

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: Village of Royal Palm Beach		
B	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
C	Permit Number: FLS000018-003 (Cycle 3)		
D	Annual Report Year: <input type="checkbox"/> Year 1 <input checked="" type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
E	Reporting Time Period (month/year): October / 2011 through September / 2012		
F	Name of the Responsible Authority: Paul L. Webster, P.E., CSM		
	Title: Director of Public Works		
	Mailing Address: 10996 Okeechobee Blvd.		
	City: Royal Palm Beach	Zip Code: 33411	County: Palm Beach
	Telephone Number: (561) 790-5122		Fax Number: (561) 791-7075
G	E-mail Address: pwebster@royalpalmbeach.com		
	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above):		
	Title:		
	Department:		
	Mailing Address:		
	City:	Zip Code:	County:
	Telephone Number:		Fax Number:
E-mail Address:			

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

A	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
C	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

SECTION III. MONITORING PROGRAM

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

- 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. See Part V of the permit for the monitoring requirements.

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

SECTION IV. FISCAL ANALYSIS

- A. Total expenditures for the NPDES stormwater management program for the current reporting year: \$ 681,198
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.

- B. Total budget for the NPDES stormwater management program for the subsequent reporting year: \$ 780,000

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

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

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

DO NOT SUBMIT ANY OTHER MATERIALS

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

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

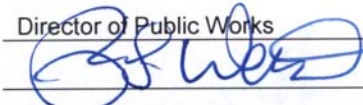
The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:

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

Name of Responsible Authority (type or print): Paul L. Webster, P.E., CSM

Title: Director of Public Works

Signature:



Date: 3 / 13 / 2013

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.				
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments				
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation								
	<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p><i>DEP Note: The permittee needs to "customize" this section by adding any structural controls to the list below that are part of the permittee's MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>								
	Type of Structure	Number of Activities Performed							
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained	Documentation / Record	Entity Performing the Activity	Comments
	Dry retention systems	10	12	100%	12	100%	Manhours and Grounds Maintenance	Public Works	Inspected during monthly maintenance; no inspection documentation maintained. Mowed and cleared monthly.
	Exfiltration trench / French drains (linear feet)	0							
	Grass treatment swales (miles)	5.4	4	100%	Unknown	100%	None	Property owner and Public Works	Routine inspections are performed by

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									Public Works during quarterly Sidewalk Survey. No separate inspection documentation is kept. Documentation will be developed and used in subsequent reporting periods. Village Code requires property owner to maintain the swale adjacent to their property. Code Enforcement continuously inspects the property within the Village. All (100%) of the swales within the Village are maintained throughout the year.
	Dry detention systems	0							
	Wet detention systems (acres)	316	22	100%	12	100%	Aquatic Maintenance Contractor Service Report and Manhours	Outside Contractor and Public Works	Inspected and maintained monthly by Contractor; inspected and maintained as needed by Public Works.
	Pollution control boxes	0							
	Stormwater pump stations	0							

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments
	Major stormwater outfalls	1	4	100%	12	100%		Inspection Form Structure Controls – Control Structure and Manhours	Public Works	Inspected quarterly, maintained monthly; Debris removed as needed.
	Weirs or other control structures	7	13	57%	13	57%		Inspection Form Structure Controls – Control Structure and Manhours	Public Works	Inspected Quarterly; maintained as needed.
	MS4 pipes / culverts (miles)	37.6	10.5	27.9%	10.5	27.9%		Pipes – Structural Control Inspection, Manhours and WebQA Drainage Report	Public Works	Pipe inspection and preventative maintenance were performed during basin inspections and maintenance. Quantity of pipe estimated based on percentage of basins inspected. R & M completed as needed.
	Inlets / catch basins / grates	1,267	354	27.9%	354	27.9%		Inspection Form for Structural Controls - Catchbasin/Inlet, Manhours and WebQA Drainage Report	Public Works	Inspections are completed periodically by area (Basin Run – 26 times per year – 1,267 Basins); Preventative Maintenance and Inspections completed throughout the year and documented on Inspection Form. R & M completed as needed.
	Ditches / conveyance swales (feet)	7,473	51	100%	51	100%		Manhours	Public Works	
ATTACH explanation if any of the minimum inspection frequencies in										

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	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.				
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>				
	Number of new development / significant redevelopment projects reviewed	0			
	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				
	Year 4 ONLY: Attach the follow-up report on plan implementation				
Part III.A.3	Roadways				
	Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected. <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i>				
	PERMITTEE Litter Control Program: Frequency of litter collection	52	Manhours	Public Works	
	PERMITTEE Litter Control Program: Estimated amount of area maintained (miles)	80	GIS	Engineering Dept.	Includes canals
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	2,577	Trash Pickup	Public Works	Public Works Trash Pick up
	CONTRACTOR Litter Control Program: Frequency of litter collection	0			Did not use any contract services for litter control.
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	0			Did not use any contract services for litter control

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	CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	0			Did not use any contract services for litter control
	If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.				
	<i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i>				
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	11	GAC site report form	Public Works	
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	5	"	"	Est. 300 lbs; filled one (1) 5 cubic yard pickup truck
	Adopt-A-Road Program: Total miles cleaned	0			Village does not have an active Adopt-a-Road Program.
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	0			Village does not have an active Adopt-a-Road Program.
	Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i>				
	<i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i>				
	Frequency of street sweeping	12	Street Sweeping Service Reports	Outside Contractor	
	Total miles swept (per year)	67	Street Sweeping Service Reports	Outside Contractor	
	Estimated quantity of sweeping material collected (cubic yards)	191.	Street Sweeping Service Reports	Outside Contractor	
	Total nitrogen loadings removed (pounds)	80.7	FY2012_Street Sweeping_Nutrient Removal	Public Works	
	Total phosphorus loadings removed (pounds)	51.7	FY2012_Street Sweeping_Nutrient Removal	Public Works	

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

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

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

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	Estimated percentage of the population reached by the activities in total	Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed				
	FYN: Brochure/Flyers/Fact sheets distributed			FYN	
	Neighborhood presentations: Number conducted				
	FYN: Neighborhood presentations: Number of participants			FYN	
	FYN: Neighborhood presentations: Number conducted			FYN	
	Neighborhood presentations: Number of participants				
	Newspapers & newsletters: Number of articles/notices published	4	VRPB Newsletter	Village Clerk	
	Newsletters: Number of newsletters distributed	25,000	Village Clerk Files	Village Clerk	
	Public displays (e.g., kiosks, storyboards, posters, etc.)				
	FYN: Public displays (e.g., kiosks, storyboards, posters, etc.)			FYN	
	Radio or television Public Service Announcements (PSAs)				
	FYN: Radio or television Public Service Announcements (PSAs)			FYN	
	School presentations: Number conducted				
	School presentations: Number of participants				
	FYN: School presentations: Number conducted			FYN	
	FYN: School presentations: Number of participants			FYN	
	Seminars/Workshops: Number conducted				
	Seminars/Workshops: Number of participants				
	FYN: Seminars/Workshops: Number conducted			FYN	
	FYN: Seminars/Workshops: Number of participants			FYN	
	Special events: Number conducted				
	Special events: Number of participants				
	FYN: Special events: Number conducted			FYN	
	FYN: Special events: Number of participants			FYN	
	Web Site: Number of hits / visitors to the stormwater-related pages	41	I.S. Department page counter	I.S. Department	
	<p>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).</p> <p>DEP Note: 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.</p>				
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.				

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
	<p><i>DEP Note: 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.</i></p> <p>ATTACH a report on any amendments to the applicable legal authority</p>				
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	<p>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.</p> <p><i>DEP Note: 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.</i></p> <p><i>DEP Note: 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.</i></p> <p><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></p>				
	Proactive inspections for suspected illicit discharges / connections / dumping	393	Inspection Form for Structural Controls – Control Structure	Public Works	
	Illicit discharges / connections / dumping found during a proactive inspection	0			
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0			
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0			
	Year 1 ONLY: Attach the written proactive inspection program plan				
	<p>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.</p> <p><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></p>				
	Reports of suspected illicit connections / discharges / dumping received	1	Illicit Discharge Report	Public Works	
	Reactive investigations of reports of suspected illicit discharges/	1	Illicit Discharge	Public Works	

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
	connections / dumping		Report		
	Illicit discharges / connections / dumping found during a reactive investigation	0	Illicit Discharge Report	Public Works	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0			
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0			
	<p>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 <u>contractors</u> to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>				
		Initial Training	Refresher Training		
	Personnel trained	3	0	FL Stormwater, Erosion, and Sed. Control Inspector Training Program Sign-In Sheet	FSA
	Contractors trained	0			
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	<p>Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.</p> <p><i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, <u>or</u> report one combined number, to more accurately reflect its tracking of these spills.</i></p>				
	Hazardous and non-hazardous material spills responded to	1	Illicit Discharge Report	Public Works	Corrective action taken by Republic Services
	<p>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and <u>contractors</u> on proper spill prevention, containment, and response techniques and procedures. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).</p> <p><i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i></p>				

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
		Initial Training	Refresher Training			
	Personnel trained	3	0		FL Stormwater, Erosion, and Sed. Control Inspector Training Program Sign-In Sheet	FSA Employees trained at the group training session.
	Contractors trained	0	0			Contractors were trained at the Group training session.
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting					
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items except the first one if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p>					
	Public education and outreach program			The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.		
	Estimated percentage of the population reached by the activities in total					
	Brochures/Flyers/Fact sheets distributed					
	Neighborhood presentations: Number conducted					
	Neighborhood presentations: Number of participants					
	Newspapers & newsletters: Number of articles/notices published			4	VRPB Newsletter	Village Clerk
	Newsletters: Number of newsletters distributed			25,000	Village Clerk Files	Village Clerk
	Public displays (e.g., kiosks, storyboards, posters, etc.)					
	Radio or television Public Service Announcements (PSAs)					
	School presentations: Number conducted					
	School presentations: Number of participants					
	Seminars/Workshops: Number conducted					
	Seminars/Workshops: Number of participants					

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
	Special events: Number conducted				
	Special events: Number of participants				
	Web Site: Number of visitors to the stormwater-related pages	41	I.S. Department page counter	I.S. Department	
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort — in such a case, please keep the reporting items that are applicable.</i></p>				
	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.			
	Estimated percentage of the population reached by the activities in total				
	Brochures/Flyers/Fact sheets distributed				
	Household Hazardous Waste (HHW) Collection Day: Events				
	HHW Collection Day: Amount of waste collected/recycled/properly disposed (tons)				
	Neighborhood presentations: Number conducted				
	Neighborhood presentations: Number of participants				
	Newspapers & newsletters: Number of articles/notices published	4	VRPB Newsletter	Village Clerk	
	Newsletters: Number of newsletters distributed	25,000	Village Clerk Files	Village Clerk	
	Public displays (e.g., kiosks, storyboards, posters, etc.)				
	Radio or television Public Service Announcements (PSAs)				
	School presentations: Number conducted				
	School presentations: Number of participants				
	Seminars/Workshops: Number conducted				
	Seminars/Workshops: Number of participants				
	Special events: Number conducted				
	Special events: Number of participants				

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
	Storm sewer inlets newly marked/replaced				
	Web Site: Number of visitors to the stormwater-related pages	41	I.S. Department page counter	I.S. Department	
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow / infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.</p> <p><u>DEP Note:</u> The permittee needs to "customize" this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration into the MS4. The first three reporting items below are <u>examples</u>.</p> <p><u>DEP Note:</u> The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</p> <p><u>DEP Note:</u> Report only the SSOs and inflow / infiltration incidents into the MS4.</p>				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	Unknown			PBC Water Utilities maintains the sewer collection system in VRPB.
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0			There are no septic systems in VRPB.
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	Unknown			PBC Water Utilities maintains the sewer collection system in VRPB.
	SSO incidents discovered	2	Illicit Discharge Report	Public Works	Corrective action taken by PBCWU
	SSO incidents resolved	2	Illicit Discharge Report	Public Works	Corrective action taken by PBCWU
	Inflow / infiltration incidents discovered	Unknown			PBC Water Utilities maintains the sewer collection system in VRPB.

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				
	Inflow / infiltration incidents resolved	Unknown			PBC Water Utilities maintains the sewer collection system in VRPB.				
	Name of owner of the sanitary sewer system	Palm Beach County Water Utilities							
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections								
	<p>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</p> <ul style="list-style-type: none"> • 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. <p>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.</p> <p><u>DEP Note:</u> The TRI is updated every spring / summer by the U.S. EPA at 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.</p> <p><u>DEP Note:</u> The total number of high risk facilities reported needs to equal the sum of the numbers of the four types of applicable facilities.</p> <p>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.</p> <p><u>DEP Note:</u> If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary</p>								
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection					
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued				
	Total high risk facilities	3		Identified Previously	Public Works				
					SWA Transfer Station and Ranger Asphalt Plant are within				

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
								the corporate limits of RPB, but stormwater flows to Lake Worth Drainage District.
	New high risk facilities added to the inventory during the current reporting period	0						
	Operating municipal landfills	0						
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0						
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0						
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0						
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	3	12	0	0	High Risk Facility Inspection Checklist	Public Works	SWA Transfer Station and Ranger Asphalt Plant are within the corporate limits of RPB, but stormwater flows to Lake Worth Drainage District.
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.							
	High risk facilities sampled				0			
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices							
	Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans <u>reviewed for stormwater, erosion, and sedimentation controls</u> , and the number approved.							
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i>							
	PERMITTEE SITES: Construction site plans reviewed					Approval Letter from Engineering Dept.	Engineering Dept.	
	PERMITTEE SITES: Construction site plans approved					Approval Letter from Engineering Dept.	Engineering Dept.	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PRIVATE SITES: Construction site plans reviewed	5	Approval Letter from Engineering Dept.	Engineering Dept.	
	PRIVATE SITES: Construction site plans approved	5	Approval Letter from Engineering Dept.	Engineering Dept.	
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>				
	Notified of ERP stormwater permit requirements	0			
	Confirmed ERP coverage	0			
	Notified of CGP stormwater permit requirements	5	Approval Letter from Engineering Dept.	Engineering Dept.	
	Confirmed CGP coverage	5	Approval Letter from Engineering Dept.	Engineering Dept.	
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 <u>immediately upon written approval by the Department</u> . Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
	<i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	<i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i>				
	PERMITTEE SITES: Active construction sites	1	Capital Improvement Project Files	Engineering Dept.	
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	12	Stormwater Pollution Prevention Plan Inspection Report; Stormwater Construction Site Inspection Report; Contractor's Daily	Contractor	

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.			
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments			
	PERMITTEE SITES: Percentage of active construction sites inspected		Report					
		100%	Capital Improvement Project Files	Engineering Dept.				
	PRIVATE SITES: Active construction sites	4	Development Files	Engineering Dept.				
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	58	Stormwater Pollution Prevention Plan Inspection Report	Contractor				
	PRIVATE SITES: Percentage of active construction sites inspected	100%	Stormwater Pollution Prevention Plan Inspection Report	Contractor				
	Notices of Violation (NOVs) / warning letters / citations issued	0						
	Stop Work Orders issued	0						
	Fines issued	0						
	Year 1 ONLY: Attach the written construction site inspection program plan							
Part III.A.9.c	Construction Site Runoff — Site Operator Training							
	<p>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.</p> <p><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></p> <p><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></p>							
		Certification Training	Initial Training (non-certification)	Refresher Training				
	Permittee construction site inspectors	26				Florida Stormwater Erosion and Sedimentation Control Inspector Training Program	Florida Stormwater Association	
	Permittee construction	7				Florida Stormwater	Florida	

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
	site plan reviewers					Erosion and Sedimentation Control Inspector Training Program	Stormwater Association	
	Permittee construction site operators	3				Florida Stormwater Erosion and Sedimentation Control Inspector Training Program	Florida Stormwater Association	
	Private persons	54				Florida Stormwater Erosion and Sedimentation Control Inspector Training Program	Florida Stormwater Association	

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>
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>

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

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

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VI.B.2	EACH ANNUAL REPORT: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part II.A	YEAR 2: Stormwater Management Program (SWMP)	1	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 /		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 & <u>no revision needed</u> to existing SOP / Plan	Reviewed & <u>revised</u> existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

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

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

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**

Village of Royal Palm Beach

FY2012 Annual Report

Attachment 1

Village of Royal Palm Beach, *Florida*

Stormwater Utility Final Policy and Procedures Manual



September 2012

**CDM
Smith**

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Section 1

Introduction

The purpose of this Uniform Policy and Procedures Manual is to describe the policies set forth by the Village of Royal Palm Beach (the Village) concerning stormwater management fee credits (Credits) and stormwater management fee adjustments (Adjustments). The Village Stormwater Utility Fee by Ordinance No. 864, collectively referred to below as the Stormwater Utility Ordinance. The Stormwater Utility Ordinance provides the Village with the authorization to establish and collect fees for the services and Control Measures provided by the Village. Opportunities for Credits and Adjustments were also created in the Stormwater Utility Ordinance and this manual provides technical and administrative assistance in applying for them. The remainder of this section defines terms used throughout the manual and provides background on stormwater management

1.1 Definitions

All definitions as used in the credit manual, unless the context clearly indicates otherwise, shall have the meanings assigned in the following sections or as provided in the Stormwater Utility Ordinance. In the event of a conflict, the meaning provided in the Ordinances shall govern. Words not defined in this section will have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

Ordinance No. 864 Stormwater Management Utility Definitions:

Village shall mean the Village of Royal Palm Beach, Florida, and its staff and elected officials.

Department shall mean the Village public works department.

Developed Property shall mean any parcel of land that has been modified by the action of persons to reduce the land's natural ability to absorb and hold rainfall. These modifications include, but are not limited to, clearing, grading, cementing, filling, or compacting the natural ground, or erecting or constructing buildings, parking lots, driveways, patios, decks, walkways, and athletic courts.

Drainage Area shall mean the watershed (acreage) contributing surface water runoff to the Village's storm drainage system.

Equivalent Residential Unit (ERU) shall mean the basic unit for the computation of stormwater service charges and is defined as 2,723 square feet of impervious area, which represents the estimated median impervious area for all developed, detached single-family properties in the Village.

Impervious Area shall mean the horizontal projection of any part of any parcel of land that has an impermeable cover caused to be erected or constructed by the action of persons, and such covers include, but are not limited to, buildings, parking lots, driveways, patios, decks, walkways, and athletic courts.

Manager shall mean the Village manager or designee.

Multifamily Residential Properties shall mean and include all residential development not classified as single-family residential. Common areas associated with such properties shall be included in the charge to the multifamily units on such properties.

Nonresidential/Commercial Properties shall mean and include all Developed property that is not primarily used for residential purposes and that is classified by the property appraiser as land use types 10 through 99 using Florida Department of Revenue Land Use Codes, as amended or supplemented.

Receiving Water shall mean those creeks, streams, rivers, lakes, sinkholes, and other bodies of water into which surface waters are directed, either naturally or in manmade ditches, pipes, or open systems.

Single-Family Property shall mean and include all single-family detached housing units.

Stormwater Basin Area shall mean the horizontal area occupied by stormwater detention, retention, and/or detention/retention basins at the design maximum water surface elevation.

Stormwater Detention Basin shall mean a facility, either natural or manmade, that collects and contains stormwater runoff and allows the release of the stormwater through a structure that is designed to control the rate of the release of the stormwater, as acknowledged by the Village manager or designee.

Stormwater Fee Adjustment shall mean a change made to a fee to correct an overcharge or an undercharge of the customer's stormwater fee.

Stormwater Fee Credit shall mean a reduction a customer receives for implementing practices that mitigate the peak discharge or runoff pollution or decrease the Village's cost of maintaining the system beyond standard (base) requirements.

Stormwater Detention/Retention Basin shall mean a facility, either natural or manmade, that performs a combination of both a stormwater detention basin and a retention basin, as acknowledged by the Village manager or designee.

Stormwater Management System shall mean and include all natural and manmade elements used to convey stormwater from the first point of impact with the surface of the earth to a suitable receiving water body or location internal or external to the boundaries of the Village. The stormwater management system includes all pipes, channels, streams, ditches, wetlands, sinkholes, inlets, swales, detention/retention basins, ponds, and other stormwater conveyance and treatment facilities.

Stormwater Retention Basin shall mean a facility, either natural or manmade, that collects and contains stormwater runoff and only allows the release of the stormwater runoff by one or more of the following: evaporation, percolation into the natural ground and/or percolation into a manmade filtration system that may convey the stormwater runoff to a stormwater management system, as acknowledged by the Village manager or designee.

Stormwater Retention Volume shall mean the maximum capacity of a stormwater retention basin(s).

Undeveloped shall mean any real property that is not Developed property.

Other Definitions for this Document:

Customer shall mean the person or entity to which a bill for stormwater fees is sent. Customers may include the owner, or a homeowner's association with responsibility for property or for common areas associated with the property, or a person or entity who has requested in writing to be the recipient of the Fee for a property.

Customer Account shall mean a water service account maintained by the Palm Beach County Water Utility for Customers within the Village limits.

Department shall mean the Village of Royal Palm Beach Public Works Department.

Department of Revenue (DOR) Code shall mean the Department of Revenue land use code as defined by Subsection 12D-8.008(2)(c), Florida Administrative Code.

Existing Stormwater Control Measure shall mean the stormwater control measures that were fully constructed and approved by the Village under stormwater management standards that existed prior to the implementation of the Monthly Service Charge.

Maintain or Maintenance shall mean any action necessary to keep stormwater control measures and devices in proper working condition, so that such Control Measures will continue to comply with applicable Village Ordinances to prevent safety hazards, public nuisances, and the failure of stormwater control measures and devices to function as intended. Maintenance includes activities identified on approved stormwater control plans, any applicable stormwater operations and maintenance manual, any applicable agreements or certifications to the Village, and those activities outlined in the Village's Ordinances.

Monthly Service Charge shall mean the Stormwater Management Fee charged to a Customer for stormwater services on a monthly basis.

New Stormwater Control Measure – shall mean the Stormwater Control Measures that were fully constructed and approved by the Village under stormwater management standards constructed after the implementation of the Monthly Service Charge.

Offsite Drainage shall mean stormwater runoff that did not originate on the subject property and flows to the property overland or through a network of natural or man-made drainage systems.

Owner shall mean the person or entity with legal responsibility for property and/or facilities, including stormwater management facilities.

Pre-Developed Conditions shall mean the condition of a property before development occurs on the parcel.

Post-Developed Conditions shall mean the condition of a property following any development activity on the parcel. For upstream areas, this refers to complete build-out conditions, as determined from current zoning.

Stormwater Control Measure shall mean any device constructed to manage stormwater quantity and/or quality. Another term used for a Stormwater Control Measure is Control Measure or Best Management Practice (BMP).

Stormwater Management Design Standards shall mean the design and maintenance standards for Control Measures found in the Village Ordinances and/or the stormwater criteria defined in Chapter 40E of the Florida Administrative Code as outlined in the South Florida Water Management District (SFWMD) Environmental Resource Permit Information Manual.

Stormwater Management Fee (Fee) is the Fee charged to provide stormwater services to developed land. The Fee is based upon the Equivalent Residential Unit (ERU) method as calculated for that property.

Stormwater Management Utility Enterprise Fund –is the fund that includes all revenues generated by the Stormwater Management Fee, , grants, or other funding sources from which all expenditures related to Stormwater Management Services shall be paid. Expenditures from the fund for activities that are not related to the Village’s stormwater management services shall not be permitted, except for a prorated charge for general Village government services that relate to the overall administration of the Stormwater Management Utility.

Stormwater Management Services are defined as the stormwater management programs designed to protect water quality and quantity by controlling the level of pollutants in, and the quantity and flow of, stormwater, and the servicing of structural and natural stormwater and management systems owned or controlled by the Village. Stormwater Management Services include any cost necessary to ensure that all aspects of stormwater quality and quantity are managed in accordance with federal and state laws, regulations and rules, and costs related to the mapping, planning, construction, operation, maintenance, inspection, management and regulation of the stormwater management system and the regulation of impervious surface and stormwater.

Tenants shall mean the person or party who is legally responsible for conditions established in a signed lease agreement with a Customer for Nonresidential/Commercial Properties.

1.2 Responsibility

The director of the stormwater management utility is the Manager. The Public Works Director or designee also is responsible for planning, operations, and management of the Stormwater Management System, compliance with the National Pollution Discharge Elimination System (NPDES) Phase I Stormwater Permit, and enforcement of floodplain regulations and the Stormwater Ordinance. The responsibility for the development of the stormwater utility database resides with Public Works.

1.3 Stormwater Management

Development covers land with impervious cover, allowing less stormwater to infiltrate than could under pre-development (natural) conditions. Increased impervious cover leads to larger volumes and higher rates of stormwater runoff, which pose a threat to the public health, safety, and welfare because, if unmanaged, the increased runoff may flood emergency vehicle routes and properties, erode watercourses and channels, and pollute streams and rivers.

Stormwater Management is the practice of managing stormwater runoff in order to avoid water quantity and water quality problems. By mapping, planning, constructing, operating, cleaning, regulating and maintaining natural and constructed stormwater management Control Measures, the Village reduces the adverse effects of stormwater and improves the quality of canals, streams, rivers, and lakes in and around the Village.

1.4 Stormwater Utility Fees

In order to provide a stable source of funding for the Village to provide Stormwater Services, which benefit owners and occupants of developed land in the Village, the Village has established a stormwater utility. The Stormwater Management Fee (Fee) is proportional to the demand for Stormwater Services as measured by the amount of Impervious Area on a property. Impervious Area is the single most important factor affecting the peak rate of runoff, the total volume discharged, and pollutant loadings of stormwater that flows from a property.

1.5 Credits and Adjustments

The Village has established opportunities for Customers to receive Credits and Adjustments in the Stormwater Utility Ordinance. Credits are associated with the construction, operation, and maintenance of privately-owned Stormwater Control Measures beyond the minimum standards required by or incorporated by reference into the Village Code and/or in the SFWMD Environmental Resource Permit Information Manual, and which benefit the Village Stormwater Management Program. Adjustments are Fee changes meant to correct errors in the information used by the Village to determine the Customer's Stormwater Management Fee.

Customers may qualify for Credit when they can demonstrate that their Existing or New Stormwater Control Measure provides cost savings the Village would otherwise incur as part of Village stormwater management efforts. Credits may only be applied to the property where the Stormwater Control Measure is located. The Control Measure must comply with Section 4 et seq. of this manual and exceed the minimum Village requirements for stormwater runoff control, which may be found in the Land Development Code or exceed the requirements in effect at the time the site was approved for development.

Residential and Non-Residential Developed Lands are eligible for Credits. Single-Family Residential Developed Lands are only eligible for Credits if the Stormwater Control Measure subject to the credit is wholly owned and operated by one entity (such as the owner of a single-family residence or a Neighborhood Association or other legally-recognized organization) and it can be demonstrated that the activity reduces the stormwater management burden caused by each Customer. In such cases, the Credit would only be applied to those dwelling units that are demonstrated to contribute runoff to the qualifying Stormwater Control Measure.

The Village has also established an appeals process that allows all Customers to appeal for Adjustment if they determine their Fee is applied in error as discussed in the Stormwater Utility Ordinance. The Village may also make an Adjustment if it discovers an oversight in determining the Fee for a Customer. Section 3 details the policy for Appeals for Adjustment while Section 4 details the Credit opportunities available to Customers.

Section 2

Stormwater Management Utility Enterprise Fund and Billing Policies

2.1 Stormwater Management Utility Enterprise Fund

A Stormwater Utility Fund has been established for the deposit of fees and charges collected by the utility. These funds are for the exclusive use of the Village's stormwater management system as defined in Section 24-26 of the Stormwater Management Utility (Ordinance No. 864), which includes the following:

- Preparation of plans for improvements and betterments to the stormwater management system;
- Construction of improvements and betterments to the stormwater management system, including, but not limited to, the purchase of land for same;
- Promulgation of regulations for the use of the stormwater management system, including provisions for enforcement of such regulations;
- Review and approval of all new development permits within the Village for compliance with stormwater management regulations included in present Village ordinances or ordinances later adopted;
- Performance of routine and as needed maintenance and minor improvement to the stormwater management system;
- Establishment of charges for the Village's stormwater management system;
- Evaluation of water quality concerns for discharges to the stormwater management system; and,
- Performance of all normal utility functions to include construction, operation, and maintenance of the Village's stormwater management system, including, but not limited to, the hiring of staff, the selection of special consultants, the entering into contracts for services and construction of facilities, and the handling of purchase, lease, sale or other rights to property for the stormwater management system.

2.2 Utility Customer Classification

Developed Property in the Village is subject to a Monthly Service Charge. Exemptions are not allowed based on age, tax exemption, or other status of an individual or organization. For purposes of imposing the Monthly Service Charge, Developed Property within the Village are classified as Residential, Non-Residential/Commercial, or Undeveloped. Improved public transportation ways, including public streets, roads, sidewalks, mobility paths, greenways and trails, airport runways, and internal roads within public facilities, which have been conveyed to the city and are used by the general public for motor vehicle transportation are not included.

2.3 Rates for Stormwater Management Service

Rates for stormwater management service are established in Section 24-27 Authority for Service Charges of the Stormwater Utility Ordinance. A Customers Monthly Service Charge is calculated using the following methods:

1. **Residential customer.** Each single-family property and each multifamily or condominium dwelling unit shall be considered one ERU for billing purposes.
2. **Nonresidential/commercial customer.** Nonresidential/commercial property service charge shall be:
 - a. Number of ERU's = Impervious Area divided by ERU Impervious Area
 - b. A minimum value of 1.0 ERU shall be assigned to each nonresidential/commercial customer. The ERU calculation shall be rounded to the nearest 0.1 ERU.
3. **Monthly Service Charge** = (No. of ERU's) x Rate/ERU.
4. **Application to all developed properties.** Service charges shall apply to all Developed property within the Village using the Village's stormwater management system.
5. **Undeveloped property.** Stormwater management service charges shall not be charged to Undeveloped property.

For Nonresidential/commercial Customers without multiple tenants, impervious areas for each parcel (site) were measured by the Village using aerial photography and Geographic Information System (GIS) tools. Since, Nonresidential/commercial Customers often share common space and parking areas, Village staff estimated the impervious area associated with each building using aerial photography, site plans, and field visits. **Figure 2-1** presents an example of impervious area.

2.4 Billing Provisions

Per Section 24-28 Combined Billing, of the Stormwater Utility Ordinance, the Monthly Service Charge shall be billed in conjunction with the customer's monthly water bill issued by Palm Beach County Water Utilities. A combined statement for applicable Village stormwater management utility services and Palm Beach County water service, plus applicable taxes and surcharges, shall be rendered each Customer monthly for such service. The rendering of combined billings is not an obligation on the part of the Village and failure of the customer to receive the statement shall not release nor diminish the obligation of the Customer with respect to payment thereof, or relieve the customer of any obligation under this article. Combined billings for service are due and payable when rendered; and shall be processed in accordance with the Palm Beach County Water Utility Department's adopted policies.



Figure 2-1
Nonresidential/Commercial Impervious Area Example

Developed property with No Water Service

Currently, Developed Property is required to have water service within the Village by ordinance. The Palm Beach Water Utility Department is the provider of water services to the Village. If exceptions are identified to this requirement in the future, the Manager may consider implementing a Monthly Service Charge to Developed Property without water service using one of the following methods:

1. A new Customer Account will be generated by the Palm Beach County Water Utility Department if requested by the Manager for the purpose of sending the Monthly Service Charge for Stormwater Management Services to the Customer;
2. The Manager will work with the Customer to identify whether or not a separate, existing, Customer Account is available and can be appended to cover the Developed Property not served by an existing water meter; or,
3. The Manager can send a Monthly Service Charge directly to the Customer. Under this option, the Village and the Customer can adjust the frequency of billing as mutually agreed upon.

Developed Property with One Water Meter and Multiple Tenants

For Developed Property served by a single water meter with multiple Tenants, the Monthly Service Charge will be sent to the Customer. The Customer is responsible for remittance of the Monthly Service Charge prior to its stated due date. It will be the responsibility of the Customer to allocate the Monthly Stormwater Service Charge to each Tennant. The Manager will only be responsible for determining the total number of ERUs for Developed Property and the associated Monthly Service Charge to be paid by the Customer.

Developed Property with Multiple Water Meters and Multiple Customers

For Developed Property served by a more than one water meter, the Manager will develop a Monthly Service Charge for each Customer using the following guidelines:

1. The Manager will first distinguish water meters from an irrigation only meters. Only the Customer Account assigned to each water meter will be used for billing (1 to 1 relationship). Meters for irrigation only will be assigned “no charge”;
2. If there is more than one water meter serving a Developed Property, then the Manager will identify the number of ERU’s assigned to each water meter that will be the basis for the Monthly Service Charge to each Customer Account (each water meter);
3. It will be the responsibility of the Customer to pay the total Monthly Service Charge. The responsibility of collecting a Monthly Service Charge from each Tenant on a Developed Property is the responsibility of the Customer;
4. It will be the responsibility of the Customer to allocate the Monthly Stormwater Service Charge to each Tennant. In aggregate, the Monthly Service Charge allocated to each Tenant cannot be greater than the total Monthly Service Charge billed to the Customer. The Monthly Service Charge allocated to each Tenant shall be based upon the number of ERU’s determined from their allocation of space, parking, and related impervious area. The Manager will assist a Customer in determining the number of ERUs associated with each Tennant of the Developed Property; and,
5. The Customer is ultimately responsible for payment of the Monthly Service Charge for the Developed Property on or before the designated due date.

2.5 Payment Provisions and Delinquency Penalties

The Palm Beach County Water Utilities is the entity that will manage the billing of the Monthly Service Charge. The Monthly Service Charge will be included on the existing utility service bill as a separate line item for Stormwater Management Services. Summarized below is a description of the billing process per Chapter 2 of the Palm Beach County Water Utility Customer Service Policy. Customers should refer to the Customer Service Policy for specific details of payment provisions and delinquency penalties.

Payment Provisions

The Monthly Service Charge issued to each Customer will be paid to the Palm Beach County Water Utility as directed on the bill. Each Customer shall be billed 12 months per year, with a billing cycle consisting of approximately 1 month. Payment must be received by the bill due date to insure proper credit to the Customer Account prior to the next bill. Non-payment prior to the beginning of the next billing period shall result in the unpaid amount being carried forward as a past-due balance. Bills will be rendered monthly and shall be considered as received by the Customer when mailed to their service or mailing address, as requested by the Customer. Non-receipt of bills by the Customer does not release nor diminish the obligation of the Customer with respect to payment.

Delinquent Customer Accounts

A Customer who has not paid in full any month's bill, and who's subsequent month's bill shows a past-due balance, is considered delinquent and will incur past due fees per Chapter 6 of the Palm Beach County Water Authority's Policy. Payment of the total past due balance plus any accrued past-due fees must be received by the Palm Beach County Water Utility within 14 calendar days of the statement shown on the Customer's utility bill or service will be discontinued if the past due bill is \$35 or greater.

Partial Payments

Payments received by the Palm Beach County Water Utility for monthly Customer billings are applied in the following manner (1) Deferred Payment Plan; (2) Wastewater Service; (3) Reclaimed Water Service; (4) Potable Water Service; (5) Stormwater Management Service. When payment has not been received in full, service may be refused and/or disconnected. Services will not be reactivated on the basis of partial payment when service has been disconnected unless arrangements have been made with the Palm Beach County Water Utility in advance.

Withholding of Service

Except where may otherwise by law, the Palm Beach County Water Utility may withhold or discontinue service until all past-due amounts, past-due fees and Customer Account reactivations fees and unpaid liens, which are owed and unpaid to the Palm Beach County Water Utility are paid in full. In general, 10 days notification of proposed termination will be provided to allow the Customer adequate time to respond and correct such deficiency unless more immediate action is justified in the interest of public health, safety, and welfare.

Authority to Lien Property for Unpaid Fees

Per Florida Statute, if a Customer Account has not been paid as and when due, and be in fault for 60 days or more, the Board of County Commissioners of Palm Beach County may cause a lien for the unpaid amount and subsequent accruing unpaid amounts, including but not limited to interest, attorney's fees and filing fees, to be filed on the parcel of property to which the utility service was provided or made available. In addition, pursuant to Article VIII., Sec. 2(b), *Florida Constitution*, as implemented by Sec. 166.021(1), *Florida Statutes*, granting broad home rule powers to municipalities, and in furtherance of the authority granted by Sec. 403.0893(1), *Florida Statutes*, for the imposition of stormwater utility fees, the Village shall have a lien on all lands and premises subject to the stormwater management utility services for all service charges until paid, which Lien, when delinquent for more than 60 days, may be foreclosed by the Village as provided by law.

2.6 Inactive Customer Accounts

Inactive Customer Accounts occur when no one is occupying a rental property or lease space or if a property has been vacated by the Customer and utilities have been turned off. If all utility services have been discontinued, no Monthly Service Charges will be applied to the Developed Property.

2.7 Billing Database Updates

The Department will provide the Palm Beach County Water Utilities with updated ERU information based on the following:

Change in Account –The billing database will be updated upon activation of the new account. A change in account for both residential and non-residential customers will result in the new account inheriting the ERU assignment from the previous account. This assumes no change in impervious area at the time of account change.

Modification to the Impervious Area -If the distribution of impervious area is modified in the case of a tenant either expanding or reducing their square footage within a developed site, the ERU assignments for affected accounts will be updated. Updates to the billing database will go into effect after receipt of Temporary Certificate of Occupancy or Certificate of Occupancy from the Village of Royal Palm Beach Building Department.

New Development –Newly developed properties will be added to the billing database after receipt of Temporary Certificate of Occupancy or Certificate of Occupancy from the Village of Royal Palm Beach Building Department.

The Department will provide the information in the format needed by the Palm Beach County Water Utilities compatible with their current billing system.

Section 3

Appeals for Adjustment

A Stormwater Fee Adjustments may be available to a Customer through the appeals process specified in Section 24-30 – Appeals; Adjustments; Exemptions of the Stormwater Utility Ordinance as referenced here and below at Section 3.3. A Stormwater Fee Adjustment is a change made to a fee to correct an overcharge or an undercharge of a Customer's Monthly Service Charge. A Stormwater Fee Adjustment is not to be confused with a Stormwater Fee Credit, which is intended to reduce a Monthly Service Charge by a percentage reflecting the benefit provided to the Village's efforts to operate and maintain the Stormwater Management System by Customer-implemented stormwater management practices. Stormwater Fee Adjustment opportunities are detailed below. This document is not the sole source, but a guide to assist in interpreting policies set forth in the Stormwater Utility Ordinance. Customers must be subject to a Monthly Stormwater Charge for Stormwater Management Services provided by the Village to be eligible for a Stormwater Fee Adjustment.

3.1 Impervious Area Measurement Adjustment

The Village has applied Palm Beach County Property Appraiser data, aerial photography, GIS technology, and development plan reviews to determine the Impervious Area for all properties within the Village Limits, using a combination of both direct measurement and statistical analysis for Single Family Residential properties Nonresidential/Commercial properties. If a Customer has reason to believe that the Impervious Area for a property as reported by the Village is incorrect, the Customer may appeal to the Village using the form in **Appendix A** of this manual.

3.2 Exemptions

Developed Property in the Village, whether public or private, is subject to a Monthly Service Charge. However, the Village will grant exemptions for the Monthly Service Charge for specified properties. Exemptions shall not be allowed based on age, tax exemption, or other status of an individual or organization. The following exemptions from the Monthly Service Charge are allowed:

- (1) Undeveloped Property** - As defined in Section 1.
- (2) Public Roads** - Improved public streets, not including internal roads within public facilities which have been conveyed to and accepted for maintenance by the Florida Department of Transportation, Palm Beach County, or the Village of Royal Palm Beach and which are used by the general public for motor vehicle transportation.
- (3) Railroad tracks** – Rails, ties, and ballast are exempt from the fee. However, railroad stations, maintenance buildings or other developed land shall not be exempted from Monthly Service Charges.

3.3 Process of Appealing for an Adjustment

Stormwater Fee Adjustments are obtained by participating in the appeals process described above and in the Stormwater Utility Ordinance. Any Customer determining that their property qualifies for an exemption or that their Monthly Service Charge is not in proportion to the amount impervious surface on their property may apply for Stormwater Fee Adjustment by submitting the appeals form in Appendix A to the Public Works Director. As part of the submission, the Customer must provide the Public Works Director with evidence or justification in writing for the correction of the Monthly Service Charge in question. In some cases, the Customer may also be required to submit, at his or her expense, a survey prepared by a registered land surveyor or other information to support the request for a Stormwater Fee Adjustment. The Public Works Director will issue a written determination on a particular matter. Once the Public Works Director has made a determination on the matter, the Customer is allowed 30 days (after service of the written decision) to file an appeal with the Manager.

Customers awarded a Stormwater Fee Adjustment by the Manager may be eligible to receive the Stormwater Fee Adjustment retroactive to the Stormwater Management Fee but in no case longer than one past year. Stormwater Fee Adjustments will not be awarded for any period preceding Stormwater Management Fee inception or preceding the date at which the Village judges the stormwater runoff generated from the Developed Property is inconsistent with the Monthly Service Charge paid. The one-year retroactive payment policy also applies to cases where the Manager determines that the monthly Service Charge for a Developed Property is less than it should be based on the amount of impervious surface on the Developed Property.

In instances in which Village has not or incorrectly billed a Customer, the Manager may retroactively bill Customers for the exact unbilled or incorrectly billed time period up to one year where the date of the error or omission can be determined or estimated by the Manager. In such instances, the Customer will be entitled to make payments over the same length of time in which the billing error or omission occurred.

Section 4

Stormwater Fee Credit Opportunities

A Stormwater Fee Credit is a reduction a Customer receives for implementing practices that mitigate the peak discharge or runoff pollution or decrease the Village's cost of maintaining the system beyond standard (base) requirements. A Customer may be eligible for a Stormwater Fee Credit under the following circumstances: 1) the Customer has installed an onsite Stormwater Control Measure compliant with Stormwater Management Design Standards referenced in this document; 2) the Customer reduces the burden of non-structural best management practices required of the Village under its National Pollutant Discharge Elimination System (NPDES) permit for its Municipal Separate Storm Sewer System (MS4) General Permit (Permit No. FLS000018); or 3) the Customer holds and is in compliance with an NPDES MS4 General Permit separate from the Village's NPDES MS4 General Permit. The maximum allowable Stormwater Fee Credit for any combination of the three possible credits is 80 percent.

Single-Family Property Customers are only eligible for Stormwater Fee Credits if the Stormwater Control Measure subject to the Stormwater Fee Credit is wholly owned and operated by one entity (such as a Neighborhood Association or other legally-recognized organization) and the Customer's Developed Property drains to the Stormwater Control Measure. In such instances, each dwelling unit demonstrated to contribute runoff to the qualifying Stormwater Control Measure may be eligible for its equal pro-rata share of the credit unless other arrangements for billing the Monthly Service Charge to the Homeowner's Association was made pursuant to the Stormwater Utility Ordinance.

The following sections describe the three types of Stormwater Fee Credit opportunities, eligibility requirements, credit enforcement, and the process of applying for the Stormwater Fee Credit. The reader should not view this document as a sole source but as a guide to assist in interpreting the requirements.

4.1 Stormwater Control Measure Credit

The Village Code of Ordinances mandates engineered Stormwater Control Measures to minimize the qualitative and quantitative impacts of runoff and ensure compliance with federal point source discharge requirements based on the permit conditions provided in NPDES Permit No. FLS000018 or for new development. For installing and maintaining Stormwater Control Measure exceeding Village Stormwater Management Design Standards specified or incorporated by reference in the Code of Ordinances, Customers will be eligible for a maximum Stormwater Fee Credit of 80 percent (40 percent for onsite Stormwater Control Measures and 40 percent for offsite Stormwater Control Measures). To qualify, Customers must demonstrate that their existing stormwater or new Stormwater Control Measure controls the volume and quality of stormwater generated from their immediate Developed Property (onsite) and/or upstream tributary areas (offsite). In addition, the Stormwater Control Measure must exceed Stormwater Management Design Standards existing at the time the original site plan was approved outlined in the Code of Ordinances, effectively reducing Village stormwater management costs by reducing the Village's stormwater service responsibilities and costs. The Stormwater Control Measure must also meet all applicable laws of the State of Florida.

Stormwater Fee Credit opportunities are also available for Customers with a Stormwater Control Measure that controls runoff from an upstream tributary area, which means a Customer is controlling runoff from offsite. A Customer controlling runoff from an upstream area is eligible for a maximum Stormwater Fee Credit of 40 percent. The Stormwater Fee Credits available for controlling runoff from offsite are additive with those available for controlling runoff from onsite. In the case of a Stormwater Control Measure controlling upstream drainage area, the post-developed condition must be calculated based on complete build-out of the upstream drainage area as determined from current zoning and available Village planning documents, subject to review and approval by the Village. The structure of the Stormwater Fee Credits is summarized in **Table 4-1**.

Table 4-1 Village of Royal Palm Beach Stormwater Funding Study Maximum Fee Credit Structure for Stormwater Controls

Control Measure Type	Stormwater Control Category & Minimum Threshold Values	Credit Allowance (Percent)
Onsite	Water Quantity (Volume) – 20% Maximum Credit	
1	Attenuate Onsite Flows 105% to 150% Greater than Required by Ordinance	10%
2	Attenuate Onsite Flows Greater than 150% Required by Ordinance	20%
Onsite	Water Quality – 20% Maximum Credit	
1	Treat 105% to 150% of the Onsite Tributary Area Requirement	10%
2	Treat more than 150% of the Onsite Tributary Area Requirement	20%
Offsite	Water Quantity (Volume) – 20% Maximum Credit	
1	Attenuate Offsite Flows 105% to 150% Greater than Required by Ordinance	10%
2	Attenuate Offsite Flows Greater than 150% Required by Ordinance	20%
Offsite	Water Quality – 20% Maximum Credit	
1	Treat 105% to 150% of the Offsite Tributary Area Requirement	10%
2	Treat more than 150% of the Offsite Tributary Area Requirement	20%
Maximum Total Credit Available		80%

4.2 NPDES MS4 Permit Support Credit

Customers that provide services that help the Village comply with specific requirements included in its NPDES MS4 Phase I Permit will be eligible for a Stormwater Fee Credit of an amount to be determined by the Village on a case-by-case basis and not to exceed 20 percent. The Stormwater Fee Credit will be determined based on a comparison between the Village's NPDES MS4 program requirements and the customer's stormwater management activities. A Stormwater Fee Credit will be given for elements of the programs that reduce the burden on the Village to provide Stormwater Management Services related to its NPDES Permit. The negotiated Stormwater Fee Credit for the Customer's additional efforts will be based on the relative benefits offered to the Village, based on the population served, protection provided, contributing drainage area, or other appropriate metrics. The NPDES MS4 permit Stormwater Fee Credit may be received in addition to the Stormwater Control Measure credit listed above. Therefore, a customer receiving all Stormwater Fee Credits is eligible for a credit of up to 100 percent (80 percent plus 20 percent).

4.3 NPDES MS4 Permit Credit

Customers holding an NPDES MS4 General Stormwater Permits separate from the Village NPDES MS4 Permit will also be eligible for a credit of an amount to be determined by the Village on a case-by-case basis up to 100 percent of the Monthly Service Charge. It is expected that the Indian Trail

Improvement District (ITID) and Lake Worth Drainage District (LWDD) will receive 100 percent credit because they each have their own NPDES MS4 permit and are responsible for permit compliance. The 100 percent credit would be reduced if stormwater management services (i.e., program management, NPDES, O&M, CIP, etc.) becomes the responsibility of the Village.

4.4 Eligibility for Credits

Customers must pay a fee for Stormwater Management Services provided by the Village and must apply the Stormwater Fee Credit to Developed Property containing the credited Stormwater Control Measure to be eligible for a Stormwater Fee Credit. For Developed Property with credited Stormwater Control Measures in common areas owned and operated by a Homeowners' Association or other similar entity recognized by the Village, each dwelling unit demonstrated to contribute runoff to the credited Stormwater Control Measure shall be eligible for its equal pro-rata share of the Stormwater Fee Credit unless other arrangements for billing the fee are made pursuant to the Stormwater Utility Ordinance. Other Single-family Developed Property are not eligible for credits.

4.4.1 Customers

Section 2 of this Document summarizes the manner in which Customers will be billed. A Customer is the person or entity receiving a Monthly Service Charge for Stormwater Management Services. Any Customer receiving a Monthly Service Charge for Stormwater Management Services is eligible to receive a Stormwater Fee Credit if they meet the requirements for a particular credit.

4.4.2 Maintenance Agreement

An owner of a Stormwater Control Measure must agree in writing to maintain the credited Stormwater Control Measure to Village Stormwater Management Design Standards and all other applicable standards and state law in order to be eligible for Stormwater Fee Credit. Failure to maintain a Stormwater Control Measure in strict compliance to Village standards will result in the loss of the Stormwater Fee Credit and possible surcharge to recapture improper Stormwater Fee Credits. The owner of a credited Stormwater Control Measure is responsible for notifying the Village if the Stormwater Control Measure is compromised or damaged in any way or is no longer complying with state law or Village Stormwater Management Design Standards. The Owner of a credited Stormwater Control Measure must also notify the Village if any repair work is performed that may alter the operation of the Stormwater Control Measure.

4.4.3 Right of Entry

In order to be eligible for a Stormwater Fee Credit, an owner of a credited Stormwater Control Measure must first agree in writing that Village staff have permission to inspect Stormwater Control Measures on the Owner's property at any time. Failure to permit Village inspection shall terminate the Stormwater Fee Credit.

4.4.4 Existing Stormwater Control Measures

Existing Stormwater Control Measures may be eligible for a Stormwater Fee Credit if they meet requirements for a particular Stormwater Fee Credit (see Table 4-1). Existing Stormwater Control Measures must exceed Village Stormwater Management Design Standards at the time the site was approved and must be maintained to be eligible for a Stormwater Fee Credit.

4.4.5 Upgrades

Recognizing that the Village's Stormwater Design Standards may evolve in future years, the Village will not require current recipients of a Stormwater Fee Credit to upgrade their Stormwater Control Measures immediately to conform to future changes in Village Stormwater Management Design Standards. However, once a Village Stormwater Management Design Standards is changed, the Village will only guarantee existing Stormwater Fee Credits until its next renewal date (maximum period of three (3) years) provided the Customer maintains the Stormwater Control Measure to Village standards and the Stormwater Control Measure otherwise complies with State law. In the event that a Stormwater Control Measure has not been upgraded to the new Stormwater Management Design Standard at the end of the Stormwater Fee Credit cycle, it will be terminated.

4.5 Stormwater Control Measure Maintenance

In order to receive a Stormwater Fee Credit, a Stormwater Control Measure must be privately maintained in strict compliance to Village standards and State of Florida standards where applicable to ensure that the Stormwater Control Measure functions as credited at all times. Furthermore, Customers must document all operation and maintenance activities and provide the Village with a report every three (3) years, including an independent engineering inspection by a professional engineer licensed to practice engineering in the State of Florida. Required maintenance activities are described in the following sections. More information concerning Maintenance may be obtained from the Department.

4.5.1 Required Stormwater Control Measure Maintenance

The following Stormwater Control Measure maintenance activities are required for a Customer to be eligible for a Stormwater Control Measure Stormwater Fee Credit. These activities are required to ensure that the Stormwater Control Measure performs as credited, complies with the requirements of the Village and state law, meets safety standards, and is not a public nuisance. Maintenance activities are required on all drainage structures related to the Stormwater Control Measure, including dams, fore bays, inlets, headwalls, velocity dissipaters, spillways, pipes, feeder channels, discharge channels, etc. The Owner of a credited Stormwater Control Measure must comply with all applicable maintenance practices below that are relevant to the credited Stormwater Control Measure. The following list is not intended to be comprehensive; Customers are referred to the Village Department and those documents incorporated therein by reference for specific minimum maintenance requirements.

- **Debris and Litter Removal** – This activity must be performed after storm events totaling approximately two inches over a 24-hour period or as needed in order to prevent the structure from clogging and failing and to prevent a public nuisance.
- **Erosion and Structural Repair** – Side slopes, emergency spillways, and embankments all may periodically suffer from slumping and erosion. Regrading, revegetating, compacting and/or installing or replenishing rip-rap may be required to correct erosion problems that develop.
- **Nuisance Control** – Standing water or soggy conditions within a “dry” Stormwater Control Measure can create nuisance conditions for nearby residents. Common nuisance conditions may include odors, mosquitoes, litter, and weeds. Regular maintenance to remove debris and ensure control structure functionality is required to control these potential problems. In addition, well-maintained and established wetland plants in wet detention ponds or bird nesting boxes

around the pond can provide a habitat for birds and predacious insects and fish that can actively serve as a natural check on nuisance insects such as mosquitoes. Cyclical alteration of the water level in the pond or installation of aeration/agitation features will also disrupt most unwanted larval growth.

- **Outlet Control** – Maintain outlet control devices to ensure proper functioning in the control of stormwater velocities at the outlet of the Stormwater control measure. Re-vegetating and/or replenishing or installing rip-rap may be required to correct erosion problems at the outlet of stormwater control measure pipes.
- **Removal of Log Jams and Debris** - All stream and ditches within the stormwater system should be inspected periodically for blockages. If identified, the blockages and debris should be removed as quickly as practicable.
- **Sediment Removal** – This activity is to be performed as needed or as required by the Village to ensure proper working order of the control measure and its related stormwater control measure features (channels, pipes, etc.). Sediment removal is also required to maintain the required storage volume.
- **Structural Repairs and Replacement** – Eventually, stormwater control structures will deteriorate and must be replaced. Major structural damage to outlet structures (i.e. cracks, leaks, or failure) must be repaired as soon as possible.

4.6 Validation of Credit

Inspections and documentation are the primary methods employed to monitor Stormwater Fee Credits. Failure to maintain and operate the Stormwater Control Measure in strict compliance with Village Stormwater Management Design Standards and with stormwater permit conditions established by the South Florida Water Management District (SFWMD) will result in the loss of the Stormwater Fee Credit and possible surcharge to recapture improper Stormwater Fee Credits. All credited Stormwater Control Measures are also subject to nuisance ordinances of the Village.

4.6.1 Documentation

Documentation (as measured from the date the Stormwater Fee Credit application was approved by the Village) must be submitted to the Village Department every three (3) years to continue receiving a Stormwater Fee Credit. The required documentation consists of the following:

- Inspection report from an independent Professional Engineer licensed to practice engineering in the State of Florida;
- A Professional Engineer, Licensed in the State of Florida, must validate the stormwater control measure exceeds the Village's Stormwater Management Design Standard in place at the time of the 3-year Stormwater Fee Credit renewal;
- Recently dated photographs showing the condition (including any known damage or disrepair) of the Stormwater Control Measure. For stormwater ponds and other devices, these photos should include views of the outlet structure, all side slopes, vegetated littoral zones, a view from the downstream channel looking upstream at the dam and emergency spillway, a view from the dam showing the condition of the downstream channel, and a view of areas designed to catch sediment (if possible); and,

- Records demonstrating that required maintenance activities have been completed.

4.6.2 Control Measure Inspections

Each Customer that has applied for and received a Stormwater Fee Credit for a Stormwater Control Measure has the private responsibility to inspect and repair their Stormwater Control Measure to ensure that it is functioning as credited. In addition, the Village reserves the right to inspect Stormwater Control Measures receiving a Stormwater Fee Credit at any time. If the field inspection proves that any of the documentation submitted for continuation of the Stormwater Fee Credit is not accurate, or the Stormwater Control Measure is not maintained, or if the Stormwater Control Measure is not operating as credited, the Stormwater Fee Credit will be forfeited, and the customer must repay the Village in the form of a surcharge the amount of credit received during the period for which the Village determines the Stormwater Control Measure was out of compliance.

Inspections will be performed by a representative of the Village Department to assure that a Stormwater Control Measure is operating as credited (no blockage due to excessive sediment accumulation, logs, or debris). Annual inspection is possible with additional inspections of problematic areas following large storm events (two inches of rainfall or more over a 24-hour period).

4.7 Credit Application for New Stormwater Control Measures

The following sections present the typical Stormwater Fee Credit application process for new and existing Stormwater Control Measures. The steps described are recommended to expedite the application process.

4.7.1 Preliminary Interaction with the Village

Since the calculations and hydrologic analyses involved in the design of a Stormwater Control Measure are complex, a Professional Engineer registered in the State of Florida must design the New Stormwater Control Measure, or must certify the review of any Existing Stormwater Control Measures or proposed Stormwater Control Measure upgrades. The public is encouraged to discuss the proposed Stormwater Control Measure with the Department to maximize potential Stormwater Fee Credit opportunities and benefits to the Village. The Department will evaluate how a proposed Stormwater Control Measure will fit into the drainage scheme of the Village, based on their general knowledge and the results of stormwater master planning performed for the Village's drainage system, allowing them to provide valuable insight to one designing a Stormwater Control Measure or to one owning an Existing Stormwater Control Measure to determine what Stormwater Fee Credit is available. The Village determines the final amount of Stormwater Fee Credit based on the policies of this manual.

4.7.2 Perform Hydrologic Analysis and Design Control Measure

If a Customer decides to install a Stormwater Control Measure, a Professional Engineer licensed in the State of Florida must perform a hydrologic/hydraulic analysis and design a Stormwater Control Measure that will achieve the level of Stormwater Fee Credit desired by the Customer.

4.7.3 Complete Application

Once an engineering analysis has been completed, the Customer should follow the instructions to fill out an application. This application along with an engineering report will be submitted to the Department for final Stormwater Fee Credit determination. If approved by the Department, any Stormwater Fee Credit awarded will appear on the billing cycle within 90 days or less from when the New Stormwater Control Measure was fully constructed and approved by the Department.

Stormwater Fee Credits will be retroactive to the date the Stormwater Control Measure was approved by the Department.

4.7.4 Construction of a New Stormwater Control Measure

If an application is successful, the Customer must construct the New Stormwater Control Measure before the Stormwater Fee Credit takes effect. The Customer must also provide an “as-built” certification to the Department which must be signed and sealed by a Professional Engineer licensed in the State of Florida for all New Stormwater Control Measures that meet the Stormwater Management Design Standards.

4.7.5 Inspection of a New or Existing Stormwater Control Measure

The completed New Stormwater Control Measure or an Existing Stormwater Control Measure may be subject to inspection by the Department to ensure that it was constructed as permitted and that it will perform as credited.

4.8 Credit Application for Existing Stormwater Control Measures

Stormwater Fee Credit application procedures for Existing Stormwater Control Measures are similar to those for New Stormwater Control Measures. Consultation with the Department may still be useful for the Owner of an Existing Stormwater Control Measure that is determining what Stormwater Fee Credit may be available to them. An engineering analysis as detailed above must be performed for an Existing Stormwater Control Measure to confirm that it exceeds current Village Stormwater Management Design Standards and qualifies for Stormwater Fee Credit.

Customers submitting Stormwater Fee Credit applications for an Existing Stormwater Control Measure may be eligible to receive Stormwater Fee Credit retroactive to Monthly Service Charge inception or up to one (1) year prior to approval of the application, whichever is shorter. Stormwater Fee Credit will not be awarded for applications for an Existing Stormwater Control Measure for any time period preceding fee inception. However, Customers must be able to prove the Existing Stormwater Control Measure complies with Florida safety standards and other applicable State laws, and has satisfied relevant Stormwater Fee Credit requirements for the time period(s) in question, and has been maintained throughout that time period in order to receive the retroactive Stormwater Fee Credit.

4.9 Credit Renewal

Stormwater Fee Credits granted to a Customer for an Existing or New Stormwater Control Measure will be in effect for three (3) years. In order to continue receiving the Stormwater Fee Credit in future years, a Customer must renew their application prior to the end of the three year Stormwater Fee Credit period. In addition, an inspection of the Stormwater Control Measure by a licensed Professional Engineer must be performed in accordance with the Village code prior to renewing a Stormwater Fee Credit. If the documentation or inspection proves a Stormwater Control Measure is not in compliance with Village requirements, the Stormwater Fee Credit will be subject to termination and credit received during any period of non-compliance must be repaid to the Village.

4.10 Implementation of the Credit

Depending on when an application for a Stormwater Fee Credit is submitted, whether a Stormwater Control Measure is new or existing and/or when a New Stormwater Control Measure is fully constructed and approved by the Department, implementation may be handled differently as described in this memorandum. Generally, it is estimated that applications will take ninety (90) days to process.

Stormwater Fee Credit, which is intended to reduce a Monthly Service Charge by a percentage reflecting the benefit provided to the Village's efforts to operate and maintain the Stormwater Management System by Customer-implemented stormwater management practices. Stormwater Fee Adjustment opportunities are detailed below. The reader should not view this document as a sole source but as a guide to assist in interpreting policies set forth in the Stormwater Utility Ordinance. Customers must be subject to a Monthly Stormwater Charge for Stormwater Management Services provided by the Village to be eligible for a Stormwater Fee Adjustment.

APPENDIX A

Forms and Instructions for Adjustments

Appendix A

Forms and Instructions for Adjustments

A.1 Stormwater Fee Credit Application Instructions

Applicants applying for a Stormwater Fee Credit for the first time must fill out the Credit Application included in this Appendix and submit the items listed in the Stormwater Fee Credit Application Checklist. Please note also that the Department reserves the right to request additional information if necessary to determine the Stormwater Fee Credit. Applicants or a Professional Engineer hired by the Applicant should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Customer Name, Physical Address, Contact Information and a copy of the most recent Monthly Service Fee received from Palm Beach County Utilities for Village Stormwater Management Services. Also, please indicate if this application is for an initial Stormwater Fee Credit or for the renewal of a previously approved Stormwater Fee Credit.

Section B

Please submit the information requested concerning the Applicant's Engineer including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property for which Stormwater Fee Credit will be applied. If the property address is different from the Customer's address in Section A, please include in Section C.

Section D

Please include documentation regarding the number of acres of onsite and upstream tributary drainage area (if applicable) controlled by the Applicant's Stormwater Control Measure. The Applicant shall receive this information from the Professional Engineer that was hired to design the new Stormwater Control Measure or who has performed the study of an existing Stormwater Control Measure. The applicant shall submit to the Department a detailed topographic map outlining the drainage areas. In addition, the engineer should signify the appropriate design storm events controlled by the Stormwater Control Measure.

Section E

Please signify with a YES or NO in the appropriate box whether an NPDES Industrial or MS4 stormwater discharge permit has been obtained for this property. If so, please describe the elements of the program that help the Village comply with the specific requirements included in its NPDES MS4 Phase I Permit in the given box and include a copy of your NPDES Permit and Application with your request for Stormwater Fee Credit to the Department. In addition, please supply the Department with any additional information needed to evaluate your program. This information may include

documentation of the activities that you perform to stay in compliance with the permit, such as maintenance logs, monitoring information, etc. The negotiated Stormwater Fee Credit for the Customer's additional efforts will be based on the relative benefits offered to the Village, based on population served, protection provided, contributing drainage area, or other appropriate metrics.

Section F

A checklist for completion of the application is included in Section F. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the Department may request that you re-submit the form before making a determination on the adjustment.

Section G

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. For facilities with multiple owners or customers, the owner having primary responsibility for the management of the Stormwater Control Measure should sign this section. A Professional Engineer registered in the State of Florida is also required to sign this section. This section must be complete in order for your application to be processed.

Section H

Please sign and date that you have completed the application for a Stormwater Fee Credit. If multiple customers exist for the property, all customers must sign this form in order to grant the Stormwater Fee Credit. For development with common area Stormwater Control Measures such as condominiums, townhomes or cluster unit developments, where fees are pro-rated to the lot owners, the Association may sign and complete the application on behalf of its members.

Section I

Section I is for office use only by the Department.

A.2 Appeal for Adjustment Form Instructions

Applicants must fill out the Appeal for Adjustment Form contained in Appendix A.1 and submit the items listed in the Checklist. Please note that the Department reserves the right to request additional information if necessary to determine the adjustment. Applicants should fill out the entire form as completely as possible. The following directions apply to each section of the form.

Section A

Please submit the information requested by the Application including Property Owner, Physical Address, Contact Information, Customer Account Information, and a copy of the most recent Monthly Service Charge shown on the utility bill received from Palm Beach County Utilities.

Section B

Please submit the information requested concerning the Applicant's Engineer or Surveyor (if applicable) including the Name, Physical Address, and Contact Information.

Section C

Please submit the information requested concerning the Applicant's Property. If the property address is different from the Customer address in Section A, please include in Section C.

Section D

Please check the box next to the type of adjustment for which you are applying and list your requested change of impervious area in the appropriate spaces. In addition, please attach all documentation needed to justify your claim for an adjustment. Additional information may include:

- A map of the property
- Property measurements
- Topographic data
- A complete site survey by a registered surveyor or engineer

Section E

A checklist for completion of the application is included in Section E. Please check the boxes next to each item to signify that you have completed the entire form. If the form is not complete, the Department may request that you re-submit the form before making a determination on the adjustment.

Section F

Please place your initials in the appropriate spaces to signify that you will comply with the statements in this section. This section must be complete in order for your application to be processed.

Section G

Please sign and date that you have completed the application for an adjustment. If multiple owners exist for the property, all owners must sign this form in order to grant the adjustment.

Section H

Section H is for office use only by Village the Department.

Appendix A-1

Credit Application Forms

Village of Royal Palm Beach (Village)

Public Works

10996 Okeechobee Boulevard

Royal Palm beach, FL 33411

Telephone: (561) 790-5122

Stormwater Fee Credit Application

Section A.

APPLICANT INFORMATION

Customer:

Primary Location/Street Address:

Telephone:

Fax:

E-mail Address:

Stormwater Fee Application Type (initial or renewal):

Section B.

APPLICANT'S ENGINEER

Name:

Address:

Telephone:

Fax:

E-mail Address:

Section C.

PROPERTY INFORMATION TO WHICH CREDIT WILL BE APPLIED (attach a copy of your latest utility bill)

Name of Property (e.g. Complex or Development):

Palm Beach County Utility Account No.

Parcel Identification Number (PIN):

Property Address:

Section D.

STORMWATER CONTROL MEASURE CREDIT INFORMATION AND ELIGIBILITY

Check All that Apply to the Property

1. Onsite Attenuation Exceeding Current Village Code
2. Offsite Attenuation
3. Onsite Stormwater Treatment Exceeding Current Village Code
4. Offsite Stormwater Treatment
5. NPDES Industrial Permit w/Village Supporting Activities
6. NPDES MS4 Permit w/Village Supporting Activities

Reduction Request

10%

20%

NPDES MS4 Support Description:

Total Requested Credit:

--

Note: If applicable, either 5 or 6 can be checked, not both.

Maximum is 100% Credit

Section E.

STORMWATER NPDES INDUSTRIAL AND MS4 CREDIT INFORMATION AND ELIGIBILITY

Do you have an NPDES Industrial or MS4 Stormwater Discharge Permit? (YES or NO)

--

If YES, please include a copy of your NPDES permit and application with this Credit application.

If you answered YES to the previous question, please list briefly the activities performed by your program. Attach additional sheets as necessary. Also, please include with your application any information the City would need to evaluate your program:

Section F.

APPLICATION CHECKLIST

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package, you will be asked to complete the request and re-submit. Please note that the Village reserves the right to request additional information if necessary.

☐

A copy of your most recent Village Stormwater Utility Fee.

☐

Site plan as-built construction drawings (signed and sealed by a licensed surveyor or engineer) at an appropriate scale, showing the site, topographic details, overland flow paths, all stormwater facilities, and surrounding area.

☐

Detailed hydrologic and hydraulic calculations using the most current available information and methodology approved by the Village that accurately describes the runoff through the site. For facilities located in Village drainage basin study areas, the hydrologic and hydraulic models (i.e. HEC-1 and HEC-RAS) used in the Village's drainage basin studies should be used.

☐

Current Village topographic map outlining the on-site drainage area, the drainage area upstream and the location of the credited Stormwater Facility.

☐

A detailed report that clearly describes how the stormwater facility functions for storm events the facility is designed to control for Credit.

☐

A proposed maintenance schedule submitted by the owner of the Stormwater Facility that describes in detail the maintenance activities for the Stormwater Facility.

Section G.

CERTIFICATION STATEMENTS

PLEASE INITIAL THE FOLLOWING STATEMENTS CERTIFYING THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

I hereby certify that the information in this application is truthful and accurate.

I hereby certify that I will Maintain the Stormwater Facility referenced in this application, and I will adhere to the approved maintenance schedule attached to this application.

I hereby certify that the credited Stormwater Facility will continuously meet all Village Standards.

I hereby grant Village staff access to the property referenced in this document to inspect the facility or facilities proposed for a stormwater fee credit.

I hereby certify that I will notify the Village should any destruction or damage occur to the facility referenced in this credit application that prevents it from performing as credited.

Owner's Signature

Date

(for multiple owners, representative responsible for management shall sign)

I hereby certify that the credited Stormwater Facility or Facilities meet all Village Standards.

Engineer's Signature

Date

Affix Seal Here

Section H.
SIGNATURE(S)

Signed this ____ day of _____, 20____, by the owners of the property.

OWNER'S SIGNATURE(S) - If multiple owners, all must sign.

PRINT OWNER NAME(S), ADDRESS(ES), PHONE NUMBER(S):

Section I.
OFFICE USE ONLY

Received by Village of Royal Palm Beach, Florida, this ____ day of _____, 20____.

Application reviewed on this ____ day of _____, 20____.

Application reviewed by: _____

Credit amount awarded to customer:

Onsite Drainage Area Credit (%): _____

Upstream Tributary Area Credit (%): _____

NPDES Permit Credit (%): _____

TOTAL STORMWATER FEE CREDIT: _____

Appendix A-2

Adjustment Application Forms

**Village of Royal Palm Beach (Village)
Public Works**

10996 Okeechobee Boulevard
Royal Palm beach, FL 33411
Telephone: (561) 790-5122

Stormwater Fee Appeal for Adjustment Application

Section A.

APPLICANT INFORMATION

Customer:

Primary Location/Street Address:

Telephone:

Fax:

E-mail Address:

Section B.

APPLICANT'S ENGINEER or SURVEYOR (if applicable)

Name:

Address:

Telephone:

Fax:

E-mail Address:

Section C.

PROPERTY INFORMATION (attach a copy of your latest utility bill)

Name of Property (e.g. Development or Subdivision):

Palm Beach County Utility Account No.

Parcel Identification Number (PIN):

Property Address:

Section D.

DETAILS OF THE APPEAL FOR ADJUSTMENT

Type of Property (circle): single-family, multi-family, other residential, non-residential

Currently Billed Impervious Area: square feet

Proposed Impervious Area: square feet

Please include a detailed description of the reason for the adjustment as an attachment to this application. Also, please provide the Village with any property maps or measurements that may be needed to determine your adjustment. A detailed topographic survey may be required in some cases at the expense of the Customer.

Section E.
APPLICATION CHECKLIST

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF): If any information is missing from the request package, you will be asked to complete the request and re-submit. Please note that the Village reserves the right to request additional information if necessary.

- ☐ A copy of your most recent Village Stormwater Utility Fee
- ☐ Complete application form requesting an appeal for Adjustment
- ☐ Evidence supporting the basis for the adjustments including the opinion of a certified professional engineer or surveyor where applicable
- ☐ Current Village topographic map outlining the property and disputed impervious areas, where applicable
- ☐ Correct parcel identification number (PIN) - see Section F for instructions on obtaining the PIN for your property

Section F.
CERTIFICATION STATEMENTS

PLEASE INITIAL THE FOLLOWING STATEMENTS CERTIFYING THAT YOU HAVE READ AND UNDERSTAND EACH ONE:

- ☐ I hereby certify that the information in this application is truthful and accurate.
 - ☐ I hereby grant the Village of Royal Palm Beach access to the property referenced in this document to confirm any of the information stated in this application to determine my adjustment.
-

Section G.
SIGNATURE(S)

Signed this _____ day of _____, 20__, by the owners of the property.

CUSTOMER'S SIGNATURE(S) - If multiple all must sign.

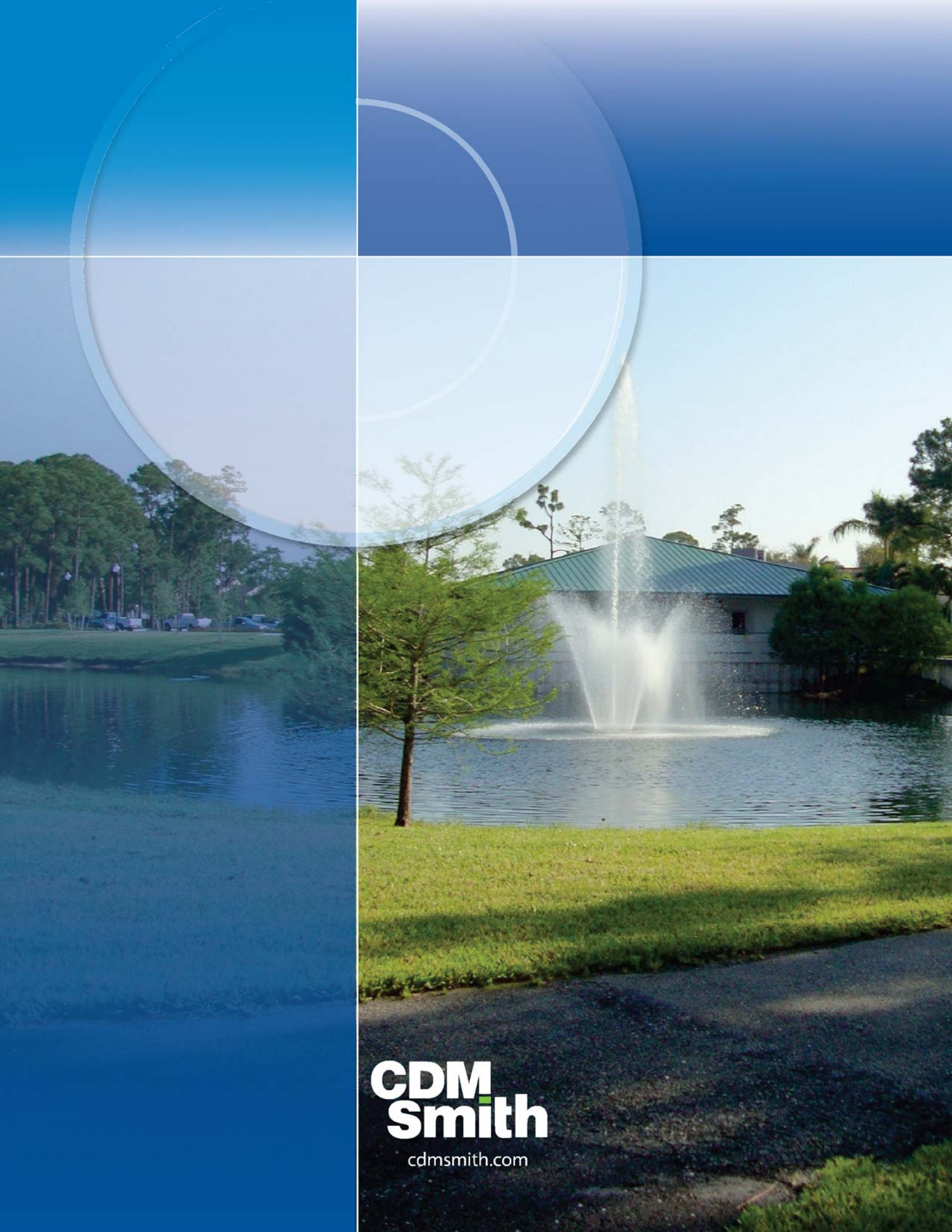
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

PRINT CUSTOMER NAME(S), ADDRESS(ES), PHONE NUMBERS(S):

1	
2	
4	
5	
6	
7	
8	
9	
10	

Section H.
OFFICE USE ONLY

Received by the Village of Royal Palm Beach, Florida, this _____ day of _____, 20__.	
Application reviewed on this _____ day of _____, 20__.	
Application reviewed by: _____	
Determination of Adjustment:	Currently Billed Impervious Area: _____ square feet
	Revised Impervious Area: _____ square feet
Retroactive Adjustment Required? (Y or N)	If yes, then record Retroactive Date: _____ day of _____, 20__.



**CDM
Smith**
cdmsmith.com

Village of Royal Palm Beach

FY2012 Annual Report

Attachment 2



Village of Royal Palm Beach, Florida

10996 Okeechobee Boulevard Royal Palm Beach, Florida 33411
Telephone (561) 790-5122 Fax (561) 791-7075 www.royalpalmbeach.com

Public Works Department
Paul L. Webster, P.E., CSM
Director

Memorandum

To: File
From: Mr. Paul L. Webster, P.E., CSM, Public Works Director
Date: March 12, 2013
Re: Review of Village Code for Prohibitions to Low Impact Development

Part III.A.2 – Met with the Village Engineer, Senior Planner and Community Development Director.

We performed a review of our code. We determined that the Village code promotes conservation and does not inhibit low impact development at this time.

There are no recommended changes to the Village code at this time.