP-15"	Active	
128'-VCP-15"	Active	
12" VCP AT WALL SS-173 OF STEEL PIPE	Active	
105' 15" PVC	Active	
100' 12" PVC	Active	
SS-12 250' RCP	Active Private	
No Data	Active	
D-9 165' RCP 60"	Active	50,000 GPM
no outfall symbol	Active	
15" CMP TO LAKE (HUDRAULIC SYSTEM)	Active Private	
S-2	Active	

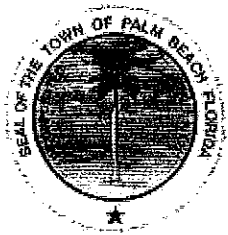
Descript	Status	Size
D-14	Active	93,000 GPM
10" RCP 15'	Active	
4" VCP 40'	Active	
12" CIP 65'	Active	
8" CIP 40'	Active	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	
Gravity to D-8	Active Private	
Gravity to D-4	Active Private	
Gravity to D-4	Active Private	
No Data	Active Private	
155' 14" PVC	Active	
155' 12" RCP	Active	
No Data	Active Private	
6" VCP 42'	Active	
No Data	Active Private	
No Data	Active Private	
No Data	Active Private	

DrainageID	BASIN	LOCATION	SystemOwnr	DischrgOwn	RecvgWater
2	D-2	ANGLER AVE TO LA PUERTA WAY	TPB MS4	TPB	Lake Worth Intracoastal
3	D-10	LA PUERTA WAY TO BAHAMA LN	TPB MS4	TPB	Lake Worth Intracoastal
6	D-12	WELL RD TO ROYAL POINCIANA WAY	TPB MS4	TPB	Lake Worth Intracoastal
7	D-14	PENDLETON AVE TO ROYAL PALM WAY	TPB MS4	TPB	Lake Worth Intracoastal
8	D-15	ROYAL PALM WAY TO GOLFVIEW RD,HAMMON AVE	TPB MS4	TPB	Lake Worth Intracoastal
9	D-18	EL BRAVO WAY TO EL BRILLO WAY	TPB MS4	TPB	Lake Worth Intracoastal
10	D-16	EL VEDADO RD TO JUNGLE RD	TPB MS4	TPB	Lake Worth Intracoastal
11	D-17	UTIL EASEMENT BEFORE VIA VIZCAYA TO CLARENDON AVE	TPB MS4	TPB	Lake Worth Intracoastal
1	D-9	E INLET DR TO ANGLER AVE	TPB MS4	TPB	Lake Worth Intracoastal
4	D-8	COUNTRY CLUB RD TO WEST INDIES DR	TPB MS4	TPB	Lake Worth Intracoastal
12	P-001	WINDSOR COURT TO D-8	NON-MS4	PRIVATE	D-8
13	P-002	PHIPPS ESTATE TO D-4	NON-MS4	PRIVATE	D-4
16	P-005	BILTMORE HOTEL TO D-12	NON-MS4	PRIVATE	D-12
15	P-004	VIA LOS INCAS TO D-4	NON-MS4	PRIVATE	D-4
17	P-006	ONE BUILDING 450 ROYAL POINCIANA WAY TO D-15	NON-MS4	PRIVATE	D-15
18	T-001	ROYAL POINCIANA WAY	TPB MS4	TPB	Town to DOT
5	D-3,D-4	VIA LINDA TO CORAL LN	TPB MS4	TPB	D-3, D-4
0	T-002	2345 S. OCEAN BLVD	TPB MS4	TPB	Lake Worth Intracoastal
0	P-007	BREAKERS GOLF COURSE BASIN	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-008	ALGOMA RD	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	T-005	KINGS RD	TPB MS4	TPB	Lake Worth Intracoastal
0	T-006	WOODBRIIDGE RD	TPB MS4	TPB	Lake Worth Intracoastal
0	P-011	MIDDLE RD	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-009	VIA MARINA	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-003	ROYAL POINCIAN PLAZA	NON-MS4	PRIVATE	Lake Worth Intracoastal
1	P-006	PENDLETON LN	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-012	EVERGLADE CLUB	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-010	EVERGLADE CLUB	NON-MS4	PRIVATE	Lake Worth Intracoastal
0	P-007	BREAKERS GOLF COURSE BASIN	NON-MS4	PRIVATE	Lake Worth Intracoastal
7	D-14	PENDLETON AVE TO ROYAL PALM WAY	TPB MS4	TPB	Lake Worth Intracoastal
8	D-15	ROYAL PALM WAY TO GOLFVIEW RD,HAMMON AVE	TPB MS4	TPB	Lake Worth Intracoastal
11	D-17	UTIL EASEMENT BEFORE VIA VIZCAYA TO CLARENDON AVE	TPB MS4	TPB	Lake Worth Intracoastal
10	D-16	EL VEDADO RD TO JUNGLE RD	TPB MS4	TPB	Lake Worth Intracoastal
9	D-18	EL BRAVO WAY TO EL BRILLO WAY	TPB MS4	TPB	Lake Worth Intracoastal
0	D-001		DOT		

DrainageID	BASIN	LOCATION	SystemOwnr	DischrgOwn	RecvgWater
0	D-001		DOT		
4	D-8	COUNTRY CLUB RD TO WEST INDIES DR	TPB MS4	TPB	Lake Worth Intracoastal
5	D-3,D-4	VIA LINDA TO CORAL LN	TPB MS4	TPB	D-3, D-4
5	D-3,D-4	VIA LINDA TO CORAL LN	TPB MS4	TPB	D-3, D-4
0	T-003		TPB MS4	TPB	Lake Worth Intracoastal
0	T-004		TPB MS4	TPB	Lake Worth Intracoastal
0	D-001		DOT		
0	T-007	ISLAND DR	TPB MS4	TPB	Lake Worth Intracoastal
0	T-008	REGENTS PARK RD	TPB MS4	TPB	Lake Worth Intracoastal
0	T-009	OCEANVIEW RD	TPB MS4	TPB	Lake Worth Intracoastal
0	T-010	LAGOMAR RD	TPB MS4	TPB	Lake Worth Intracoastal
0	T-011	IBIS ISLE	TPB MS4	TPB	Lake Worth Intracoastal

## **ATTACHMENT #3**





# **TOWN OF PALM BEACH**

## **Standard Operating Procedures**

### **Part III.A.1**

- (a) Pipes/Culverts – Structural Control Inspection**
- (b) Control Structures – Structural Control Inspection**
- (c) Major Stormwater Outfalls – Structural Control Inspection**
- (d) Pollution Control Device – Structural Control Inspection**
- (e) Stormwater Pump Station – Structural Control Inspection**
- (f) Wet Detention System – Structural Control Inspection (not utilized in MS4)**
- (g) Conveyance (Ditch & Canal) System – Structural Control Inspection (not utilized in MS4)**
- (h) Dry Detention / Retention System – Structural Control Inspection (not utilized in MS4)**
- (i) Swale System – Structural Control Inspection (not utilized in MS4)**

### **Part III.A.3**

**Litter Control Program**

**Street Sweeping**

**Maintenance/Equipment Yard Practices and Inspections**

### **Part III.A.5**

**Municipal Waste TSD Facility Procedures**

### **Part III.A.7.c**

**Proactive Illicit Discharge Inspections**

**Reactive Illicit Discharge Inspection Program**

**Illicit Discharge Training Plan**

### **Part III.A.7.d**

**Spill Prevention & Response Procedures**

**Spill Prevention & Response Training Plan**

### **Part III.A.7.g**

**Plan to Eliminate Wastewater Contamination in Stormwater**

### **Part III.A.8**

**High Risk Facilities Inspection Program**

### **Part III.A.9.a**

**Site Plan Review Procedures**

### **Part III.A.9b**

**Construction Site Inspection Plan and Inspection Form**

**Roadway Maintenance Practices to Reduce Pollutants to MS4**

## **Part III.A.1(a)**

### **Pipes/Culverts and Inlets/Manholes – Structural Control Inspection Standard Operational/Maintenance/Documentation Protocol**

There are 31 miles of pipe that are part of our MS4. This value and the locations on the GIS 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 in a geographic information system (GIS) map which has previously been submitted.

There are 1640 inlets/catch basins/manholes that are part of our MS4. Each structure has a unique identification. This information is stored in a geographic information system (GIS). or on hardcopy maps of the system.

#### **Inspections:**

At least 10% of the total number of linear feet of pipe/culvert is inspected each year. Inlets and catchbasins are inspected quarterly. Manholes associated with a pipe/culvert system are inspected concurrently. Visual inspections are conducted in accordance with the checklist/procedure that follows. Inspection forms are not used. The GIS or hard copy 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.

#### **Maintenance:**

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

##### **Inlets and Catchbasins (quarterly)**

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Remove barnacles and/or other marine life and dispose of properly.

##### **Manholes and pipes (minimum 10% annually)**

1. Remove trash and debris and dispose of properly.
2. Remove accumulated vegetative matter and dispose of properly.
3. Remove accumulated sediment and dispose of properly.
4. Remove barnacles and/or other marine life and dispose of properly.

**Documentation:** Inspection forms are maintained by Public Works Water Resources Division

## **Part III.A.1(b)**

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

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

Control structures that associated with pipe networks and/or canals (weirs, operable gates, etc. ) are inspected in conjunction with the pump station they serve.. There are 13 stand-alone control structures associated with Town Stormwater pumping stations and major outfalls that are part of our MS4. This information is stored in a geographic information system (GIS) map which has previously been submitted.

#### **Inspections:**

Stand-alone control structures (as Major Storwater Outfalls) are inspected weekly, or more frequently after major rainfall events.

The anticipated inspection schedule follows.

D-2	weekly
D-3	weekly
D-4	weekly
D-6	weekly
D-7	weekly
D-8	weekly
D-9	weekly
D-10	weekly
D-12	weekly
D-14	weekly
D-16	weekly
D-17	weekly

#### **Maintenance:**

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

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

#### **Documentation:**

The documentation for the inspection and maintenance activities related to control structures is the Town of Palm Beach Water Resources Division Storm Water Pumping Station Weekly Inspection Checklist.

# Town of Palm Beach Water Resources Division

## Storm Water Pumping Station

### Weekly Inspection Checklist

Facility ID: \_\_\_\_\_

Date	Grease/Oil	Sand/debris	Floatables	Operation	Action Req	Action Taken	Insp
Oct/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Nov/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Dec/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Jan/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Feb/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Mar/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Apr/2012							
Week 1							
Week 2							
Week 3							
Week 4							
May/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Jun/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Jul/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Aug/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Sep/2012							
Week 1							
Week 2							
Week 3							
Week 4							

## **Part III.A.1(c)**

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

There are 13 major stormwater outfalls (MSWOs) that are part of our MS4. A MSWO is defined as:

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

Major Outfalls are inspected in conjunction with the pump station they serve. The MSWOs within the MS4. This information is stored in a geographic information system (GIS) map which has previously been submitted.

#### **Inspections:**

MSWOs are inspected weekly, or more frequently after major rainfall events.

The anticipated inspection schedule follows.

D-2 weekly  
D-3 weekly  
D-4 weekly  
D-6 weekly  
D-7 weekly  
D-8 weekly  
D-9 weekly  
D-10 weekly  
D-12 weekly  
D-14 weekly  
D-16 weekly  
D-17 weekly

#### **Maintenance:**

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

Remove trash and debris and dispose of properly.

Remove accumulated vegetative matter and dispose of properly.

Remove accumulated sediment and dispose of properly.

Maintain earthen bank adjacent to the discharge pipe or headwall.

Maintain the headwall at the outfall, if applicable.

Repair/replace pipe if needed.

# Town of Palm Beach Water Resources Division

## Major Outfalls Weekly Inspection Checklist

Facility ID: \_\_\_\_\_

Date	Sand/debris	Barnacles	Rip Rap/Headwall/Erosion	Action Req	Action Taken	Insp
Oct/2011						
Week 1						
Week 2						
Week 3						
Week 4						
Nov/2011						
Week 1						
Week 2						
Week 3						
Week 4						
Dec/2011						
Week 1						
Week 2						
Week 3						
Week 4						
Jan/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Feb/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Mar/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Apr/2012						
Week 1						
Week 2						
Week 3						
Week 4						
May/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Jun/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Jul/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Aug/2012						
Week 1						
Week 2						
Week 3						
Week 4						
Sep/2012						
Week 1						
Week 2						
Week 3						
Week 4						

## **Part III.A.1(d)**

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

There are 13 pollution control devices (PCDs) that are part of our MS4. The pollution control devices are inspected in conjunction with the pump station they serve. This information is stored in a geographic information system (GIS) map which has previously been submitted.

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

#### **Inspections:**

PCDs are inspected weekly, unless historic operations indicate that a less or more frequent inspection schedule is needed for particular PCDs.

The anticipated inspection schedule follows.

D-2	weekly
D-3	weekly
D-4	weekly
D-6	weekly
D-7	weekly
D-8	weekly
D-9	weekly
D-10	weekly
D-12	weekly
D-14	weekly
D-16	weekly
D-17	weekly

#### **Maintenance:**

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

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

# Town of Palm Beach Water Resources Division

## Pollution Control Devices Weekly Inspection Checklist

Facility ID: \_\_\_\_\_

Date	Sand/debris/trash	Condition	Action Req	Action Taken	Insp
Oct/2011					
Week 1					
Week 2					
Week 3					
Week 4					
Nov/2011					
Week 1					
Week 2					
Week 3					
Week 4					
Dec/2011					
Week 1					
Week 2					
Week 3					
Week 4					
Jan/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Feb/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Mar/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Apr/2012					
Week 1					
Week 2					
Week 3					
Week 4					
May/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Jun/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Jul/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Aug/2012					
Week 1					
Week 2					
Week 3					
Week 4					
Sep/2012					
Week 1					
Week 2					
Week 3					
Week 4					



## **6. Part III.A.1**

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

There are 13 stormwater pump stations (SWPSs) that are part of our MS4. This information is stored in a geographic information system (GIS) map which has previously been submitted.

#### **Inspections:**

SWPSs are inspected weekly, or more frequently if historic operations indicate that it's needed for a particular SWPS

The anticipated inspection schedule follows.

D-2	weekly
D-3	weekly
D-4	weekly
D-6	weekly
D-7	weekly
D-8	weekly
D-9	weekly
D-10	weekly
D-12	weekly
D-14	weekly
D-16	weekly
D-17	weekly

#### **Maintenance:**

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

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

Town of Palm Beach Water Resources Division  
Storm Water Pumping Station  
Weekly Inspection Checklist

Facility ID: \_\_\_\_\_

Date	Grease/Oil	Sand/debris	Floatables	Operation	Action Req	Action Taken	Insp
Oct/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Nov/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Dec/2011							
Week 1							
Week 2							
Week 3							
Week 4							
Jan/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Feb/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Mar/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Apr/2012							
Week 1							
Week 2							
Week 3							
Week 4							
May/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Jun/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Jul/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Aug/2012							
Week 1							
Week 2							
Week 3							
Week 4							
Sep/2012							
Week 1							
Week 2							
Week 3							
Week 4							

**Part III.A.1(f)**

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

There are no wet detention systems that are part of the Town MS4.

**Part III.A.1(g)**

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

There are no ditches and/or canals that are part of the Town MS4.

**Part III.A.1(h)**

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

There are no dry detention systems or dry retention systems that are part of the Town MS4.

**Part III.A.1(i)**

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

There are no swales that are part of the Town MS4.

## **Part III.A.3**

### **Litter Control Program**

The Town of Palm Beach does not have a formal litter control program in effect at this time. The Town has an inclusive street sweeping program which is documented within the SOPs. The majority of the rights of way within the Town extend only to the edge of pavement. Areas adjacent to the rights of way are maintained by adjacent property owners. Due to the nature and extent of private property maintenance there is no evidence to suggest that a litter control program by the Town would be cost effective or beneficial as a method of reducing pollutant discharges from the MS4.

## **Part III.A.3**

### **Maintenance/Equipment Yard Practices And Inspections**

The Town owned vehicle maintenance facility is not located within the MS4. The facility is located within the City of West Palm Beach. The following are the SOP in effect.

#### **General Housekeeping:**

Spill Prevention Control and Countermeasure (SPCC) Plan up-to-date, and implemented.

Adequate stockpiles of spill cleanup materials are readily available and accessible.

Work area are kept clean and orderly.

Leaks and drips are spot cleaned routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.

Leaks, drips, and other spills are cleaned with as little water as possible. Rags are used for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.

The following three-step method is used 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:**

Vehicle refueling is not done on-site.

#### **Vehicle/Equipment Washing:**

Off-site washing and cleaning facilities are used for vehicle cleaning.

#### **Vehicle/Equipment Repair:**

Vehicle maintenance and repair activities are located indoors.

If temporary work is being conducted outside, a tarp, ground cloth, or drip pans beneath the vehicle or equipment is used 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 (e.g. 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:**

Materials and wastes are stored under cover or within covered containers.

Raise the containers off the ground by use of pallet or 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 (e.g., radiators, axles) is to be stored outdoors, 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 form is used for the inspection of the Town of Palm Beach Equipment Yard/Vehicle Maintenance Facility on a monthly basis.

## Equipment Yard/Maintenance Shop Inspection Form

Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Address: \_\_\_\_\_

If site discharges to MS4, provide: Latitude/Longitude of discharge point: \_\_\_\_\_  
and receiving water body: \_\_\_\_\_

YES NO N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Materials/chemicals are stored, handled, and discarded in a manner to reduce the potential risk of spills entering the MS4   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A spill kit is on site   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outfalls, inlets, and outlets of stormwater treatment systems are free of debris/pollutants  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage tanks are clearly marked, properly contained, and protected from potential damage  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor manufacturing areas are properly maintained and free of spills or debris   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor stockpile/material handling areas are properly maintained and the materials are properly contained (i.e., no potential to leak or leach pollutants)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash and debris areas are conspicuous and properly protected from stormwater runoff   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fueling stations are free of petroleum product spills/leaks  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The site was free of any visual indication of potential illicit connection/illicit discharge to the MS4. If no, note type of indication:<br><br>Odor <input type="checkbox"/> Color <input type="checkbox"/> Foam <input type="checkbox"/> Sheen <input type="checkbox"/> Surface Scum <input type="checkbox"/> Solids <input type="checkbox"/> Turbidity <input type="checkbox"/> |

## **Part III.A.5**

### **Municipal Waste TSD Facility Procedures**

The Town of Palm Beach operates a waste transfer facility located on Pinewalk Trail. No other waste transfer facilities are located within the MS4.

Necessary control measures have been put in place at each facility to ensure that any potential pollution of stormwater runoff from these facilities is minimized or prevented.

Site inspections are conducted monthly, using the attached inspection form.

## **Part III.A.7.c**

### **Proactive Illicit Discharge Inspections**

#### **Proactive Inspection Program**

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

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

-

Portions of the MS4 that have a reasonable potential of containing illicit discharges/connections/dumping are inspected. The FDEP has indicated that this should be considered to be the commercial and industrial zoned areas/properties within your MS4 contributing area. Commercial zoned areas within the Town consist primarily of restaurant and retail facilities. There is no industrial zoning within the Town.

- FDEP allows these inspections to be combined with other inspection programs, but the inspections must include specific inspection for potential stormwater contamination.

#### **Proactive Inspections Written Program Components**

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

## **Proactive Inspection Program**

### **1. Procedure and Criteria for identifying priority areas/facilities**

Within the Town priority areas for inspection should include:

- Areas with older infrastructure
- Commercial, or mixed use areas
- Areas with history of past illicit discharges and/or illegal dumping
- Areas with on-site sewage disposal systems (no on-site sewage disposal within Town)
- Areas upstream of sensitive or impaired water bodies (no impaired water bodies )

The attached map depicts the extent of our MS4 contributing area; areas zoned as industrial, commercial or mixed use; areas with on-site septic systems; and, currently identified impaired water body segments. Facilities that have been identified as the source of illicit discharges in the past are also noted on the map. "Older infrastructure" is not indicative of an increased potential to contain incidences of illicit discharges/connections/dumping.

### **2. List of identified priority areas/facilities**

A list (or, An attached map) of the priority proactive inspection area/facilities follows.

Priority facilities are checked against the list of facility types associated with the FDEP MSGP Sectors (see attached list) to determine their need to be covered by a 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. Initial inspections will take place prior to the end of September 2012.

### **4. Procedure for conducting site inspections (include checking for MSGP)**

Priority Facility inspections: For proactive facility inspections, the trained inspector conducts an unannounced visit to the facility. A standardized inspection form is used (see attached).

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

Illicit discharge inspections shall be conducted by trained Town of Palm Beach Public Works staff, including staff from the Water Resources Division and Engineering Division.



## **Part III.A.7.c**

### **Reactive Illicit Discharge Inspection Program**

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

This permit element requires a written **reactive investigation program** for suspected illicit discharges that are reported by others.

#### **Reactive Investigation Written Program Components**

Procedure for tracing source of discovered or suspected illicit discharge

Procedure for eliminating the discharge

Procedure for documenting the inspections and enforcement activities

(See form)

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

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

Description of resources allocated to implement this permit element

## Reactive Inspection Program

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

Date suspected illicit was reported: \_\_\_\_\_

Date of investigation: \_\_\_\_\_

MS4 potential Receiving system: \_\_\_\_\_

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

Verification of problem: \_\_\_\_\_

Type of discharge/connection/dumping: \_\_\_\_\_

Determined Source: \_\_\_\_\_

Type of enforcement action taken: \_\_\_\_\_

Date to verify elimination: \_\_\_\_\_

Date of Referral to FDEP of facility that may require MSGP: \_\_\_\_\_

**Reactive Illicit Discharge/Illegal Connection Inspection Form**

Date of Inspection: \_\_\_\_\_

Address of Facility OR General Description of Area Inspected: \_\_\_\_\_

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

If Facility inspection, does type of business require an MSGP?      Yes\_\_\_ No\_\_\_  
If yes, does this facility have one?                                      Yes\_\_\_ No\_\_\_

**Findings:**

Evidence of illicit connections to storm sewer?	Yes___ No___
Evidence of dumping/spills to storm sewer?	Yes___ No___
Evidence of wash water going to storm sewer?	Yes___ No___
Storage tanks leaking or improperly contained?	Yes___ No___
Stockpiles/debris piles uncontained?	Yes___ No___

If "yes," to any above, describe:

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Type of Enforcement Action Taken: \_\_\_\_\_

Date to verify elimination: \_\_\_\_\_

Date of Referral to FDEP of facility that may require MSGP: \_\_\_\_\_

## **Part III.A.7.c**

### **Illicit Discharge Training Plan**

## **Part III.A.7.d**

### **Spill Prevention & Response Procedures**

Following are the Town of Palm Beach procedures for preventing and responding to spills within our jurisdictional area.

#### **Procedure**

1. Based on training received, the initial responder identifies whether or not the spill requires that a call be made to a supervisor or the Fire Department. In either case immediately follow any instructions given.
2. If appropriate, take steps to contain the spill in order to eliminate or minimize the possibility of the spilled substance entering the storm sewer system. If hazardous materials are suspected do not approach the spilled material. Prevent others from approaching the spill area until qualified personnel arrive on-site.
3. If within your authority, clean up the spill. Rely on training to determine the appropriate method for spill clean-up.
4. Follow up with documentation on any spill incident.

#### **Documentation**

Spills and the follow-up responses are documented in the Town of Palm Beach spill response log.

## **Part III.A.7.d**

### **Spill Prevention & Response Training Plan**

Following is the Town of Palm Beach plan for training the appropriate personnel in preventing and responding to spills within our jurisdictional area.

#### **The following personnel shall receive annual training:**

Public Works Water Resources Division staff

Public Works Streets Bureau staff

Public Works Engineering Division staff

#### **Topics**

The information covered by the training includes:

Practices to prevent spills

How to recognize & assess the nature of a spill

How to contain a spill

How to report a spill that is hazardous, too large to manage, or threatens a water body

**Method**

The training is presented via EXCAL or other approved employee training videos. The primary videos for spill prevention & response are "Spills & Skills" and "Controlling Oil: Spill Prevention, Control & Countermeasure." Training videos shall be presented at the place of employment. In addition employees make take advantage of training provided by the MS4 Steering Committee on an annual basis. A question and answer period follows the training video.

**Schedule**

The training is presented annually.

**Training Documentation**

Attendance at the training session is documented by sign-in sheets.

**Part III.A.8****High Risk Facilities Inspection Program**

Section III.A.8.a – Industrial and High Risk Runoff – Identification of Priorities and Procedures for Inspection

This permit element requires a written plan for **conducting inspections of high risk facilities** to determine compliance with all appropriate aspects of the stormwater program.

High Risk facilities have been defined as:

- Operating municipal landfills
- Hazardous waste treatment, storage, disposal and recovery facilities
- Facilities that are subject to EPCRS Title III, Section 313 (Toxics Release Inventory)
- Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c. of the permit.
- Based on EPA data there is one (1) high risk facility located within the Town of Palm Beach MS4.

1. Palm Beach County Public Elementary, 239 Cocoanut Row, Palm Beach, FL

**High Risk Facility Written Program Components**

An up-to-date inventory that includes the outfall location of each high risk facility and the surface water body into which the facility discharges

Procedure for prioritizing the inventory for inspection

Procedure for conducting site inspections (include checking for MSGP)

Procedure for addressing non-compliant discharges

Procedure for documenting the inspections and enforcement activities

(See form)

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

Schedule for the training of inspectors

Description of resources allocated to implement this permit element

## **High Risk Facility Inventory and Inspection Program (Written Procedures)**

### **6. An up-to-date inventory**

The inventory is updated as follows:

- Municipal landfills are located using the Palm Beach County Solid Waste Authority website ([www.swa.org](http://www.swa.org)).
- Hazardous Waste TSDR facilities are located using the EPA's envirofacts website ([www.epa.gov/enviro/](http://www.epa.gov/enviro/)).
- Facilities subject to EPCRA Title III, Section 313 are located using EPA's Toxic Release Inventory ([www.epa.gov/tri](http://www.epa.gov/tri)).
- Additional facilities are added as deemed appropriate during the proactive inspections for illicit discharges.

The inventory includes the following information about each facility:

Name  
Address  
Latitude/Longitude (optional)  
Source of listing  
Type (landfill, HWTSDR, TRI sites, other)  
Priority

The inventory is updated annually.

### **7. Procedure Prioritizing Facilities**

Facilities that have had recent reported releases or that were added to the high risk facility inventory as a result of a pro-active inspection for illicit discharges are given top priority (Priority = 1). Facilities that are in the will be given secondary priority (Priority = 2).

### **8. Procedure for conducting site inspections (include checking for MSGP)**

All High Risk facilities are inspected once within the Permit Term. Inspection forms (see attached) are generated for the facilities to be inspected. Information available ahead of time is filled in before going into the field. At this time the facilities to be inspected are compared to the list of business types that require an MSGP. If a facility appears to be required to have coverage under an MSGP, it is noted on the inspection form and will be checked at the facility at the time of the inspection.

The inspector conducts an unannounced visit to the facility. A standardized inspection form is used to determine any stormwater non-compliance issue.

### **9. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)**

The ...

### **10. Procedure for documenting the inspections and enforcement activities**

(See Inspection Form)

### **11. Identification of staff /department/outside entity responsible for inspections and for enforcement**

The following staff members are responsible for the high risk facility inspections and enforcement activity.

Name	Department
Doug Terry	PW Water Resources Division
Martin Gauthier	PW Engineering Division

## 12. Schedule for Training Inspectors

Annual training is provided for individuals whose job responsibility it is to conduct high risk facility inspections. The training is concurrent with the training for the Pro-active illicit discharge inspection program.

## High Risk Facility Inspection Form

Date of Inspection: \_\_\_\_\_

Name of Business or Owner: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Identification of MS4 component that could receive discharge from this site: \_\_\_\_\_

Does type of business require an MSGP? Yes \_\_\_ No \_\_\_

If yes, does this facility have one? Yes \_\_\_ No \_\_\_

Findings:

Evidence of illicit connections to storm sewer? Yes \_\_\_ No \_\_\_

Evidence of dumping/spills to storm sewer? Yes \_\_\_ No \_\_\_

Evidence of wash water going to storm sewer? Yes \_\_\_ No \_\_\_

Storage tanks leaking or improperly contained? Yes \_\_\_ No \_\_\_

Stockpiles/debris piles uncontained? Yes \_\_\_ No \_\_\_

If "yes," to any above, describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Enforcement Action Taken: \_\_\_\_\_

Date to verify elimination: \_\_\_\_\_

Date of Referral to FDEP of facility that may require MSGP: \_\_\_\_\_



## **Part III.A.9b**

### **Construction Site Inspection Plan and Inspection Form**

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

#### **Timing**

Construction site inspections are conducted:

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

#### **Site Priority**

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

#### **Inspection Procedure**

Inspections are the responsibility of Public Works Department 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 on file at the Public Works Department, 951 Old Okeechobee Road, West Palm Beach, FL 33401.

#### **Enforcement**

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

1. Notice of Violation with time frame for compliance. Issued by construction site inspector.
2. Fines will be levied as authorized in "Standards Applicable to Public Works Right of Way and Easements within the Town of Palm Beach, Latest Revision" (the Right of Way Manual).
3. Stop work order. Issued by directive of Department Director, Public Works Department.

## Construction Site Inspection Form

Date of Inspection: \_\_\_\_\_

Address: \_\_\_\_\_

Lat/Long of discharge point: \_\_\_\_\_ Receiving water body: \_\_\_\_\_

Project owner: ☐ Private \_\_\_\_\_

☐ Town of Palm Beach

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion & Sedimentation Controls are installed as shown on plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion is being controlled on site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sedimentation is being contained on site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No indication of sedimentation leaving the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWPP & completed inspection forms are on site & available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior non-compliance issues have been addressed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All other sources of pollution are being controlled.

Comments:

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**Site Plan Review Procedures**

Site Plan Reviews are required for all projects for which a site work permit is issued within the Town of Palm Beach.

Application packages for building/site work permits include notification 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)* where required.

Site Plan Reviews are typically conducted upon application to the Town of Palm Beach Building Department for a building permit or site work permit. Personnel in the Public Works Engineering Division conduct the reviews. Current local criteria are used as the guideline for review of the temporary and permanent stormwater treatment practices that are being proposed by the site plan.

Applicants for a building permit or site work permit are advised that coverage under the Construction Generic Permit may be required when applicable. 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 applicable.

The following checklist is used when performing site plan reviews:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work requires coverage under CGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed work appears to require an ERP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed temporary stormwater sedimentation & erosion control BMPs meet Town Criteria.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed permanent stormwater BMPs meet Town Criteria
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of confirmed coverage under CGP provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ERP provided.

## **Roadway Maintenance Practices To Reduce Pollutants**

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

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

Minor repairs, 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 (e.g., 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.