



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

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

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

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: Town of Highland Beach		
B.	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000018-003 (Cycle 3)		
D.	Annual Report Year: ☐ Year 1 ☒ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Other, specify Year:		
E.	Reporting Time Period (month/year): 10 / 2011 through 9 / 2012		
F.	Name of the Responsible Authority: Kathleen D. Weiser		
	Title: Town Manager		
	Mailing Address: 3614 South Ocean Boulevard		
	City: Highland Beach	Zip Code: 33487	County: Palm Beach
	Telephone Number: (561) 278-4548		Fax Number: (561) 256-3582
	E-mail Address: kweiser@ci.highland-beach.fl.us		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Bill Moore		
	Title: Utility Maintenance Superintendent		
	Department: Public Works		
	Mailing Address: 3616 South Ocean Boulevard, second Floor		
	City: Highland Beach	Zip Code: 33487	County: Palm Beach
	Telephone Number: (561) 243-2084		Fax Number: (561) 279-9040
E-mail Address: bmoore@ci.highland-beach.fl.us			

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

A.	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? ☐ Yes ☐ No ☒ Not Applicable)
B.	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? ☐ Yes ☐ No ☒ Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? ☐ Yes ☐ No ☒ Not Applicable

SECTION III. MONITORING PROGRAM

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

- A. 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:

- B. Please see the Palm Beach County Joint Annual Report for the monitoring information.

- C. Attach a monitoring data summary, as required by the permit. Please see the joint annual report.

SECTION IV. FISCAL ANALYSIS

Total expenditures for the NPDES stormwater management program for the current reporting year: **\$13,798.00**

- A. *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: **\$14,998.00**

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	***DEP Note: Please complete Checklists A & B at the end of the tailored form.***
☐	☒	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.
☒	☐	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
☐	☒	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.
☐	☒	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.
☐	☒	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): Kathleen D. Weiser

Title: Town Manager

Signature: Kathleen D. Weiser

Date: 1/18/13

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				
	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. <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> 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. <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>				
	Type of Structure	Number of Activities Performed		Documentation / Record	Entity Performing the Activity
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities
	MS4 pipes / culverts (linear feet)	4655	995	21	3
	Inlets / catch basins / grates	89	89	100	4
	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.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

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Part III.A.2	Areas of New Development and Significant Redevelopment				
	Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations. <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. This provision DOES NOT APPLY to Indian Trail Improvement District (ITID), Northern Palm Beach County Improvement District (NPBCID), South Indian River Water Control District (SIRWCD), and FDOT.</i>	0	N/A	N/A	N/A
	Significant redevelopment projects reviewed				
	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		Palm Beach County MS4 Permit Year 2 – Additional Requirements	Public Works Department	Attached
	Year 4 ONLY: Attach the follow-up report on plan implementation		N/A	N/A	N/A
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 C. In addition, the permittee may choose its own units of measurement for the reporting items. 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	3 times per week (M,W,F)	Litter Collection Log	Public Works Department	Litter Control Program
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	21,952	South Ocean Blvd (A1A) Map	CH2MHILL	Attached
	PERMITTEE Litter Control Program: Estimated amount of litter collected (bags)	36 bags	Litter Collection Log	Public Works Department	Litter Control Program
	CONTRACTOR Litter Control Program: Frequency of litter collection	0	N/A	N/A	N/A
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	0	N/A	N/A	N/A
	CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	N/A

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	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. <u>DEP Note:</u> 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. Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards) Adopt-A-Road Program: Total miles cleaned Adopt-A-Road Program: Estimated amount of litter collected (cubic yards) 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. <u>DEP Note:</u> 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. <u>DEP Note:</u> 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.	0 0 0 0	N/A N/A N/A N/A	N/A N/A N/A N/A	No additional program needed N/A N/A N/A N/A
	Frequency of street sweeping Total miles swept (per year) Estimated quantity of sweeping material collected (cubic yards) Total nitrogen loadings removed (pounds) Total phosphorus loadings removed (pounds)	0 0 0 0	N/A N/A N/A N/A	N/A N/A N/A N/A	DOT maintains South Ocean Blvd., which is the major road that runs through the Town of Highland Beach. The remaining roads in the Town do not have curb and gutter therefore do not require street sweeping N/A N/A N/A N/A

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	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned 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. <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>		N/A	N/A	N/A
	Name of facility #1:	Number of Inspections			The Town of Highland Beach does not have any of this facilities
Part III.A.4	Flood Control Projects Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs. <i>DEP Note:</i> A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment. <i>DEP Note:</i> The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed. <i>DEP Note:</i> If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.				
	Flood control projects completed during the reporting period	0	Five Year Capital Improvements	Public Works Department	Projects started and completed on an as needed basis
	Flood control projects completed during the reporting period that did not include stormwater treatment	0	Five Year Capital Improvements	Public Works Department	Projects started and completed on an as needed basis

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	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		N/A	N/A	N/A
	Stormwater retrofit projects planned	0	N/A	N/A	N/A
	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
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit: • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. Report the number of applicable facilities and the number of the inspections conducted for each facility. <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>				
	Name of facility #1:	Number of Inspections			The Town of Highland Beach does not have any Municipal facilities
		0	N/A	N/A	
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	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. <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>				

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A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	0	N/A	N/A	This is contracted out
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	3	Pesticide/ Herbicide applicator license	Florida Department of Agriculture and Consumer Services	Rid-a-pest, Trugreen and Model Row
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	3	Pesticide/ Herbicide applicator license	Florida Department of Agriculture and Consumer Services	Rid-a-pest, Trugreen and Model Row
	PERSONNEL: Green Industry BMP Program training completed	0	N/A	N/A	No fertilizer applied by the contractor
	CONTRACTORS: Green Industry BMP Program training completed	0	N/A	N/A	N/A
	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 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. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</u>				
	<u>DEP Note:</u> This provision <u>DOES NOT APPLY</u> 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.				
	<u>DEP Note:</u> 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.				
	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		N/A	N/A	The Town of Highland Beach is not with in the impaired water body
	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.				
	<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.				

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	<u>DEP Note:</u> 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. <u>DEP Note:</u> 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: FYN PROGRAM FUNDING: Permittee Provides Funding? ☐ Yes ☒ No Amount of Funding = \$								
	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.							
	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). <u>DEP Note:</u> 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. <u>DEP Note:</u> 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	N/A				
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. <u>DEP Note:</u> 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. <u>DEP Note:</u> 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.								

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	<i>DEP Note: Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i>				
	Proactive inspections for suspected illicit discharges / connections / dumping	2	Proactive Illicit Discharge Inspections	Public Works Department	Performed twice at the Holiday Inn
	Illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	N/A
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	N/A
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	N/A	N/A	N/A
	Year 1 ONLY: Attach the written proactive inspection program plan		N/A	N/A	N/A
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	0	N/A	N/A	N/A
	Reactive investigations of reports of suspected illicit discharges / connections / dumping	0	Enforcement Action Log, Citizen Complaint Log for Possible Illicit Discharge and Log Spills Occurring at City facilities	N/A	None were found this reporting year
	Illicit discharges / connections / dumping found during a reactive investigation	0	N/A	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	N/A
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	N/A	N/A	N/A

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	During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).				
	<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	1	0	PBC NPDES Steering Committee	Training Video "Raincheck" March 21, 2012
	Contractors trained	0	0	N/A	N/A
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.				
	<i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i>				
	Hazardous and non-hazardous material spills responded to	0	Spill Response reporting Form	Delray Fire Department	No spills were found or reported
	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) and contractors on proper spill prevention, containment, and response techniques and procedures. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).				
	<i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i>				
		Initial Training	Refresher Training		
	Personnel trained	1	0	PBC NPDES Steering Committee	Training Video "Raincheck" March 21, 2012
	Contractors trained	0	0	N/A	N/A
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
	During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type				

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
	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).				
	<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. <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 except the first one if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.				
	Public education and outreach program				
	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.				
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control 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). <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. <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.				
	Public education and outreach program				
	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.				
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage 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.				
	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.				

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
	<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>. <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. <u>DEP Note:</u> Report only the SSOs and inflow / infiltration incidents into the MS4.	0	N/A	N/A	N/A
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	0	N/A	N/A	N/A
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	N/A	N/A	N/A
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	N/A	N/A	N/A
	SSO incidents discovered	0	N/A	N/A	N/A
	SSO incidents resolved	0	N/A	N/A	N/A
	Inflow / infiltration incidents discovered	0	N/A	N/A	N/A
	Inflow / infiltration incidents resolved	0	N/A	N/A	N/A
	Name of owner of the sanitary sewer system	City of Delray Beach			N/A
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections				
	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: • Operating municipal landfills; • Hazardous waste treatment, storage, disposal and recovery facilities; • Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI)) maintained by the U.S. EPA); and • Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit. 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. <u>DEP Note:</u> The TRI is updated every spring / summer by the U.S. EPA at www.epa.gov/triexplorer. Select "Facility" on the left, chose your Geographic Location, and then select "Generate Report." Please indicate in Column F when (month / year) you last checked EPA's TRI for applicable facilities. <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. 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.				

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 Facilities	Number of Inspections	Fines issued	Notices of Violation (NOVs) / warning letters / citations issued	Documentation / Record	Entity Performing the Activity	Comments
DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary		For violations discovered during a high risk inspection						
	Total high risk facilities	0				Superfund (CERCLIS) printout from EPA website	Engenuity Group, Inc.	N/A
	New high risk facilities added to the inventory during the current reporting period	0				Superfund (CERCLIS) printout from EPA website	Engenuity Group, Inc.	N/A
	Operating municipal landfills	0	N/A	0	0	Solid Waste Facility inventory Report printout from DEP website	Engenuity Group, Inc.	N/A
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	N/A	0	0	Hazardous Waste Facility printout from DEP website	Engenuity Group, Inc.	N/A
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0	N/A	0	0	Toxics Release Inventory (TRI) printout from EPA Website	Engenuity Group, Inc.	N/A
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0	N/A	0	0	Superfund (CERCLIS) printout from EPA website	Engenuity Group, Inc.	N/A
	Other facilities determined as high risk by the permittee (that are not facilities identified through the proactive inspections)	0	N/A	0	0	Superfund (cerclis) printout from EPA website	Engenuity Group, Inc.	N/A
	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
Part III.A.8.b	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.							

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
	High risk facilities sampled	0	N/A	N/A	The Town of Highland Beach does not have any High Risk
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 reviewed for stormwater, erosion, and sedimentation controls, and the number approved. <u>DEP Note:</u> Please provide an explanation in Column F for any "0" reported in Column C.				
	PERMITTEE SITES: Construction site plans reviewed	0	N/A	N/A	No plans were review
	PERMITTEE SITES: Construction site plans approved	0	N/A	N/A	N/A
	PRIVATE SITES: Construction site plans reviewed	0	N/A	N/A	No plans were review
	PRIVATE SITES: Construction site plans approved	0	N/A	N/A	N/A
	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.				
	<u>DEP Note:</u> 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.				
	Notified of ERP stormwater permit requirements	0	N/A	N/A	N/A
	Confirmed ERP coverage	0	N/A	N/A	N/A
	Notified of CGP stormwater permit requirements	0	N/A	N/A	N/A
	Confirmed CGP coverage	0	N/A	N/A	N/A
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement 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 immediately upon written approval by the Department. 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. <u>DEP Note:</u> 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.				
	<u>DEP Note:</u> 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				

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>plan in Column D and the name of the entity who finalized the plan in Column E.</i>				
	PERMITTEE SITES: Active construction sites	0	N/A	N/A	N/A
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	N/A	N/A	N/A
	PERMITTEE SITES: Percentage of active construction sites inspected				
	PRIVATE SITES: Active construction sites	0	N/A	N/A	N/A
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	N/A	N/A	N/A
	PRIVATE SITES: Percentage of active construction sites inspected	0	N/A	N/A	N/A
	Notices of Violation (NOVs) / warning letters / citations issued	0	N/A	N/A	N/A
	Stop Work Orders issued	0	N/A	N/A	N/A
	Fines issued	0	N/A	N/A	N/A
	Year 1 ONLY: Attach the written construction site inspection program plan				
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 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>				
		Refresher Training			
		Initial Training (non-certification)			
	Permittee construction site inspectors	2	2	0	
			Sign in Sheet	Palm Beach County NPDES Steering Committee	Jack W. Lee and Michael Desorcy

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 construction site plan reviewers	0	0	0	Sign in Sheet	FDEP Certified Trainer; coordinated by Steering Committee	No Highland Beach Personnel participated in this reporting period
	Permittee construction site operators	0	0	0	Sign in Sheet	FDEP Certified Trainer; coordinated by Steering Committee	No Highland Beach Personnel participated in this reporting period
	Private persons	0	0	0	Sign in Sheet	FDEP Certified Trainer; coordinated by Steering Committee	No Highland Beach Personnel participated in this reporting period

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

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY. <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>
	N/A	N/A
	N/A	N/A
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) <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>
	N/A	N/A
	N/A	N/A

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

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

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

Did not complete review of existing SOP / Plan	Developed new written SOP / Plan	Reviewed & no revision needed to existing SOP / Plan	Reviewed & revised existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
☐	☐	☐	☒	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
☐	☐	☐	☒	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.
☐	☐	☐	☒	Part III.A.3	SOP for the litter control program.
N/A	N/A	N/A	N/A	Part III.A.3	SOP for the street sweeping program.
N/A	N/A	N/A	N/A	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
N/A	N/A	N/A	N/A	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
N/A	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	Plan for pesticide, herbicide and fertilizer application training <i>DEP Note: A plan is not necessary since the FDACS certification / licensing program adequately fulfills the permit requirement.</i>
☐	☐	☒	☐	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.
☐	☐	☐	☒	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
☐	☐	☐	☒	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
☐	☐	☒	☐	Part III.A.7.c	Plan for illicit discharge training.
☐	☐	☐	☒	Part III.A.7.d	SOP for spill prevention and response efforts.
☐	☐	☒	☐	Part III.A.7.d	Plan for spill prevention and response training.
☐	☐	☒	☐	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. (Joint Program)
☐	☐	☒	☐	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
☐	☐	☒	☐	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
N/A	N/A	N/A	N/A	Part III.A.8	SOP for inspections of high risk industrial facilities.
☐	☐	☐	☒	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
☐	☐	☐	☒	Part III.A.9.b	Plan for inspections of construction sites.*
☐	☐	☒	☐	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

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

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

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

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

Attachment 1

SWMP Effectiveness

Year 2 - 3rd Term 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?
No major improvements have been done therefore the pollutants have not decreased.
 2. Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? Why are they effective?
All the components of the system are working well.
 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 is working in adopting the standard SOPs from the NPDES Palm Beach Steering Committee for a better evaluation of the system.
 4. Which components of the SWMP do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why?
None needed to be eliminated. The system is working well on the reduction of pollutants.

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?

Yes, the monitoring program has been working properly. The implementation of new retrofitting projects will be crated as needed.

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

Town of Highland Beach Catch basin and Outfall Piping Standard Operational/Maintenance/Documentation Protocol

There are 4655 linear feet of pipe/culvert that are part of our MS4. The locations are shown on the following map. This value and the locations on the map do NOT include exfiltration trench, which is catalogued separately. Each pipe segment (between two structures or between a structure and an outfall) has a unique identification. This information is stored in a geographic information system (GIS) and on hardcopy maps of the system.

There are 88 catch basins and 25 outfalls that are part of our MS4. Their locations are also shown on the following map. Each structure has a unique identification. This information is stored in a geographic information system (GIS) and on hardcopy maps of the system.

Inspections:

At least 10% of the total number of linear feet of pipe is inspected each year. The catch basins and outfalls associated with a pipe system are inspected concurrently. Visual inspections are conducted in accordance with the checklist/procedure that follows. Inspection forms are used. 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 piping, catch basins and outfalls. 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 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 headwall at the end of the pipe, if applicable.
6. Repair/replace pipe or structure, if needed.

Documentation:

The documentation for the inspection and maintenance activities related to the pipes/culverts and inlets/manholes is the following inspection form.

Pipes/Culverts – Structural Control Inspection

VISUAL INSPECTION:

Evidence of settling above the pipe alignment?	YES	NO
--	-----	----

Sediment accumulation in pipe (viewed from inlets, manholes, etc.)?	YES	NO
---	-----	----

Barnacle accumulation in pipe (viewed from inlets, manholes, and/or outfall)?	YES	NO
---	-----	----

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

MS4 Maintenance Log

Date of Activity: _____

Location of Activity: _____

Catch Basin Inspection:

Depth of sediments : _____ in. Odor present? (Y/N) _____

Water color observed? (color) _____ Marine encrustation? (Y/N) _____

Floatable matter present? (Y/N) _____ Deposits/stains? (Y/N) _____

Level of turbidity (low, moderate, high) _____

Approximate Quantity of Collected Material: _____ cubic feet

Approximate Composition of Collected Material:

_____ % Leaves _____ % Yard Waste (incl. grass and limbs)

_____ % Sediments _____ % Litter

_____ % Other (describe) _____

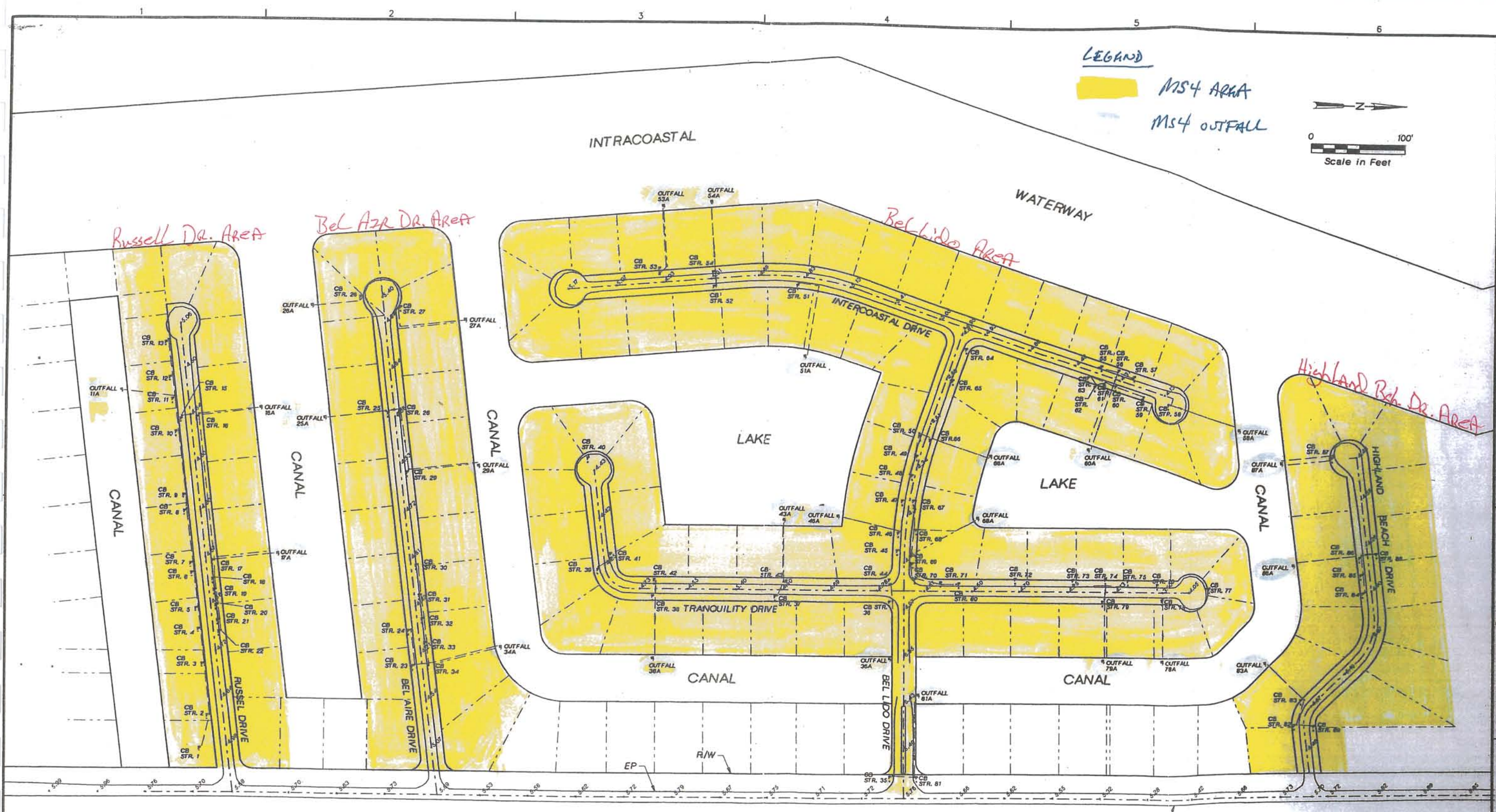
Vacuum Cleaning Company Used: _____

Company Address: _____

Company Phone Number: _____

Disposal Location of Collected Materials: _____

Comments: _____



SOUTH OCEAN BLVD (A1A)

R/W

EP

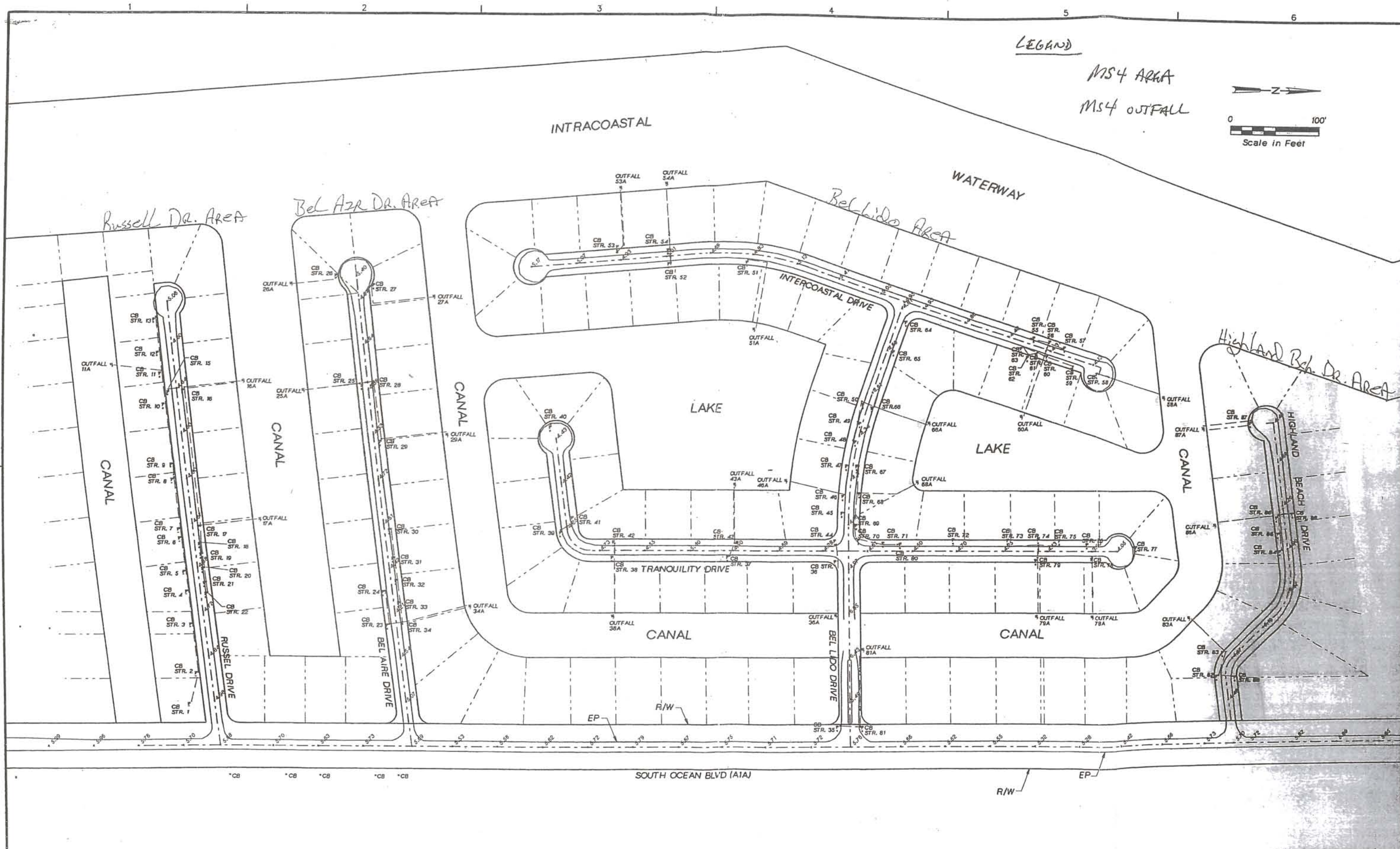
NOT FOR CONSTRUCTION	DSGN	J. MADEJCZYK	NO.	DATE	REVISION	BY	APVD	VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING. 0" = 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.	CH2MHILL	TOWN OF HIGHLAND BEACH UTILITY MAPS TOWN OF HIGHLAND BEACH, FLORIDA	SOUTH OCEAN BLVD (A1A)	SHEET 1	
	DR	P. SMITH										DWG	G-1
	CHK	HIGHLAND BEACH										DATE	APRIL 2002
	APVD	R. OLSON										PROJ	168465.Y5.02

19-APR-2002 68465g01.dwg

Litter Control Program

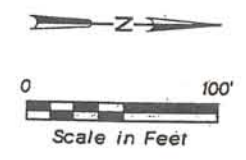
The Litter Control Program for The Town of Highland Beach consists of:

- 4 miles of litter collection along public streets, roadways, and rights-of-way within our jurisdiction. (No miles of these streets, roadways, and rights-of-way are maintained by contract services.) A map of litter collection areas maintained by The Town of Highland Beach is attached.
- The frequency of collection is:
Three times per week (Monday, Wednesday and Friday)
- All collected litter is properly disposed of at the Town's dumpster.



LEGEND

MS4 AREA
MS4 OUTFALL



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DR P. SMITH
CHK HIGHLAND BEACH
APVD R. OLSON

NO.	DATE	REVISION	BY	APVD

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

CH2MHILL

TOWN OF HIGHLAND BEACH
UTILITY MAPS
TOWN OF HIGHLAND BEACH, FLORIDA

SOUTH OCEAN BLVD (A1A)

SHEET 1
DWG C-1
DATE APRIL 2002
PROJ 158455.Y5.02

19-APR-2002 684655g01.dwg

Pesticide, Herbicide & Fertilizer Minimization Procedures

In accordance with our MS4 permit, the Town of Highland Beach continues to endeavor to minimize its use of pesticides, herbicides, and fertilizers on public property. The procedures used to achieve this are as follows:

Pesticides & Herbicides

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

Fertilizers

(By January 1, 2014), All personnel and contractors who apply fertilizers must demonstrate proof of training through the Green Industry BMP Program. In addition, contracted applicators are required to prove certification for "urban landscape commercial fertilizer application."

All personnel who apply fertilizers on Town's property are contracted help and are trained by their companies in accordance with state of Florida requirements.

Proactive Inspection Program (Written Procedures)

1. Procedure and Criteria for identifying priority areas/facilities

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

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

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 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. The schedule for inspecting the priority areas/facilities is twice per year.

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. Procedure for tracing source of discovered illicit discharge

Visual observation, investigation and testing if necessary are used to identify the source of an illicit discharge/connection/dumping.

6. Procedure for eliminating the discharge

If an illicit connection to the MS4 is identified, it is immediately terminated (plugged or removed). If the illicit connection is traced back to a property owner/operator, the owner of the property is contacted. The owner is notified of the problem and asked to address the situation immediately. The owner is notified of the re-inspection date, typically a week.

7. Procedure for documenting the inspections and enforcement activities

(See Inspection Form)

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

For cases within Town of Highland Beach's MS4 contributing area, an unresolved matter is handled by the code compliance division. Code compliance assigns a case number and follows through to resolution. For cases outside Town of Highland Beach's MS4, the appropriate entity is notified (FDOT, Palm Beach County or City of Delray).

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

Inspection activities are carried out by two inspectors. Management and documentation is provided by the Public Works Department. Code officers are called in as needed.

10. Description of resources allocated to implement this permit element

Approximately \$14,998.00 has been allocated for this program for the 2012/2013 fiscal period.

Proactive Illicit Discharge/Illegal Connection Inspection Form

Date of Inspection: _____ Inspector Name: _____

Address of Facility or Description of Area Inspected: _____

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

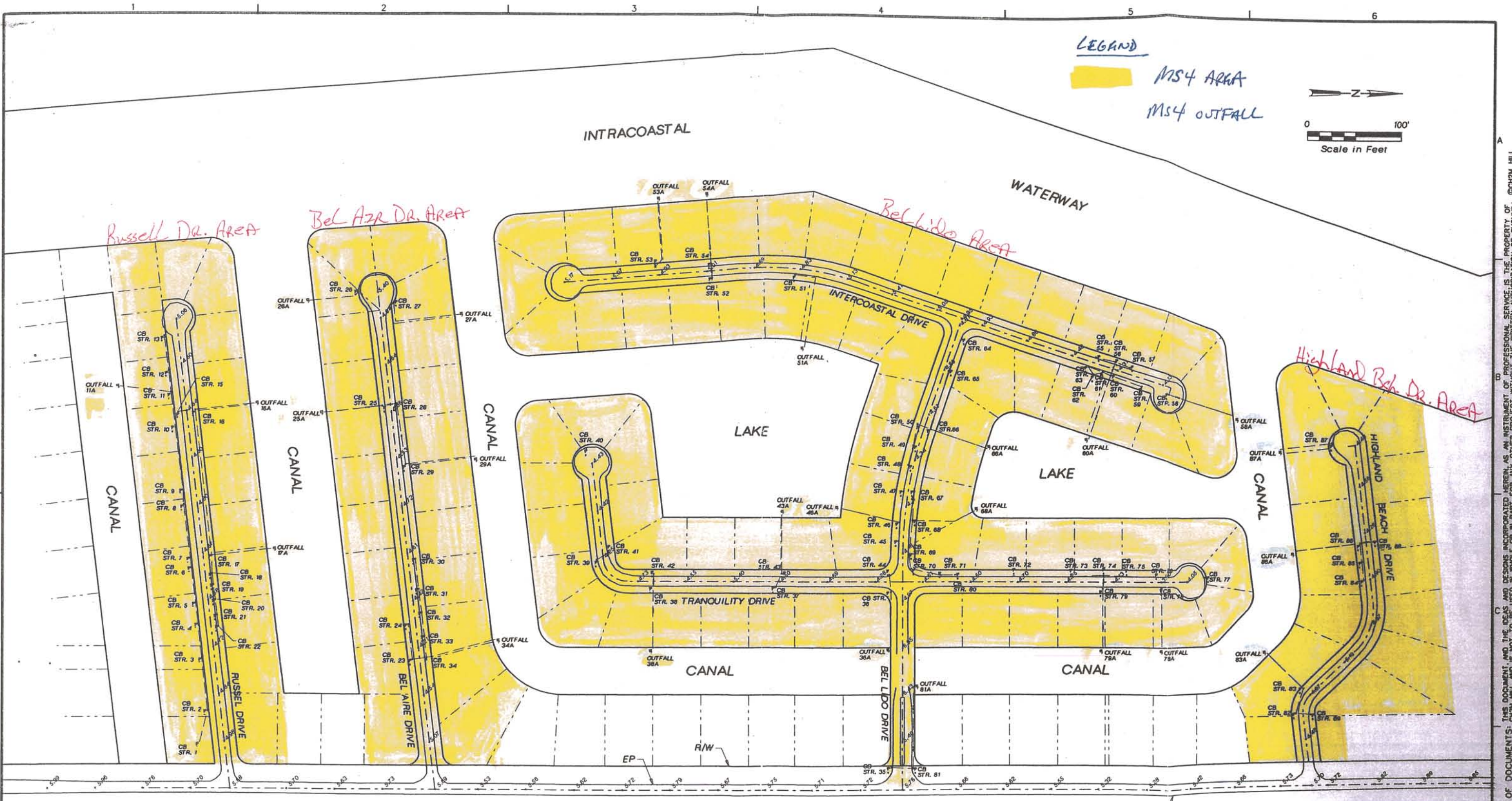
Findings:

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:

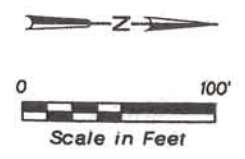
Type of Enforcement Action Taken:

Date to verify elimination: _____



LEGEND

MS4 AREA
MS4 OUTFALL



NOT FOR
CONSTRUCTION

DSGN J. MADEJCZYK
OR P. SMITH
CHK HIGHLAND BEACH
APVD R. OLSON

NO. DATE REVISION

VERIFY SCALE
BAR IS ONE INCH ON
ORIGINAL DRAWING.
IF NOT ONE INCH ON
THIS SHEET, ADJUST
SCALES ACCORDINGLY.

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TOWN OF HIGHLAND BEACH
UTILITY MAPS
TOWN OF HIGHLAND BEACH, FLORIDA

SOUTH OCEAN BLVD (A1A)

SHEET 1
DWG C-1
DATE APRIL 2002
PROJ 168465.Y5.02

19-APR-2002 68465g01.dwg

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Reactive 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

1. Procedure for tracing source of discovered or suspected illicit discharge
2. Procedure for eliminating the discharge
3. Procedure for documenting the inspections and enforcement activities
(See form)
4. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)
5. Identification of staff /department/outside entity responsible for inspections and for enforcement
6. Description of resources allocated to implement this permit element

Reactive Inspection Program (Written Procedures)

1. Procedure for tracing source of discovered illicit discharge

An inspection will be conducted to find the actual point of contamination.

2. Procedure for eliminating the discharge

The person/s responsible for the contamination is notified and instructed to clean all affected area. Affected area will be isolated until clean up is complete.

3. Procedure for documenting the inspections and enforcement activities

Photos of the contamination and all documentation are kept on file and a notice of violation issued if needed.

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

If the contamination is not taken care of and stopped then a fine will be issued.

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

The Public Works and building Departments.

6. Description of resources allocated to implement this permit element

Manpower as needed

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: _____

Town of Highland Beach Spill Prevention & Response Procedures

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

Procedure

1. Based on training received, identify whether or not the spill requires that a call be made to a supervisor or the Fire Department. If it does, do so immediately and follow any instructions given.
2. Take appropriate steps to contain the spill in order to eliminate or minimize the possibility of the spilled substance entering the storm sewer system.
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 Utilities Maintenance daily log.

SPILL RESPONSE REPORTING FORM
LOG OF SPILLS OCCURRING AT CITY FACILITIES

Spill Report Number: _____

Date of Spill: _____

Location of Spill (Facility and physical on-site location): _____

Substance Spilled: _____

Volume of Substance Spilled (approximate): _____

Containment Procedures Used: _____

Clean-up Procedures Used: _____

Was the Site Supervisor Notified?	Yes	No
-----------------------------------	-----	----

Was the Town Manager Notified?	Yes	No
--------------------------------	-----	----

Was the Fire Department Notified?	Yes	No
-----------------------------------	-----	----

Was the HazMat Response Team Notified?	Yes	No
--	-----	----

Were the Appropriate Regulatory Agencies Notified?	Yes	No
--	-----	----

Comments: _____

**ILLCIT DISCHARGE TO THE MUNICIPAL STORMWATER SEWER SYSTEM
ENFORCEMENT ACTION LOG**

Enforcement Action Log Number: _____

Date of Enforcement Action: _____

Location of Problem: _____

Description of Problem: _____

Corrective Action Necessary: _____

Enforcement Action Taken: _____

Inspector Issuing Enforcement Action: _____

Amount of Fine (if any): _____

Date Payment of Fine Required: _____

Date Fine Payment Received: _____

Signature of Inspector: _____

CITIZEN COMPLAINT LOG FOR POSSIBLE ILLICIT DISCHARGE

Date/Location

Case Number

Nature of Complaint

Type of System

Inspection Findings

Action Taken

Follow up

Date/Location

Case Number

Nature of Complaint

Type of System

Inspection Findings

Action Taken

Follow up

Date/Location

Case Number

Nature of Complaint

Type of System

Inspection Findings

Action Taken

Follow up

Site Plan Review Procedures

Site Plan Reviews are required for all projects within the Town of Highland Beach.

Application for building/construction/grading permits of more than 1.5 acres are informed of the need for obtaining coverage under the *NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities* (CGP).

Site Plan Reviews are conducted before a permit is issued. Personnel in the Building Department conduct the reviews. Current federal criteria are used as the guideline for review of the temporary and permanent stormwater treatment practices that are being proposed by the site plan.

Applicants for a building/construction/grading permit are advised that coverage under the Construction Generic Permit may be required. Applicants are further advised that proof of a SFWMD or FDEP Permit and/or coverage under the CGP, if applicable, will be required during the first construction site inspection.

The following checklist is used when performing site plan reviews:

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

Construction Site Inspection Plan and Inspection Form for the Town of Highland Beach

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:

- During routine site inspections 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 before a CO is issued.

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 Building 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 in a binder on the construction site.

Enforcement

Instances of non-compliance will be handled with successively more rigorous enforcement measures such as:

1. Notice of Violation
2. Stop work order
3. Fines

The construction site inspector will issue notices of violation or stop work orders as deemed necessary. Fines will be issued if necessary.

Construction Site Inspection Form, Town of Highland Beach

Site: _____ Date of Inspection: _____

Address: _____

Lat/Long of discharge point: _____ Receiving water body: _____

Project owner: ☐ Private ☐ Town of Highland Beach

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Erosion & Sedimentation Controls are installed as shown on plan. |
| ☐ | ☐ | ☐ | Erosion is being controlled on site. |
| ☐ | ☐ | ☐ | Sedimentation is being contained on site. |
| ☐ | ☐ | ☐ | No indication of sedimentation leaving the site. |
| ☐ | ☐ | ☐ | SWPP & completed inspection forms are on site & available. |
| ☐ | ☐ | ☐ | Copy of SFWMD or FDEP Permit (if applicable) is on-site. |
| ☐ | ☐ | ☐ | Coverage under the GCP has been obtained. |
| ☐ | ☐ | ☐ | Prior non-compliance issues have been addressed. |
| ☐ | ☐ | ☐ | All other sources of pollution are being controlled. |

Comments:

**Palm Beach County MS4 Permit
Year 2 Additional Requirements
(October 1, 2011 – September 30, 2012)
Revised February 5, 2013**

1. Conduct an inter-departmental review of a review of code regulation and comprehension to further reduce the stormwater impact from new development /redevelopment. The intent of this review is to determine if existing land development regulations impede or do not allow the use of “Low Impact Design” BMPs such as swales, pervious pavements, etc. These innovative BMPs can help to retain more stormwater runoff on-site and allow it to recharge the groundwater. As part of the review the following items should be addressed.
 - a. Provide a listing and a brief description of your applicable community’s comprehensive plan elements and land development regulations/codes/ordinances.
 - b. Do your community’s comprehensive plan and land development regulations/codes allow or promote the use of low impact design principles, such as:

- | | | | | | |
|-----|---|-----|-------------------------------------|----|-------------------------------------|
| (1) | Grassed Swales | Yes | ☒ | No | ☐ |
| (2) | Pervious pavements | Yes | ☒ | No | ☐ |
| (3) | Green roofs | Yes | ☒ | No | ☐ |
| (4) | Rain barrels | Yes | ☒ | No | ☐ |
| (5) | Cisterns | Yes | ☒ | No | ☐ |
| (6) | Directing flows from impervious surfaces to vegetated areas | Yes | ☒ | No | ☐ |
| (7) | Native vegetation for landscaping | Yes | ☒ | No | ☐ |
| (8) | Require open spaces minimum (30% or more) | Yes | ☐ | No | ☒ |
| (9) | Bio-retention Facilities | Yes | ☐ | No | ☒ |

- (10) Landscaping with best management practices Yes ☒ No ☐
- (11) Adherence to principles of Florida Yards & Neighborhoods Program Yes ☒ No ☐
- (12) Irrigation conservation practices Yes ☒ No ☐
- (13) Provide infiltration trenches Yes ☒ No ☐
- (14) Vegetative filters/buffers Yes ☒ No ☐

- c. Does your community's land development regulations/codes require revisions to include low impact design principles? Yes ☐ No ☒
- d. If yes, identify items in "b" above that will be added to your community land development regulations/codes (e.g., (5), (7), (8), etc.).
- e. Does your community's site plan review process assure that stormwater impacts are minimized? Yes ☒ No ☐

Summary of the Code and Land Development Regulation Review

Town of Highland Beach Community Comprehensive Plan and Land Development Regulations/Codes are reviewed annually to identify potential changes that could be made to reduce the stormwater impact of new development and significant redevelopment areas.

There are four major components that will support the reduction on the stormwater impact:

1. Reduction in impervious surfaces

The Town of Highland Beach uses, when possible, pervious pavements and green roofs to minimize the use of impervious surfaces in a site. Similarly, the town requires the use of open space to any new development as explained below.

Sec. 20-2. - Open space and recreational land dedication.

- b) *Land dedication requirements.* For every development of multiple-family units, the developer shall dedicate to the town land of suitable size, dimension, topography and general character to meet the town's open space and recreational land needs created by the development. The total amount of land to be dedicated for the development site must equal or exceed a ratio of one acre of land for every one hundred (100) residents of the development. For purposes of this section, two (2.0) persons per unit shall be deemed to reside in the proposed development. Such dedication shall be made prior to the issuance of any building permit for the development. The following formula shall be used for computing the amount of open space and recreational land to be dedicated:

$$2.0 \text{ Total Units} \times .01 = \text{Amount of acres of land to be dedicated}$$

2. Reduction in flow and volume of stormwater

The town promotes the used of grassed swales as a stormwater mechanism to improve the runoff flow, prevent flooding and reduce the amount of nutrients and contamination into the waterways.

Sec. 26-61. - Drainage.

- a) A storm drain system shall be provided and shall be designed by accepted engineering principles for rainstorms of the maximum intensity predicted for the county area at three-year intervals according to current DOT charts and data. Roadside ditches and swales shall have slopes not flatter than 0.001 feet per foot in the direction of flow. All swales shall be sodded. Ditch pavement or other adequate permanent protection against scour shall be provided where necessary. Runoff may be accumulated and carried in the swales or ditches in the right-of-way up to but not above the point where flooding of the wearing surface or flooding of roadside property occurs. Water in excess of this amount

shall not be carried in the roadside swales or ditches in the rights-of-way, but shall instead be diverted there from and carried away in storm sewers, or in outfall ditches or by other approved means separate from the roads or streets.

- b) Open channels and outfall ditches shall be designed so they will not overflow their banks, and they shall be designed for flow velocities that will not cause scour. Where higher velocities must be used, ditch pavement or other adequate permanent protection against scour shall be provided.

3. Increase in natural hydrology

The Town Highland Beach encourages the Coastal and Wetland protection zones as shown on the section below.

Sec. 20-202. - Creation of protected environmentally sensitive zone

a) Coastal Protection Zone.

1. There is hereby created the "Coastal Protection Zone" in which special restrictions on development apply. Such restrictions are those contained in the Palm Beach County Coastal Protection Ordinance and Appendix as adopted by the Palm Beach County Commission on February 2, 1990. Such ordinance is hereby adopted by reference.
2. The Coastal Protection Zone extends from the mean high water line of the Atlantic Ocean to a line twenty-five (25) feet landward of the crest of the dune or the State of Florida Coastal Construction Control Line, whichever is more landward.

b) Wetlands Protection Zone.

1. There is hereby created a "Wetlands Protection Zone" in which special restrictions on development apply. Such restrictions are those contained in the Palm Beach County Wetlands Protection Ordinance as adopted by the Palm Beach County Commission on February 2, 1990. Such ordinance is hereby adopted by reference.
2. A wetland regulated by this section shall be a wetland meeting the definition appearing in Section (3)(v) of the Palm Beach County Wetlands Protection Ordinance.

- c) Request for determination of boundaries. A developer may obtain a determination of the boundaries of a protected environmentally sensitive zone by submitting to the town manager by certified mail or hand delivery a request for determination of boundaries. The request must, as a minimum, set forth an adequate description of the land the developer wishes to develop, the nature of the developer's right to ownership or control of the land, and other information needed to make the determination. The town manager

shall make the determination within thirty (30) working days of receiving the needed information from the developer

4. Landscaping

The Town of Highland Beach promotes the use of native vegetation for landscaping as well as the conservation of water for irrigation.

Sec. 28-5. - Landscape design standards.

a) Selection of grass species:

1. General: All lawn areas shall be planted with species suitable as permanent lawns in Highland Beach. Effective erosion control is mandatory in swales, rights-of-way, or other areas subject to erosion. In areas where grass seed is used, a nursegrass appropriate to the season of installation shall be sown for immediate effect, and maintenance shall be provided until coverage is complete.
2. Primary grass types: The primary types of grass used for residential, commercial, and industrial areas in the Central and South Florida areas are St. Augustine and Bahia cultivars. Selection of grass types shall be made on a site specific basis. Selection of grass types shall be made while considering the long term economic and aesthetic effects of possible drought conditions upon the lawn areas.
 - a. Use of St. Augustine Grass: St. Augustine grass should be used adjacent to areas that accommodate significant pedestrian traffic or where the aesthetics of the immediate area are considered an important factor.
 - b. Use of Bahia Grass: Bahia grass should be used in large, nonmanicured, turf areas such as open fields, recreation areas, road rights-of-way, or other areas that are generally viewed from a distance or from a moving automobile.
3. Other grass types: Nothing in this section is meant to negate the use of other appropriate grass types for their specific site uses in accordance with accepted horticultural practices.

Sec. 28-7. - Site design standards.

- a) Creative site development concepts for water conservation: Creative site development concepts shall be used in order to promote water conservation. Water requirements may be reduced by providing for:
1. The preservation of existing plant communities.
 2. The reestablishment of native plant communities.
 3. Limited amount of lawn grass areas.

4. The use of site specific plant materials (see definitions).
5. The use of shade trees to reduce transpiration rates of lower story plant materials.
6. Site development that retains stormwater runoff on site.
7. The use of pervious paving materials.
8. Site development that addresses the carrying capacity of the land in its present form.
9. Other environmentally sensitive site development concepts.

The Town of Highland Beach is not proposing any changes at this time on its Community Comprehensive Plan or Land Development Regulations/Codes since the stormwater management program is working as established.