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 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 Lake Park		
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: Mr. Dale S. Sugerman, PhD.		
	Title: Town Manager		
	Mailing Address: 535 Park Avenue		
	City: Lake Park	Zip Code: 33403	County: Palm Beach
	Telephone Number: 561.881.3304	Fax Number: 561.881.3314	
	E-mail Address: TownManager@lakeparkflorida.gov		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Mr. Dave Hunt		
	Title: Director of Public Works		
	Department: Public Works		
	Mailing Address: 650 Old Dixie Highway		
	City: Lake Park	Zip Code: 33403	County: Palm Beach
	Telephone Number: 561.881.3345	Fax Number: 561.881.3349	
	E-mail Address: dhunt@lakeparkflorida.gov		

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: $459,725 *<u>DEP Note:</u> 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: $503,440

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): Dale S. Sugerman

Title: Town Manager

Signature: Dale S. Sugerman Date: 3/31/14

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
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)	7791	1430	18%	1430	18%	Inspection Forms	Public Works	Pipes Cleaned with VacCon
Dry detention systems	1	0	0	0	0	Inspection Forms	Public Works	See attached
Major stormwater outfalls	10	0	0	0	0	Inspection Forms	Public Works	See attached
MS4 pipes / culverts (linear feet)	46170	15365	33%	15365	33%	Inspection Forms	Public Works	Pipes Cleaned with VacCon
Inlets / catch basins / grates	409	116	28%	116	28%	Inspection Forms	Public Works	Inlets Cleaned
Ditches / conveyance swales (miles)	79200	6794	8.5%	6794	8.5%	Inspection Forms	Public Works	Swales Regraded & Sodded
ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met								See attached
Year 1 ONLY: Attach a map of all known major outfalls								

A.	B.	C.	D.	E.	F.
Part III.A.2	**Areas of New Development and Significant Redevelopment**				
	[redacted] for post-development stormwater considerations. Report the number of new [redacted].				
	Number of significant redevelopment projects reviewed	1	Comment Letters	Consultant/Community Development Department	
	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.				
	[redacted]	[redacted]	n/a		
	[redacted]	[redacted]	n/a		

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
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. [redacted]				
	PERMITTEE Litter Control Program: Frequency of litter collection	weekly	Collection Reports	Public Works	
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	13.6 Ac.			1 Road, 2 Parks
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	121	Collection Reports	Public Works	
	CONTRACTOR Litter Control Program: Frequency of litter collection	n/a			
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	n/a			
	CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	n/a			
	[redacted] cleaned and an estimate of the quantity of litter collected.				
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	n/a			
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	n/a			
	Adopt-A-Road Program: Total miles cleaned	n/a			
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	n/a			
	[redacted]				
	Frequency of street sweeping	Semi-monthly			
	Total miles swept (per year)	498	Sweeper Logs	Public Works	
	Estimated quantity of sweeping material collected (cubic yards)	36.1	Sweeper Logs	Public Works	
	Total nitrogen loadings removed (pounds)	47	Records	Consultant	FSA Calculator
	Total phosphorus loadings removed (pounds)	30	Records	Consultant	FSA Calculator
	[redacted]	[redacted]			
	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. [redacted]				
	[redacted]	Number of Inspections			
	Name of facility #1: Public Works Maintenance Yard	12	Inspection Reports	Public Works	

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
Part III.A.4	**Flood Control Projects**				
	[redacted]				
	Flood control projects completed during the reporting period	0	n/a	n/a	No Projects this
	Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment	0	n/a	n/a	Period
	ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not		n/a	n/a	
	Stormwater retrofit projects planned	0	n/a	n/a	
	Stormwater retrofit projects under construction during the reporting period	0	n/a	n/a	
	Stormwater retrofit projects completed during the reporting period	0	n/a	n/a	
Part III.A.5	**Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit**				
	Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit: • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. [redacted]				
		Number of Inspections			
	Name of facility #1: Public Works Maintenance Yard	12	Inspection Reports	Public Works	
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. [redacted]				
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	0			
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	1	State License	FDACS	

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	1	State License	FDACS	
	PERSONNEL: Green Industry BMP Program training completed	0			
	CONTRACTORS: Green Industry BMP Program training completed	3	Certificate	UF IFAS	
	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>. [redacted]				
	[redacted]		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. [redacted] 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.			
Part III.A.7.a	**Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures**				
	Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed. *<u>DEP Note:</u> If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.*				
	[redacted]		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. [redacted].				
	Proactive inspections for suspected illicit discharges / connections / dumping	178	Inspection Reports	Public Works	
	Illicit discharges / connections / dumping found during a proactive inspection	5			
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0			

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection			0			
	[redacted]			[redacted]			
	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. [redacted]						
	Reports of suspected illicit connections / discharges / dumping received			0			None Reported
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping			0			
	Illicit discharges / connections / dumping found during a reactive investigation			0			
	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			
	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. [redacted]						
	[redacted]	Initial Training	Refresher Training	[redacted]			
	Personnel trained	0	7	[redacted]	Sign-In Sheet	PBC	
	Contractors trained	0	1	[redacted]	Sign-In Sheet	PBC	
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. [redacted]						
	Hazardous and non-hazardous material spills responded to						
	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. [redacted]						
	[redacted]	Initial Training	Refresher Training	[redacted]			
	Personnel trained	0	7	[redacted]	Sign-In Sheet	PBC	
	Contractors trained	0	1	[redacted]	Sign-In Sheet	PBC	
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. [redacted]						

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
Part III.A.7.f	**Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control**				
	During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total and the number of Web site visits (if applicable).				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
Part III.A.7.g	**Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage**				
	Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	0	Correspondence from		
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	Seacoast		
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0			
	SSO incidents discovered	0			
	SSO incidents resolved	0			
	Inflow / infiltration incidents discovered	0			
	Inflow / infiltration incidents resolved	0			
	Name of owner of the sanitary sewer system	Seacoast Utility Authority			
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;				

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments

- 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.

	Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection: Fines issued	For violations discovered during a high risk inspection: Notices of Violation (NOVs) / warning letters / citations issued			
Total high risk facilities	3						
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	2		0	0			None this period See attached
EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0						Per TRI (not updated since 2012)
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 not facilities identified through the proactive inspections)	1		0	0			None this period

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.

B.	C.	D.	E.	F.
High risk facilities sampled	0	0	0	n/a

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.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. [redacted]				
	PERMITTEE SITES: Construction site plans reviewed	0			
	PERMITTEE SITES: Construction site plans approved	0			
	PRIVATE SITES: Construction site plans reviewed	1	Comments Letter	Consultant\ Community Development Department	
	PRIVATE SITES: Construction site plans approved	1	Comments Letter	Consultant\ Community Development Department	
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. [redacted]				
	Notified of ERP stormwater permit requirements	1	Comments Letter	Consultant\ Community Development Department	
	Confirmed ERP coverage	0	n/a	n/a	Due to property size, ERP not required
	Notified of CGP stormwater permit requirements	1	Comments Letter	Consultant\ Community Development Department	
	Confirmed CGP coverage	0	n/a	n/a	Disturbed area < 1 acre
Part III.A.9.b	**Construction Site Runoff — Inspection and Enforcement**				
	[redacted] 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. [redacted]				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A. Permit Citation/ SWMP Element	B. Permit Requirement/Quantifiable SWMP Activity	C. Number of Activities Performed	D. Documentation / Record	E. Entity Performing the Activity	F. Comments
	PERMITTEE SITES: Active construction sites	0	n/a	n/a	No Construction
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	n/a	n/a	This permit
	PERMITTEE SITES: Percentage of active construction sites inspected	0	n/a	n/a	Cycle
	PRIVATE SITES: Active construction sites	0	n/a	n/a	No construction
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	n/a	n/a	This permit
	PRIVATE SITES: Percentage of active construction sites inspected	0	n/a	n/a	Cycle
	Notices of Violation (NOVs) / warning letters / citations issued	0	n/a	n/a	
	Stop Work Orders issued	0	n/a	n/a	
	Fines issued	0	n/a	n/a	
	[redacted]				
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 <u>or under contract with</u> 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. [redacted]

	Certification Training	Initial Training (non-certification)	Refresher Training				
Permittee construction site inspectors	0		0				
Permittee construction site plan reviewers		0					
Permittee construction site operators		1			Prework notes	Consultant/ Community Development	
Private persons		0					

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: 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
	Part II.A.2 Significant redevelopment	Strengths: N/A
		Weaknesses: N/A
		SWMP Revisions to address deficiencies: N/A
	Part II.A.3 Roadways	Strengths: Regular maintenance via street sweeping and pipe/inlet cleaning programs.
		Weaknesses: None
		SWMP Revisions to address deficiencies: N/A
	Part II.A.4 Flood control	Strengths: Flood Control Devices perform well.
		Weaknesses: None
		SWMP Revisions to address deficiencies: N/A
	Part II.A.5 Waste TSD Facilities	Strengths: N/A
		Weaknesses: N/A
		SWMP Revisions to address deficiencies: N/A
	Part II.A.6 Pesticide, herbicide, fertilizer application	Strengths: Applicators are licensed to perform services.
		Weaknesses: None
		SWMP Revisions to address deficiencies: N/A
	Part II.A.7 Illicit Discharge Detection and Elimination	Strengths: Staff performs regular inspections via the pipe/inlet cleaning and inspection program
		Weaknesses: None
		SWMP Revisions to address deficiencies: N/A

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

	Part II.A.8 High Risk Industry Runoff	Strengths: Staff performs regular inspections of facilities.
		Weaknesses: none
		SWMP Revisions to address deficiencies: N/A
	Part II.A.9 Construction Site Runoff	Strengths: Staff and Consultants perform regular inspecitons to ensure maintenance of pollution prevention devices.
		Weaknesses: None
		SWMP Revisions to address deficiencies: N/A

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.** *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.*
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)** *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.*

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

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

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
☐	☒	Part II.F	**EACH ANNUAL REPORT**: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
☐	☒	Part III.A.1	**EACH ANNUAL REPORT**: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
☐	☒	Part III.A.4	**EACH ANNUAL REPORT**: A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not, if applicable.		
☐	☒	Part III.A.7.a	**EACH ANNUAL REPORT**: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
☐	☒	Part V.B.9	**EACH ANNUAL REPORT**: Reporting and assessment of monitoring results. **[Also addressed in Section III of the Annual Report Form]**		
☒	☐	Part VI.B.2	**EACH ANNUAL REPORT**: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, at a minimum, must include responses to the questions listed in the permit.		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~~ *DEP Note: A plan is not necessary since the FDACS certification / licensing program adequately fulfills the permit requirement.*
☐	☐	☒	☐	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

Description of Items not met during this reporting period

Section IV Fiscal Analysis

Expenditures were less than the budget due to personnel changes during the permit period. Personnel have been replaced and there will be no effect on the stormwater management program in the future.

Section VII

Part III.A.1 Structural Controls

The only Dry Detention system within Town limits is at the town Marina. The detention system is maintained through a contractor however no actual inspection reports were generated in the current period. Town staff will be documenting inspections this period.

Due to changes in personnel inspections of the Major Outfalls could not be accomplished this period. All major outfalls will be inspected this period.

The swales within the town are maintained on a regular basis. 6794 linear feet of swales were maintained either by regrading or by resodding in the permit period however inspection reports were not generated for these areas. In addition the Code Compliance office is charged with enforcing maintenance of swales that accept water from Town Roadways but are the responsibility of the adjacent property owners. Code Enforcement noted 9 violations during the permit period and maintenance was performed on the swales in violation. The Town routinely reviews more than the minimum required swale lengths however these inspections were not properly documented during the permit period.

Part III.A.8.a Industrial and High-Risk Runoff

Due to changes in personnel inspections of the High Risk Facilities could not be accomplished this period. All facilities will be inspected this period.