



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 62-624.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by email to the NPDES Stormwater Program Administrator or to the MS4 coordinator. Their names and email addresses are available at: <http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>. If files are larger than 10mb, materials may be placed on the NPDES Stormwater ftp site at: ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/. After uploading the ANNUAL REPORT files, an email must be sent to the MS4 coordinator or the NPDES program administrator notifying them the report is ready for downloading
- Refer to the Form Instructions for guidance on completing each section.
- Please print or type information in the appropriate areas below

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: Town of Juno Beach		
B.	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
C.	Permit Number: FLS000018-003 (Cycle 3)		
D.	Annual Report Year: ☐ Year 1 ☐ Year 2 ☒ Year 3 ☐ Year 4 ☐ Year 5 ☐ Other, specify Year:		
E.	Reporting Time Period (month/year): 10/ 12 through 9 / 13		
F.	Name of the Responsible Authority: Joseph F. Lo Bello		
	Title: Town Manager		
	Mailing Address: 340 Ocean Drive		
	City: Juno Beach	Zip Code: 33408	County: Palm Beach
	Telephone Number: 561-626-1122		Fax Number: 561-775-0812
	E-mail Address: jlobello@juno-beach.fl.us		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Anthony R. Meriano		
	Title: Public Works Director		
	Department: Public Works		
	Mailing Address: 340 Ocean Drive		
	City: Juno Beach	Zip Code: 33408	County: Palm Beach
	Telephone Number: 561-626-1122		Fax Number: 561-775-0812
E-mail Address: ameriano@juno-beach.fl.us			

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

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

SECTION III. MONITORING PROGRAM

A.	Provide a brief statement as to the status of monitoring plan implementation: 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.
B.	Provide a brief discussion of the monitoring results to date: • 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.
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: \$41,006 <i>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.</i>
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$35,878

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

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

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

DO NOT SUBMIT ANY OTHER MATERIALS
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

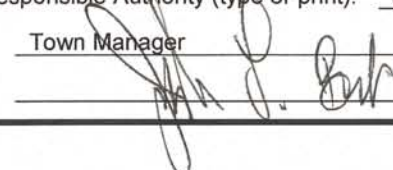
SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

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

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

Name of Responsible Authority (type or print): Joseph F. Lo Bello

Title: Town Manager

Signature: 

Date: 2/20/2014

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE									
A.	B.		C.		D.	E.	F.		
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments		
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation								
	Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit								
	Type of Structure	Number of Activities Performed				Documentation / Record	Entity Performing the Activity	Comments	
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
	Exfiltration trench / French drains (linear feet)	1000	2	100	4	100	Inspection Form	D.P. W.	2x Annual
	Grass treatment swales (miles)	2000	14	100	0	100	Inspection Form	D.P.W.	3x Month
	Wet detention systems	1	4	100	2	100	Inspection Form	D.P.W.	4x Annual
	Major stormwater outfalls	1	4	100	0	100	Inspection Form	D.P.W.	4x Annual
	Weirs or other control structures	1	4	100	0	100	Inspection Form	D.P.W.	4x Annual
	MS4 pipes / culverts (miles)	1.2	4	50	1	25	Inspection Form	D.P.W.	Every 2 Years
	Inlets / catch basins / grates	128	256	50	128	50	Inspection Form	D.P.W.	2x Annual
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met								
	Year 1 ONLY: Attach a map of all known major outfalls								
Part III.A.2	Areas of New Development and Significant Redevelopment								
	Report the number of significant redevelopment projects reviewed by the permittee for post-development stormwater considerations. Report the number of new development projects reviewed under Part III.A.9.a.								
	Number of significant redevelopment projects reviewed		0		None Submitted				
	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.								
	Year 2 ONLY: Attach the summary report of the review activity								
	Year 4 ONLY: Attach the follow-up report on plan implementation								

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.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.				
	PERMITTEE Litter Control Program: Frequency of litter collection PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	2x Annual	Sign In Sheet	Volunteers/D.P.W.	D.P.W. Records
		1800	Route Sheet	Volunteers/D.P.W.	D.P.W. Records
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	14	Weight Slips	Solid Waste Authority	D.P.W. Records
	CONTRACTOR Litter Control Program: Frequency of litter collection	0	N/A	N/A	N/A
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	0	N/A	N/A	N/A
	CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	N/A
	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.				
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	2.6	Sign In Sheet	Volunteers	D.P.W. Assist
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	4.5	Weigh In Sheets	Volunteers	D.P.W. Assist
	Adopt-A-Road Program: Total miles cleaned	-			None In Place
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	-			-
	Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.				
	Frequency of street sweeping	4x Annual	Invoice	Hurricane Serv.	Report Form
	Total miles swept (per year)	16.0	Invoice	Hurricane Serv.	Report Form
	Estimated quantity of sweeping material collected (cubic yards)	22.0	Invoice	Hurricane Serv.	Report Form
	Total nitrogen loadings removed (pounds)	28	Worksheet	D.P.W.	FSA Calculator
	Total phosphorus loadings removed (pounds)	18	Worksheet	D.P.W.	FSA Calculator
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned				

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
	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.				
		Number of Inspections			
	Name of facility #1: D.P. W. Maintenance Facility	2	Inspection Form	D.P. W. Staff	2x Annual
	Name of facility #2:				
	Name of facility #3:				
	Name of facility #4:				
Part III.A.4	Flood Control Projects				
	Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.				
	Flood control projects completed during the reporting period	0	N/A	-	None Needed
	Flood control projects completed during the reporting period that did not include stormwater treatment	0	N/A	-	-
	ATTACH a list of the flood control projects that did not include stormwater treatment and an explanation for each of why it was not				
	Stormwater retrofit projects planned	0	N/A	N/A	-
	Stormwater retrofit projects under construction during the reporting period	0	-	-	-
	Stormwater retrofit projects completed during the reporting period	0	-	-	-
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit: • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. Report the number of applicable facilities and the number of the inspections conducted for each facility.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
		Number of Inspections			
	Name of facility #1: No Waste Transfer Stations	0			
	Name of facility #2: No Municipal Landfills	0			
	Name of facility #3: No Waste Fleet Facilities	0			
	Name of facility #4: No Waste Treatment, Storage, Disposal	0			
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides CONTRACTORS: FDACS certified / licensed applicators of fertilizer PERSONNEL: Green Industry BMP Program training completed CONTRACTORS: Green Industry BMP Program training completed	3 2 1 1 1	License License License License License	FDACS FDACS FDACS FCACS FDACS	D.P.W. Staff Terminex/Beach Envir. Sunshine Land Design
	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 all local governments within the watershed of a nutrient-impaired water body shall adopt the Department's Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.				
	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		N/A	N/A	
	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.				
	FYN PROGRAM FUNDING: Permittee Provides Funding? ☐ Yes ☒ No Amount of Funding = See Joint Report Public education and outreach program The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE																																												
A.	B.	C.	D.	E.	F.																																							
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments																																							
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. ATTACH a report on any amendments to the applicable legal authority		N/A																																									
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken. <table border="1"> <thead> <tr> <th>Proactive inspections for suspected illicit discharges / connections / dumping</th> <th>Code Inspection Reports</th> <th>Code Inspection D.P.W.</th> <th>Routine Inspections</th> </tr> </thead> <tbody> <tr> <td>Illicit discharges / connections / dumping found during a proactive inspection</td> <td>42</td> <td>Code Inspection Reports</td> <td>Notice of Violation</td> </tr> <tr> <td>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection</td> <td>7</td> <td>Code Inspection Reports</td> <td>Notice of Violation</td> </tr> <tr> <td>Fines issued for illicit discharges / connections / dumping found during a proactive inspection</td> <td>7</td> <td>Code Inspection Reports</td> <td>Notice of Violation</td> </tr> <tr> <td>Year 1 ONLY: Attach the written proactive inspection program plan</td> <td>0</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> 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. <table border="1"> <thead> <tr> <th>Reports of suspected illicit connections / discharges / dumping received</th> <th>Code Inspection Reports</th> <th>Code Inspection D.P.W.</th> <th>Routine Inspections</th> </tr> </thead> <tbody> <tr> <td>Reactive investigations of reports of suspected illicit discharges / connections / dumping</td> <td>0</td> <td>Code Inspection Reports</td> <td>None Reported</td> </tr> <tr> <td>Illicit discharges / connections / dumping found during a reactive investigation</td> <td>0</td> <td>Code Inspection Reports</td> <td>"</td> </tr> <tr> <td>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation</td> <td>0</td> <td>Code Inspection Reports</td> <td>"</td> </tr> <tr> <td>Fines issued for illicit discharges / connections / dumping found during a reactive investigation</td> <td>0</td> <td>Code Inspection Reports</td> <td>"</td> </tr> </tbody> </table>	Proactive inspections for suspected illicit discharges / connections / dumping	Code Inspection Reports	Code Inspection D.P.W.	Routine Inspections	Illicit discharges / connections / dumping found during a proactive inspection	42	Code Inspection Reports	Notice of Violation	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	7	Code Inspection Reports	Notice of Violation	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	7	Code Inspection Reports	Notice of Violation	Year 1 ONLY: Attach the written proactive inspection program plan	0	N/A	N/A	Reports of suspected illicit connections / discharges / dumping received	Code Inspection Reports	Code Inspection D.P.W.	Routine Inspections	Reactive investigations of reports of suspected illicit discharges / connections / dumping	0	Code Inspection Reports	None Reported	Illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"			
Proactive inspections for suspected illicit discharges / connections / dumping	Code Inspection Reports	Code Inspection D.P.W.	Routine Inspections																																									
Illicit discharges / connections / dumping found during a proactive inspection	42	Code Inspection Reports	Notice of Violation																																									
Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	7	Code Inspection Reports	Notice of Violation																																									
Fines issued for illicit discharges / connections / dumping found during a proactive inspection	7	Code Inspection Reports	Notice of Violation																																									
Year 1 ONLY: Attach the written proactive inspection program plan	0	N/A	N/A																																									
Reports of suspected illicit connections / discharges / dumping received	Code Inspection Reports	Code Inspection D.P.W.	Routine Inspections																																									
Reactive investigations of reports of suspected illicit discharges / connections / dumping	0	Code Inspection Reports	None Reported																																									
Illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"																																									
Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"																																									
Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	Code Inspection Reports	"																																									

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Refresher 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).				
	Initial Training	Refresher Training			
	Personnel trained	0	1	Sign In Sheet	In-House/PBC
	Contractors trained	0	1	Sign In Sheet	In-House
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	0			
	During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Refresher 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).				
	Initial Training	Refresher Training			
	Personnel trained	0	1	Sign In Sheet	In House
	Contractors trained	0	1	Sign In Sheet	In House
Part III.A.7.e	Illicit Discharges and Improper Disposal — Public Reporting				
	During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type 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).				
	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	90	Mailing List	Town Clerk	Town Center
	Brochures/Flyers/Fact sheets distributed	6000	Mailing List	Town Clerk	Town Center
	Neighborhood presentations: Number conducted	2	H.O.A. Meeting	D.P.W.	Town Center
	Neighborhood presentations: Number of participants	30	H.O.A. Meeting	D.P.W.	Town Center

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
	Newspapers & newsletters: Number of articles/notices published Newsletters: Number of newsletters distributed 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 Web Site: Number of visitors to the stormwater-related pages	2 6000 1 0 0 0 1 5 0 0 468	Mailing List Mailing List Pamphlets Sign In Sheet Sign In Sheet website	Town Clerk Town Clerk Town Clerk D.P.W. D.P.W. Town Clerk	News Letter 2 x Annual Town Center In House In House
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).				
	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	90	Mailing List	Town Clerk	
	Brochures/Flyers/Fact sheets distributed	6000	Mailing List	Town Clerk	
	Household Hazardous Waste (HHW) Collection Day: Events	0			
	HHW Collection Day: Amount of waste collected/recycled/properly disposed (tons)	0			
	Neighborhood presentations: Number conducted	2	H.O.A. Meeting	D.P.W.	Town Center
	Neighborhood presentations: Number of participants	30	H.O.A. Meeting	D.P.W.	Town Center
	Newspapers & newsletters: Number of articles/notices published	2	Mailing List	Town Clerk	Newsletter
	Newsletters: Number of newsletters distributed	6000	Mailing List	Town Clerk	2x Annual
	Public displays (e.g., kiosks, storyboards, posters, etc.)	1	Pamphlets	Town Clerk	Town Center
	Radio or television Public Service Announcements (PSAs)	0			
	School presentations: Number conducted	0			
	School presentations: Number of participants	0			
	Seminars/Workshops: Number of participants	1	Sign In Sheet	D.P.W.	In House
	Seminars/Workshops: Number conducted	5	Sign In Sheet	D.P.W.	In House
	Special events: Number of participants	0			
	Special events: Number conducted	0			

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	0			
	Web Site: Number of visitors to the stormwater-related pages	468	website	Town Clerk	
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.				
	SSO incidents discovered	0	LRD Records	LRD	
	SSO incidents resolved	0	"	"	
	Inflow / infiltration incidents discovered	0	"	"	
	Inflow / infiltration incidents resolved	0	"	"	
	Name of owner of the sanitary sewer system	Loxahatchee River District			
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include: • Operating municipal landfills; • Hazardous waste treatment, storage, disposal and recovery facilities; • Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and • Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit. Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year. During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.		C.		D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity		Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments
Part III.A.8.b			For violations discovered during a high risk inspection				
			Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
		Total high risk facilities	1				
		New high risk facilities added to the inventory during the current reporting period	0		No New High Risk Facilities Added	-	-
		Operating municipal landfills	0		No Landfills in Town	-	-
		Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	1	0	Inspection Form	D.P.W.	Public Works Facility
		EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0	-	No EPCRA Title III	-	-
		Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0	-	-	-	None
		Other facilities determined as high risk by the permittee (that are not facilities identified through the proactive inspections)	0	-	-	-	None
		Industrial and High-Risk Runoff — Monitoring for High Risk Industries					
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.						
	High risk facilities sampled		0				N/A
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices						
	Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4. Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.						
	PERMITTEE SITES: Construction site plans reviewed		0				
	PERMITTEE SITES: Construction site plans approved		0				
	PRIVATE SITES: Construction site plans reviewed		25		Submittal		P&Z/Consultant
	PRIVATE SITES: Construction site plans approved		24		Approval Document		P&Z/Consultant

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
	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.				
	Notified of ERP stormwater permit requirements	25	Review Letters	P&Z/Consultant	Below Threshold
	Confirmed ERP coverage	25	n/a		
	Notified of CGP stormwater permit requirements	25	Review Letters	P&Z/Consultant	Below Threshold
	Confirmed CGP coverage	25	n/a		
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites immediately upon written approval by the Department. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
	PERMITTEE SITES: Active construction sites	0			
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0			
	PERMITTEE SITES: Percentage of active construction sites inspected	0			
	PRIVATE SITES: Active construction sites	7			
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	21	Inspection Report	Consultant	
	PRIVATE SITES: Percentage of active construction sites inspected	100			
	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				
	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. Refresher 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.				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.		B.		C.		D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments		
	Permittee construction site inspectors	Certification Training	Initial Training (non-certification)	Refresher Training				
	Permittee construction site plan reviewers	0		1	EPA Certification	PBC Joint Class		
	Permittee construction site operators							
	Private persons							

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

Permit Citation/ SWMP Element	SWMP EVALUATION
A.	Part II.A.1 Structural control inspection and maintenance
	Strengths: All structural controls are inspected and maintained on a regular basis and have been found to be functioning as designed.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None necessary.
A.	Part II.A.2 Significant redevelopment
	Strengths: N/A
	Weaknesses: N/A
A.	Part II.A.3 Roadways
	SWMP Revisions to address deficiencies: N/A
	Strengths: Storm drains and swales capture storm water runoff and prevent ponding during rain events.
A.	Weaknesses: None. Drains and swales function as designed.
	SWMP Revisions to address deficiencies: None

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

Part II.A.4 Flood control	Strengths: Flood control devices perform as designed.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None necessary
Part II.A.5 Waste TSD Facilities	Strengths:
	Weaknesses:
	SWMP Revisions to address deficiencies:
Part II.A.6 Pesticide, herbicide, fertilizer application	Strengths: License applicators perform services as prescribed by manufacture or products.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None Necessary
Part II.A.7 Illicit Discharge Detection and Elimination	Strengths: Staff performs regular inspections to insure there are no illicit discharges
	Weaknesses: None
	SWMP Revisions to address deficiencies: None Necessary
Part II.A.8 High Risk Industry Runoff	Strengths: Staff performs routine inspections of high risk facilities.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None necessary
Part II.A.9 Construction Site Runoff	Strengths: Staff performs routine inspections of construction sites to insure against runoff.
	Weaknesses: None
	SWMP Revisions to address deficiencies: None Necessary

SECTION IX. 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>
		No Changes to SWMP
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>
		Changes to SWMP

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

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

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
☐	☒	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
☐	☒	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
☐	☒	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
☐	☒	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
☐	☒	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]		
☒	☐	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.		Addressed in Section VIII
☐	☒	Part VIII.B.3.e	EACH ANNUAL REPORT: A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.		
☐	☒	Part VIII.B.4.f	EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		
☐	☒	Rule 62-624.600(2)(a), F.A.C.	YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).		
☐	☒	Part III.A.3	YEAR 1: If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
☐	☒	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if applicable.		
☐	☒	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program plan.		
☐	☒	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]		
☐	☒	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.		
☐	☒	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.		See PBC Group Report
☐	☒	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 / redevelopment.		
☐	☒	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
☐	☒	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
☐	☒	Part VII.C	YEAR 4: An application to renew the permit.		
☐	☒	Part VIII.B.3.d	YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.		

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

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

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

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

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT			
Rule / Permit Citation	Report Title	Approved Date	
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	11/29/11	
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	12/28/11	
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	08/06/13	
Part VIII.B.4	30 MONTHS from start date per TMDL Prioritization Report: A Bacterial Pollution Control Plan (BPCP).	Not Applicable	

BMAP Reporting

MS4 permittees are NOT required to submit the annual report required by any BMAP that applies to them since the NPDES Stormwater Staff can obtain them from the department's Watershed Planning and Coordination staff. However, to assure that the stormwater staff are aware of which BMAPs apply to the MS4 permittees and when the latest BMAP annual report was submitted, please complete the information below, if applicable:

Rule/Permit Citation	BMAP Title: No BMAP has been developed in Palm Beach County. A BMAP is currently underway for Lake Okeechobee Basins.	Date BMAP Annual Report Submitted to DEP
Part VIII.B.2		
Part VIII.B.2		
Part VIII.B.2		
Part VIII.B.2		

END OF REVISED TAILORED MS4 AR FORM