

**From:** Kathy Gilbert  
**Sent:** Tuesday, June 16, 2015 8:00 AM  
**To:** 'Bull, Michelle'  
**Cc:** Todd Engle; Kathy Gilbert  
**Subject:** City of Palm Beach Gardens

Michelle,

Per your request, attached please find the updated NPDES pages for year 4 for all three items below.

Part III.A.1.

- The pollution control device is part of the stormwater system, per Todd Engle, City Engineer, so I have revised the annual report to reflect the 12 monthly inspections.

Part III.A.8.a

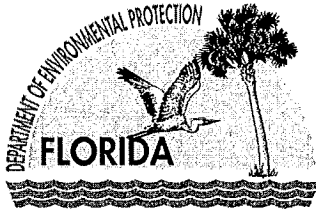
- I updated the subcategories on the HRF list to include all 19 facilities listed during the Year 4 report
  - We are currently updating our HRF list for year 5.
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Part III.A.9.c

- I have attached the permittee construction project's Preconstruction meeting form and included a copy of the Standard Engineering Conditions of Approval which both include the NPDES requirement. I have also attached the Golf Course FDEP NOI letter.

This submittal should satisfy all your requirements. Please let me know if you need any additional information.

Thanks,  
Kathy Gilbert, P.E.  
City of Palm Beach Gardens  
Engineering Dept  
Office: 561-799-4292



FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

BOB MARTINEZ CENTER  
2600 BLAIRSTONE ROAD  
TALLAHASSEE, FLORIDA 32399-2400

RICK SCOTT  
GOVERNOR

HERSCHEL T. VINYARD JR.  
SECRETARY

June 24, 2013

Todd Engle  
Palm Beach Gardens Golf Course  
11401 Northlake Blvd  
Palm Gardens, FL 33412

RE: Facility ID: FLR10MW91  
Palm Beach Gardens Golf Course  
County: Palm Beach

Dear Permittee:

The Florida Department of Environmental Protection has received and processed your *Notice of Intent to Use Generic Permit for Stormwater Discharge from Large and Small Construction Activities* (NOI) and the accompanying processing fee. This letter acknowledges that:

- your NOI is complete;
- your processing fee is paid-in-full; and
- you are covered under the *Generic Permit for Stormwater Discharge from Large and Small Construction Activities* (CGP), DEP Document No. 62-621.300(4)(a).

Your project identification number is **FLR10MW91**. Please include this number on all future correspondence to the Department regarding this permit.

This letter is **not** your permit; however, this letter does serve **as verification of permit coverage**. A copy of the permit language is available online at [www.dep.state.fl.us/water/stormwater/npdes/docs/cgp.pdf](http://www.dep.state.fl.us/water/stormwater/npdes/docs/cgp.pdf) or by contacting the NPDES Stormwater Notices Center.

Your permit coverage becomes effective June 24, 2013 and will expire **June 23, 2018**. To terminate your coverage prior to this expiration date, you must file a *National Pollutant Discharge Elimination System (NPDES) Stormwater Notice of Termination*, DEP Form 62-

June 24, 2013

621.300(6) (NOT). An NOT must be filed within 14 days of either (a) your final stabilization of the site or (b) your relinquishment of control of the construction activities to a new operator. To renew your coverage beyond the expiration date, you must submit a new NOI and processing fee to the Department no later than two days before coverage expires.

Until your permit coverage is terminated, modified, or revoked, you are authorized to discharge stormwater from the construction site referenced in your NOI to surface waters in accordance with the terms and conditions of the CGP. Some key conditions of the CGP are:

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- implementation of your stormwater pollution prevention plan (SWPPP);
- conducting and documenting routine inspections; and
- retaining the records required by the permit (including your SWPPP) at the construction site or the alternate location specified in your NOI.

If you have any questions concerning this acknowledgment letter, please contact the NPDES Stormwater Notices Center at (866) 336-6312.

Sincerely,

A handwritten signature in black ink that reads "Cierra Robinson". The signature is written in a cursive, flowing style.

Cierra Robinson  
Data Entry Operator  
NPDES Stormwater Program

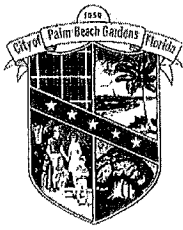


# CITY OF PALM BEACH GARDENS

## MEMORANDUM

### CONDITIONS OF APPROVAL

1. Prior to the issuance of the infrastructure permit, the Applicant shall submit signed/sealed/dated construction plans including a pavement marking and signage plan and a permit application for review and approval.
2. Prior to the issuance of the clearing permit, infrastructure permit, or the building permit for the vertical construction, whichever occurs first, the Applicant shall provide itemized cost estimates and surety for the project (public or private), in accordance with the LDR Sections 78-309 and 78-461. The itemized cost estimates shall include all public elements for the onsite and offsite infrastructure, landscaping and irrigation-related improvements for the project. The cost estimates shall be dated, signed and sealed by a professional engineer and landscape architect registered in the State of Florida. Surety will be based on 110% of the total combined City approved cost estimates and shall be posted with the City.
3. Prior to the issuance of the infrastructure permit, the Applicant shall receive a Technical Compliance Approval letter (TCA) for this project from the Planning & Zoning Department, in accordance with the City's LDR. Prior to the issuance of a vertical building permit, the plat for this project shall be approved by City Council.
4. Prior to the issuance of the clearing permit or infrastructure permit or demolition permit, whichever comes first, the Applicant shall submit an updated construction phasing and safety plan for the City to review. The construction phasing and safety plan shall include all necessary construction zone signage and fencing as required by the Engineering Department and will need to be monitored throughout the construction duration and modified as necessary to allow for safe and effective pedestrian and vehicular movement throughout the project. If at any time the contractor wishes to modify the phasing plan, please submit revised phasing plan to the City Engineer, Todd Engle, at [tengle@pbgfl.com](mailto:tengle@pbgfl.com) for review.
5. Prior to the issuance of the infrastructure permit, the Applicant shall submit a lighting permit application along with a signed and sealed Photometric plan to the City
6. Prior to the commencement of construction, the Applicant shall schedule a pre-construction meeting with City staff. Inspections related to the infrastructure permit will not be performed until the pre-construction meeting has occurred. In addition, failure to comply with this condition could result in a Stop Work Order of all work/construction activity for the subject development site.



## CITY OF PALM BEACH GARDENS MEMORANDUM

7. The following items are required to be ongoing throughout the project:
  - A) The required ADA elements for the building entrance, pedestrian access areas and ramps shall be shown and detailed on the permit plans for our review.
  - B) The construction, operation and/or maintenance of any elements of the subject project shall not have any negative impacts on the existing drainage of surrounding areas. If, at any time during the project development, it is determined by the City that any of the surrounding areas are experiencing negative drainage impacts caused by the project, it shall be the Applicant's responsibility to resolve said impacts in a period of time and a manner acceptable to the City prior to additional construction activities. The City may cease issuing building permits and/or Certificates of Occupancy until all drainage concerns are resolved.
  - C) The Applicant shall provide the City Engineer with copies of all permits, permit applications and Requests for Additional Information to and from regulatory agencies regarding issues on all permit applications, certifications and approvals including South Florida Water Management District, Northern Palm Beach County Improvement District, Seacoast, Palm Beach County, Health Dept, etc.
  - D) All pavement marking and striping, excluding parking stall striping, shall be installed with thermoplastic materials. Also, paver bricks of appropriate color shall be used on paver brick areas, in lieu of paint or thermoplastic material for conformance with Section 78-344 of the City's LDR.
  - E) The applicant shall comply with all Federal EPA and State of Florida Department of Environmental Protection NPDES requirements, including but not limited to, preparation of a storm water pollution prevention plan and identification of appropriate Best Management Practices, as generally accepted by the Environmental Protection Agency (EPA) and/or local regulatory agencies, for construction activities, implementation of the approved plans, inspection, and maintenance of controls during construction. Including a Notice of Intent prior to the issuance of infrastructure permit and Notice of Termination prior to the issuance of the Certificate of Completion for the infrastructure permit
8. Prior to the issuance of the certificate of occupancy, the Applicant shall provide electronic certified civil design asbuilts both in pdf and AutoCAD.
9. Prior to the issuance of the certificate of completion, the Applicant shall provide copies of the required testings as provided for on the plans and specifications and in accordance with the FDOT for our review.
10. Prior to the issuance of a Certificate of Occupancy for the new building, the applicant shall submit all required recorded easements and easement modifications to the City.

**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
	Pollution control boxes	1	12	100%	2	100%	Public Service Logs	Public Services	Inspected once per month
	Stormwater pump stations	0	0	0	0	0	Public Service Logs	Public Services	Don't have any pump stations
	Major stormwater outfalls	27	30	100%	1	Gardens Lakes	Public Service Logs	Public Services	Inspected once per year
	Weirs or other control structures	12	12	100%	12	100%	Public Service Logs	Public Services	Inspected once per year
	MS4 pipes / culverts (miles)	12	1.2	10%	300 LF slipped lined	Garden Lakes	Public Service Logs	Public Services	Inspected as needed and during inventory process
	Inlets / catch basins / grates	502	84	17%	1	Garden Lakes	Public Service Logs	Public Services	Inspected as needed and during inventory process
	Ditches / conveyance swales (miles) FEC RR ditch Burns Rd south to C-17 & 200 yds on City golf course	1	1	100%	0	0	Public Service Logs	Public Services	Inspected Annually
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met								All Requirements met
	Year 1 ONLY: Attach a map of all known major outfalls							Submitted in Year 1	
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.								
	DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. This provision DOES NOT APPLY to Indian Trail Improvement District (ITID), Northern Palm Beach County Improvement District (NPBCID), South Indian River Water Control District (SIRWCD).								
	Number of significant redevelopment projects reviewed					1	Engineering Files		PGA Plaza
	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.								
	DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E. This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD.								
	Year 2 ONLY: Attach the summary report of the review activity								

**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
	During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.				
	<p><i>DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p>				
		<p><b>For violations discovered during a high risk inspection</b></p>			
		Number of Facilities	Number of Inspections	Fines issued	Notices of Violation (NOVs) / warning letters / citations issued
	Total high risk facilities	21	19	0	0
	New high risk facilities added to the inventory during the current reporting period	2	2	2	2
	Operating municipal landfills	0			
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0			
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0			
	Other facilities determined as high risk by the permittee (that are not facilities identified through the proactive inspections)	19			
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries				
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.				
		High risk facilities sampled		0	Engineering Dept
				NA	None required
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.				
	<p><i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i></p>				

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

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PRIVATE SITES: Active construction sites		Records		
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	8	Engineering Records	Engineering Dept	
	PRIVATE SITES: Percentage of active construction sites inspected	56	Engineering Records	Engineering Dept	Inspect site NPDES on routine visits
	Notices of Violation (NOVs) / warning letters / citations issued	100%	Engineering Records	Engineering Dept	
	Stop Work Orders issued	0	Engineering Records	Engineering Dept	
	Fines issued	0	Engineering Records	Engineering Dept	
	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.				
	DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.				
	DEP Note: The permittee should report only the number of staff and private construction site operators trained / certified during the applicable reporting year, and then note in Column F the number of staff who were previously trained / certified. Private site operator training can include pre-construction meetings.				
		Initial Training (non-certification)	Refresher Training		
	Permittee construction site inspectors	5	1	Engineering & Public Works & Building	
	Permittee construction site plan reviewers		1	Engineering & Building Depts	
	Permittee construction site operators		1	Public Works Records	





# CITY OF PALM BEACH GARDENS

## ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

### PRE-CONSTRUCTION MEETING CHECKLIST/INFORMATION

#### Project Information

Project Name:

Permit #:

Date:

Time:

#### Attendees

Name	Company	Phone	E-mail

#### General Contact Information

Contact Person		Agency/Company Name	Phone #	E-mail
City Engineer	Todd Engle, P.E	City of Palm Beach Gardens	561-804-7012	<a href="mailto:tengle@pbgfl.com">tengle@pbgfl.com</a>
Engineering Inspector	Rich Roth	City of Palm Beach Gardens	561-799-4288	<a href="mailto:rroth@pbgfl.com">rroth@pbgfl.com</a>
Engineer	Kathy Gilbert, P.E	City of Palm Beach Gardens	561-799-4292	<a href="mailto:kgilbert@pbgfl.com">kgilbert@pbgfl.com</a>
Contractor				
Contractor				
Contractor				
Owner/Representative				
Owner/Representative				
Other _____				
Other _____				
Other _____				

## Site Inspections Requirements

Inspections	N/A	Minimum Required
MOT (Maintenance of Traffic)	<input type="checkbox"/>	<input type="checkbox"/>
Lift Station Start-up	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum/Clean Storm Pipes	<input type="checkbox"/>	<input type="checkbox"/>
Subgrade	<input type="checkbox"/>	<input type="checkbox"/>
Base	<input type="checkbox"/>	<input type="checkbox"/>
Asphalt	<input type="checkbox"/>	<input type="checkbox"/>
Final <sup>1,4</sup> (punch list provided)	<input type="checkbox"/>	<input type="checkbox"/>
Final <sup>2,3</sup>	<input type="checkbox"/>	<input type="checkbox"/>
NPDES <sup>5,6</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

1 One of the conditions of approval for this project requires the Applicant to notify the City at least 10 working days prior to the commencement of any work/construction activity within any public right-of-way within the City of Palm Beach Gardens. In the case of a city right-of-way, the Applicant has at least five working days to obtain a right-of-way permit. Right-of-way permits may be obtained at the Building Division. Failure to comply with this condition could result in a Stop Work Order of all work/construction activity within the public right-of-way and the subject development site.

2 Please notify the City a minimum of 48 hours to schedule inspections.

3 As-built drawings must be received by the City prior to scheduling this final inspection.

4 Items listed in "Final Inspection Requirements Checklist" must be submitted prior to scheduling a final inspection.

5 If the NPDES inspections are not performed by the City, Applicant shall provide ALL required (weekly and post rain event) NPDES inspections for the City's review and approval prior to the final sign-off of the Infrastructure permit.

6 If up to date NPDES inspection forms are not found in the permits/inspections board, City staff will perform the required NPDES inspections and the Applicant will be responsible for all related charges, accordingly.

**NOTE: Overtime or weekend/holiday inspections will be charged a minimum of 2 hours at the rate of one and a half (1.5) times the City's Engineering Department hourly rates (engineering rates can be found on the City's website). Subject to staffing availability and as subject to review and approval by the Director of Engineering.**

### FOR ALL PERMITS:

1. For inspection purposes, the Applicant shall give the City's Engineering Department at least 48 hours notice prior to commencement of construction.
2. In order to receive the engineering escrow that was required in the beginning of the review process, the Applicant must make an official written request for this escrow to be returned. The request must be made to the City's Engineering Department for review and approval. The engineering escrow will not be returned until all work has been completed at the City's Engineering Department's satisfaction, all required documents have been received and all invoices related to the project have been paid (to be verified by the City's Financial Department).