

I. Permittee Information	
Permittee Name City of Gig Harbor	Permittee Coverage Number WRIA 15
Contact Name Wayne Matthews	Phone Number 253.853.2646
Mailing Address 3510 Grandview Street Gig Harbor, WA 98335	
City Gig Harbor	State Zip + 4 WA 98335
Email Address matthewsw@cityofgigharbor.net	

II. Regulated Small MS4 Location										
Jurisdiction City of Gig Harbor	<table border="1"> <tr> <th colspan="3"><i>Entity Type: Check the box that applies</i></th> </tr> <tr> <th>County</th> <th>City/Town</th> <th>Other</th> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> </table>	<i>Entity Type: Check the box that applies</i>			County	City/Town	Other		X	
<i>Entity Type: Check the box that applies</i>										
County	City/Town	Other								
	X									
Major Receiving Water(s) Puget Sound, Gig Harbor, Henderson Bay										

III. Relying on another Governmental Entity	
<p>If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
Name of Entity:	Permit Obligation(s):

IV Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

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 on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering 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 willful violations.

Name *Stephen Misiorak* Title CITY ENGINEER Date 3/31/2008

Name STEPHEN MISIORAK

Name _____ Title _____ Date _____

PLEASE label any information in attachments with corresponding question numbers.

NOTE: Items that have future compliance dates must still be answered to indicate status.

NOTE: Some [bracketed language] is included to provide clarification or to address errors.

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		See attached.	City of Gig Harbor 2008 Update of the SWMP. Memorandum dated February 28, 2007.
2. Attached a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	Y		One annexation with the effective date of 2/26/07. This is a very small area that will have little or no implications for the SWMP.	Shafer Annexation O-1068.pdf
3. Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	N		Some maintenance gathering and tracking is currently in place. A streamlined and improved program planned for future use, that includes utilizing a GIS software package. The requirement deadline not yet due.	
4. Began tracking costs or estimated costs of the development and implementation of the SWMP? (Required no later than January 1, 2009, S5.A.3.a)	N		The costs will be tracked as the SWMP is developed. The requirement deadline not yet due.	
5. SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? (S5.C.1)	N		The City is working toward joining efforts with several local watershed improvement groups. The requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
6. Distributed appropriate information to target audiences identified in the area served by the MS4? (Required by February 15, 2009, S5.C.1.a)	N		A limited number of pamphlets/flyers with appropriate information have been distributed. Future work is planned for this area. The requirement deadline not yet due.	
6b. Please mark a Y next to audiences targeted in Y/N/NA box:				
i General Public	Y			
ii Home-based business				
iii Elected officials	Y			
iv Developers	Y			
v Contractors	Y			
vi Permittee Employees	Y			
vii Residents	Y			
viii Businesses	Y			
ix Policy makers				
x Engineers	Y			
xi Property managers				
xii Homeowners	Y			
xiii Mobile businesses				
xiv Industries				
xv Landscapers				
xvi Planning Staff	Y			
7. Tracked the types of public education and outreach activities implemented? (Required by February 15, 2009, S5.C.1.b and S5.A.3.b)	N		This has not been done at this time. The requirement deadline is not yet due.	
7b. Number of activities implemented:	0			
8. Measured the understanding and adoption of the targeted behaviors among targeted audiences? (Required by February 15, 2009, S5.C.1.b)	N		The City is beginning the work to have a survey done to measure the baseline targeted behaviors. The requirement deadline is not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
9. Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (Required by February 15, 2008, S5.C.2.a)	Y		A letter inviting public participation and comments of the City SWMP was disseminated on February 8, 2008.	Public Notice - Stormwater Management Plan
10. Developed and implemented a process for public involvement and consideration of public comments on the SWMP? (Required by February 15, 2008, S5.C.2.a)	Y		The public may participate in three separate ways - public meetings, input comments and input on the City website, and City Council and Public Projects Committee meetings.	Public Notice - Stormwater Management Plan
11. Made the most current version of the SWMP available to the public? (S5.C.2.b)	N		Most current version is available at the City. Information will be made available on the City's new internet website. This website will be developed in 2008.	
12. Posted the SWMP on your website? (S5.C.2.b)	N		The SWMP will be made available on the City's new internet website scheduled to be developed in 2008.	
12b. NOTE website address in Attachment field:				www.cityofgigharbor.net
13. Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? (Required August 19, 2011, S5.C.3)	N		The City is updating current Stormwater Facilities Maps. This requirement deadline is not yet due.	
14. Developed and currently maintain a map of your MS4? (Required by February 15, 2011, S5.C.3.a)	Y		The City has developed and updates a GIS Stormwater Facilities Map of our MS4. The map includes the system catch basins, pipes, ditches, and detention facilities. This requirement has been met ahead of the permit deadline.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
14b. [Initiated a program to develop and maintain a map of all connections to the MS4 authorized or allowed by the Permittee after the Permit effective date? (S5.C.3.a.ii)]	N		Our GIS Stormwater Facilities Map with the additional information will be used to meet the requirement. The requirement deadline is not yet due.	
15. Map shows the location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs owned, operated, or maintained by the Permittee? (Required by February 15, 2011, S5.C.3.a.i)	N		The City has developed and updates a GIS Stormwater Facilities Map of our MS4. The map includes the system catch basins, pipes, ditches, and detention facilities. Our GIS Stormwater Facilities Map with the additional information will be used to meet the requirement.	
16. Map shows all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems and includes tributary conveyances, associated drainage areas and land use? (Required by February 15, 2011, S5.C.3.a.i)	N		The City has developed and updates a GIS Stormwater Facilities Map of our MS4. The map includes the system catch basins, pipes, ditches, and detention facilities. Our GIS Stormwater Facilities Map with the additional information will be used to meet the requirement.	
17. Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? (Required by February 15, 2011, S5.C.3.a.iii)	N		The City does not have areas that do not discharge to surface waters.	
18. Map has been made available upon request? (S5.C.3.a.iv)	Y		Copies of a GIS Stormwater Facilities Map are available at The City.	
19. Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? (Required by August 15, 2009, S5.C.3.b)	N		The City is reviewing possible regulatory requirements and ordinances to implement the requirements. This requirement deadline is not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
20. Developed and implemented an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the Permittee's MS4? (<i>Required</i> by August 19, 2011, S5.C.3.c)	N		The City is currently updating Stormwater Facilities Maps. This requirement deadline not yet due.	
21. Developed procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with storage of large quantities of materials that could result in spills? (<i>Required</i> by August 19, 2011, S5.C.3.c.i)	N		Have not begun this requirement. This requirement deadline not yet due.	
22. Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identified previously unknown outfalls, and detected illicit discharges? (<i>Required</i> by August 19, 2011, S5.C.3.c.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
23. Prioritized receiving waters for visual inspection? (<i>Required</i> by February 15, 2010, S5.C.3.c.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
24. Conducted field assessments for three high priority water bodies? (<i>Required</i> by February 15, 2011, S5.C.3.c.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
25. Conducted field assessments on at least one high priority water body? <i>(Required annually after February 15, 2011, S5.C.3.c.ii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
26. Developed and implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? <i>(Required by August 19, 2011, S5.C.3.c.iii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
27. Developed and implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures? <i>(Required by August 19, 2011, S5.C.3.c.iv)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
28. Developed and implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated? <i>(Required by August 19, 2011, S5.C.3.c.v.)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
29. Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? <i>(Required by August 19, 2011, S5.C.3.d)</i>	N		Have not begun this requirement. Working with Pierce County to schedule dates/times to train city staff with the Pierce County staff. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
30. Distributed appropriate information to target audiences identified pursuant to S5.C.1? (Required by August 19, 2011, S5.C.3.d.i)	N		Have not begun this requirement. This requirement deadline not yet due.	
31. Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? (Required by February 15, 2009, S5.C.3.d.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
31b. Number of calls received:		0		
31c. Number of follow-up actions taken:		0		
32. Tracked the number and type of spills? (Required by August 19, 2011, S5.C.3.e)	N		Have not begun this requirement. This requirement deadline not yet due.	
32b. Number of spills:		0		
33. Tracked the number of illicit discharges identified? (Required by August 19, 2011, S5.C.3.e)	N		Have not begun this requirement. This requirement deadline not yet due.	
33b. Number of illicit discharges identified:		0		
34. Tracked the number inspections made for illicit connections? (Required by August 19, 2011, S5.C.3.e)	N		Have not begun this requirement. This requirement deadline not yet due.	
34b. Number of inspections:		0		
35. Received feedback from [IDDE] public education efforts? (Required by August 19, 2011, S5.C.3.e)	N		Have not begun this requirement. This requirement deadline not yet due.	
36. Attached report on [IDDE] public education efforts? (Required by August 19, 2011, S5.C.3.d, S5.C.3.e)	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
37 Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? (<i>Required</i> by August 15, 2009, S5.C.3.f.i)	N		Have not begun this requirement. Working with Pierce County to schedule dates/times to train city staff with the Pierce County staff. This requirement deadline not yet due.	
37b. Number of trainings provided:	0			
37c. Number of staff trained:	0			
38 Provided follow-up training as needed to address changes in procedures, techniques or requirements? (<i>Required</i> by August 15, 2009, S5.C.3.f.i)	N		Have not begun this requirement. This requirement deadline not yet due.	
38b. Number of trainings provided:	0			
38c. Number of staff trained:	0			
39 Developed and implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/ connection for all municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system? (<i>Required</i> by February 15, 2010, S5.C.3.f.ii.)	N		Have not begun this requirement. Working with Pierce County to schedule dates/times to train city staff with the Pierce County staff. This requirement deadline not yet due.	
39b. Number of trainings provided:	0			
39c. Number of staff trained:	0			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
40 Developed, implemented and enforced a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities? (<i>Required</i> by August 15, 2009, S5.C.4)	N		Have not begun this requirement. This requirement deadline not yet due.	
41 Applied stormwater runoff program to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required</i> by August 15, 2009, S5.C.4)	N		Have not begun this requirement. This requirement deadline not yet due.	
42 Applied stormwater runoff program to private and public development, including roads? (<i>Required</i> by August 15, 2009, S5.C.4)	Y		Current regulations require stormwater BMPs for both private and public developments. These regulations will be updated.	
43 Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required</i> by August 15, 2009, S5.C.4)	N		Have not begun this requirement. This requirement deadline not yet due.	
44 Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (<i>Required</i> by August 15, 2009, S5.C.4.a)	Y		Gig Harbor Municipal Code Chapter 14.20, which is the Stormwater Management Code. These regulations will be updated. This requirement deadline not yet due.	Gig Harbor Municipal Code Chapter 14.20 on pages 1 through 35 of The City of Gig Harbor Stormwater Design Manual.

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
45 Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4?	N		Have not begun this requirement. This requirement deadline not yet due.	
46 The ordinance or other enforceable mechanism includes the minimum requirements, technical thresholds, and definitions in Appendix 1 (or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit) for new development, redevelopment, and construction sites? (<i>Required</i> by August 15, 2009, S5.C.4.a.i)	N		Have not begun this requirement. This requirement deadline not yet due.	
47 The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? (<i>Required</i> by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	N		Have not begun this requirement. This requirement deadline not yet due.	
48 Were exceptions or variances to the minimum requirements in Appendix 1 granted? (<i>Required</i> by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	N		Have not begun this requirement. This requirement deadline not yet due.	
48b. If so, how many were granted?		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
49 The ordinance or other enforceable mechanism includes a site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix 1 (or equivalent approved by Ecology under the Phase I Permit) will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the State requirement under Chapter 90.48 RCW to apply all known, available and reasonable methods of prevention, control and treatment (AKART) prior to discharge? <i>(Required by August 15, 2009, S5.C.4.a.ii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
49b. Cite documentation to meet this requirement in <i>Attachment</i> field:				
50 The ordinance or other enforceable mechanism provides the legal authority, through the approval process for new development, to inspect private stormwater facilities that discharge to the Permittee's MS4? <i>(Required by August 15, 2009, S5.C.4.a.iii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
51 The ordinance or other enforceable mechanism allows non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) Techniques to minimize the creation of impervious surfaces and minimize the disturbance of native soils and vegetation? (Required by August 15, 2009, S5.C.4.a.iv)	N		Have not begun this requirement. This requirement deadline not yet due.	
52 If the ordinance or regulatory mechanism allows construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2, does it include appropriate, escalating enforcement sanctions for construction sites that provide notice to the Permittee of their intention to apply the waiver but do not meet the requirements (including timeframe restrictions, limits on activities that result in non-stormwater discharges, and implementation of appropriate BMPs to prevent violations of water quality standards) to qualify for the waiver? (If waiver is allowed, the qualification is required by August 15, 2009, S5.C.4.a.v)	N		Have not begun this requirement. This requirement deadline not yet due.	
53 Developed and implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? (Required by August 15, 2009, S5.C.4.b)	Y		The City has developed and implemented a Drainage Permit process that is included in the Stormwater Design Manual. This process will be updated with the adoption of the minimum requirements in Appendix 1.	14.20.120/14.20.130/14.20.190/ 14.20.260/14.20.270 (Gig Harbor Municipal Code); on pages 13, 14, 15, 17 through 21 of the Gig Harbor Stormwater Design Manual.

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
54 Applied permitting process to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (Required by August 15, 2009, S5.C.4.b)	N		Have not begun this requirement. This requirement deadline not yet due.	
55 Reviewed Stormwater Site Plans for new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.b.i)	Y		Reviewed Stormwater Site Plans against requirements of Chapter 14.20 (Gig Harbor Municipal Code). This requirement has been met ahead of the permit deadline.	Gig Harbor Municipal Code Chapter 14.20 on pages 1 through 35 of The City of Gig Harbor Stormwater Design Manual.
55b. Number of site plans reviewed during the reporting period:		60		
56 Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Potential? (Required by August 15, 2009, S5.C.4.b.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
56b. Number of [qualifying] sites inspected [prior to clearing and construction] during the reporting period:		0		
57 Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? (Required by August 15, 2009, S5.C.4.b.iii)	Y		As part of Chapter 14.20 (Gig Harbor Municipal Code) city inspectors review and inspect installed stormwater controls.	Gig Harbor Municipal Code Chapter 14.20 on pages 1 through 35 of The City of Gig Harbor Stormwater Design Manual.

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57b. Number of sites inspected during [the construction phase for] the reporting period:		45		
58. Enforced as necessary based on the inspection at new development and redevelopment projects? (<i>Required</i> by August 15, 2009, S5.C.4.b.iii)	Y		Performed through verbal corrections and written corrections. Revisions to this process are anticipated.	
58b. Number of enforcement actions taken during the reporting period:		0		
59. Inspected [qualifying] permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (<i>Required</i> by August 15, 2009, S5.C.4.b.iv and v)	Y		City inspectors review and must approve stormwater controls prior to C of O. Additionally, for larger facilities, the City requires submittal of Record Drawings.	
59b. Number of [qualifying] sites known during the reporting period:		15		
59c. Number of [qualifying] sites inspected during the reporting period:		15		
60. Verified a maintenance plan is completed and responsibility for maintenance is assigned [for qualifying projects]? (<i>Required</i> by August 15, 2009, S5.C.4.b.iv)	Y		Current regulations require maintenance plans and assignments for all projects defined as major development.	14.20.100/14.20.270 (Gig Harbor Municipal Code); on pages 9,10, 18 through 21 of the Gig Harbor Stormwater Design Manual.
61. Enforced [regulations] as necessary based on the inspection? (<i>Required</i> by August 15, 2009, S5.C.4.b.iv)	Y		Performed through verbal corrections and written corrections. Revisions to this process are anticipated.	
61b. Number of enforcement actions taken during the reporting period:		0		

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
62 Developed and implemented an enforcement strategy to respond to issues of non-compliance [with the regulations for qualifying projects]? (Required by August 15, 2009, S5.C.4.b.vi)	N		Have not begun this requirement. This requirement deadline not yet due.	
63 Did the Permittee choose to allow construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	N			
63b. If yes, how many waivers were allowed?		0		
64 Developed and implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities and BMPs? (Required by August 15, 2009, S5.C.4.c)	N		Individual Operation and Maintenance Plans submitted on a case-by-case basis. No program in place as of yet. This requirement deadline not yet due.	
65 Adopted an ordinance or other regulatory mechanism that clearly identifies the party responsible for maintenance, requires inspection of facilities and establishes enforcement procedures? (Required by August 15, 2009, S5.C.4.c.i)	N		Minimal regulatory authority currently exists. This requirement deadline not yet due.	14.20.250/14.20.260/14.20.270/14.20.370/14.20.500/14.20.630 (Gig Harbor Municipal Code); on pages 17, through 22, 29, 30 and 34 of the Gig Harbor Stormwater Design Manual.
66 Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.c)	Y		City inspectors review and must approve post-construction stormwater controls for development and redevelopment projects prior to C of O. Additionally, for larger facilities, the City requires submittal of Record Drawings.	
66b. Number of sites inspected during the reporting period:		45		
66c. Number of structural BMPs inspected during the reporting period:		45		
66d. Number of enforcement actions taken during the reporting period:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67 Established maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington? (Required by August 15, 2009, S5.C.4.c.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
68 Performed timely maintenance as per S5.C.4.c.ii? (Required by August 15, 2009, S5.C.4.c.ii)	N		Have not begun this requirement. This requirement deadline not yet due.	
68b. Attached documentation of any maintenance delays. (Required by August 15, 2009, S5.C.4.c.ii)	N		None documented. This requirement deadline not yet due.	
69 Annually inspected all stormwater treatment and flow control facilities (other than catch basins) permitted by the Permittee according to S5.C.4.b. unless there are maintenance records to justify a different frequency? (Required by August 15, 2009, S5.C.4.c.iii)	N		Have not begun this requirement. This requirement deadline not yet due.	
70 If using reduced inspection frequency, Attached documentation as per S5.C.4.c.iii? (Required by August 15, 2009, S5.C.4.c.iii)	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71 Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest house construction (i.e., 1 to 2 years following subdivision approval) to identify maintenance needs and enforce compliance with maintenance standards as needed? (<i>Required</i> by August 15, 2009, S5.C.4.c.iv)	N		Have not begun this requirement. This requirement deadline not yet due.	
71b. Number of facilities inspected during the reporting period:		0		
72 Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? (<i>Required</i> by August 15, 2009, S5.C.4.d)	N		Have not begun this requirement. This requirement deadline not yet due.	
73 Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
74 All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these activities? <i>(Required by August 15, 2009, S5.C.4.f)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
74b. Number of trainings provided:		0		
74c. Number of staff trained:		0		
75 Developed and implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? <i>(Required by February 15, 2010, S5.C.5)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
76 Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington? <i>(Required by February 15, 2010, S5.C.5.a)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
77 Performed timely maintenance as per S5.C.5.a.ii? <i>(Required by February 15, 2010, S5.C.5.a.ii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	
77b. Attached documentation of any maintenance delays. <i>(Required by February 15, 2010, S5.C.5.a.ii)</i>	N		Have not begun this requirement. This requirement deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78 Annually inspected and maintained all stormwater treatment and flow control facilities (other than catch basins)? (Required by February 15, 2010, S5.C.4.c.iii)	N			
78b. Number of known facilities:		11		
78c. Number of facilities inspected during the reporting period:		0		
79 If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? (Required by February 15, 2010, S5.C.5.b)	N			
80 Conducted spot checks of stormwater facilities after major storms? (Required by February 15, 2010, S5.C.5.c)	N		Have not begun this requirement. This requirement deadline not yet due.	
80b. Number of known facilities:		11		
80c. Number of facilities inspected during the reporting period:		0		
81 Inspected municipally owned or operated catch basins at least once before the end of the Permit term? (Required by February 15, 2010, S5.C.5.d)	N		In progress. This requirement deadline not yet due.	
81b. Number of known catch basins:		1640		
81c. Number of inspections:		0		
81d. Number of catch basins cleaned:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
82 Established and implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? (Required by February 15, 2010, S5.C.5.f)	N		Have not begun this requirement. This requirement deadline not yet due.	
83 Established and implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control facilities? (Required by February 15, 2010, S5.C.5.g)	N		Have not begun this requirement. This requirement deadline not yet due.	
84 Initiated or implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (Required by February 15, 2010, S5.C.5.h.)	N		Have not begun this requirement. Working with Pierce County to schedule dates/times to train city staff with the Pierce County staff. This requirement deadline not yet due.	
84b. Number of trainings provided:		0		
84c. Number of staff trained:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if <u>applicable</u>
85 Initiated or implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit? (<i>Required</i> by February 15, 2010, S5.C.5.i)	N		Have not begun this requirement. This requirement deadline not yet due.	
86 Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	N			
87 Complied with the specific requirements identified in Appendix 2? (S7.A)	N/A		The requirement does not apply.	
88 Attached status report of TMDL implementation? (S7.A)	N/A		The requirement does not apply.	
89 Where monitoring was required in Appendix 2, did you conduct the monitoring according to a Quality Assurance Project Plan? (S7.A)	N/A		The requirement does not apply.	
90 Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from the Permittee's MS4 which may cause a threat to human health or the environment? (G20 and S4.F)	N/A		The requirement does not apply.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
90b. [Attached a summary of the status of implementation of any actions taken pursuant to S4.F and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)]	N/A		The requirement does not apply.	
91 Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20 and S4.F)	N/A		The requirement does not apply.	
92 Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an eminent threat to human health or the environment? (G20 and S4.F)	N		There were no cases of such a discharge from the City's MS4 during this reporting period.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for all annual reports.

NOTE: Please note in Row 1 of the table if you have no information to report.

NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

A. Information Collection

Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)

Who/how to contact for additional information?

1. No information to report.	
2.	
3.	
4.	
5.	
6.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

B. SWMP Evaluation

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select "NA" if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2., and S9)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	N/A	The City is not yet implementing this SWMP component.

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for all annual reports.

C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying Changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

	Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1	No BMP changes.				
2					
3					
4					
5					
6					
7					



**National Pollutant Discharge Elimination System (NPDES) Phase II
Stormwater Permit Application
Phase II Municipal Separate Storm Sewer Systems (MS4s)**

The purpose of this application is for local governments or special districts to apply for a National Pollutant Discharge Elimination System (NPDES) permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system (MS4s). The Department of Ecology may request additional information and a notice of intent at a later date, upon development of a general permit.

MS4s seeking coverage must complete this application, based on existing information, and return it to the Department of Ecology **before March 10, 2003**. You may print this form and complete it by hand, or download it from our website at: www.ecy.wa.gov/programs/wq/stormwater/index.html.

An authorized signature is needed to complete the application. All information should be included on this form. Supporting documents should be referenced in the text only. No attachments are necessary, other than those that may be required under the Map Requirements.

Mail completed application to:

**Department of Ecology
Water Quality Program
PO Box 47600
Olympia, WA 98504-7600**

Ecology will send you an acknowledgment of receipt. If you have questions about this application, please contact Janice Sedlak at (360) 407-6470 or email her at josed461@ecy.wa.gov.

Part I. General Information

1. MS4 Operator

Name of city, county, special district, or other public entity: CITY OF GIG HARBOR
 Street Address: 3510 GRANDVIEW ST
 City, State, Zip: GIG HARBOR WA 98335
 Ownership status: Federal State Private Public Other Entity

2. Local staff contact (person responsible for program implementation and coordination):

Name: JOHN VODOPICH Phone: (253) 851-6170
 Title: COMMUNITY DEVELOPEMENT DIRECTOR E-mail: VODOPICH.J@CITYOFGIGHARBOR.WA.GOV

Does your MS4 presently have a web site? (If yes, list address CITYOFGIGHARBOR.WA.GOV) Yes / No
 If so, are your ordinances available on your website Yes / No
 If not, where are your ordinances available? _____

3. Operator Type

- City Town Drainage District
 County Flood Control District Other (list):

4. Description of Storm Sewer System

A. Area of land served by your MS4 (in square miles):

If city, town, or special district give: **If county give:**
 Area within current corporate boundaries 4.5 Area in square miles _____
 Additional area of urban growth area (UGA) 6.0 Area that is urbanized _____
 Area that is urbanized (2000 Census) 10.5

For all MS4s, give 2000 Census population for area served 6500 Area located on Indian lands (if any) _____

B. Storm Drainage Infrastructure:

Please provide estimates, using the most accurate information available at this time, for the following storm drainage infrastructure features owned or operated by the MS4.

Conveyance system:		Flow Control system:		Regional Facilities:
Open ditches (miles or feet)	<u>35</u>	Detention facilities (estimate number operated by MS4)	<u>20</u>	
Storm sewers (miles or feet)	<u>35</u>	Retention facilities (estimate number operated by MS4)	_____	
Outfalls (estimate number)	<u>15</u>	Treatment system: Treatment facilities (estimate number operated by MS4)		
Catch basins (estimate number)	<u>800</u>			

5. Map Requirements:

Include a map or maps that identifies:

- City, county, or district service area boundaries
- State or Federal vocational/technical/college/university campuses and military institutions
- Urban area (as defined by the 2000 Census)
- GMA urban growth area (UGA), even if partially in an Urban Area
- Municipal/county wastewater treatment plants, outfalls, uncontrolled sanitary landfills, vehicle fleet maintenance centers, power plants, airports, and other municipally owned or operated industrial activities
- Arterial city or county roads, (additional roads if needed), drainage basins, and receiving waters

Please assure that information is clearly readable. Submit GIS maps if available, and only in .pdf format on a CD-ROM. Multiple maps must be of the same scale. 1:1000 or 1:2000 scales are recommended. Submit paper maps folded to 8.5 x 11."

6. List all named receiving waters within your jurisdiction and 1/4 mile downstream, and indicate those identified as impaired pursuant to Clean Water Act Section 303(d), and those with an existing Total Maximum Daily Load (TMDL). This information is available at: www.ecy.wa.gov/programs/wq/links/impaired_waters.html.

WRIA	Water Body Name (and New ID # if avail)	Impaired?	Parameters	TMDL?
15	Gig Harbor Bay	<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Tacoma Narrows	<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
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		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No

Please list any water bodies for which a TMDL, pollution prevention plan, water quality monitoring program, or other relevant program is in place or in development.

7. Does your MS4 have public infiltration facilities (infiltration basins or dry wells)? Yes / No
 If yes, estimate the percentage of the jurisdiction that discharges to these facilities.

8. Is your MS4 interconnected to a Washington State Dept. of Transportation facility? Yes / No
 If yes, please identify: SR16

9. Is your MS4 interconnected, or do you discharge to another jurisdiction? If yes, identify below. Yes / No

Jurisdiction Name	Contact	Ultimate receiving water
Pierce County	Bruce Duncan	Puget Sound
W.S.D.O.T.	Pete Lorenzo	

Part II. Your Proposed Stormwater Management Program

This application requires you to identify Best Management Practices (BMPs) currently performed by your MS4, and provide information on your planned stormwater management program and proposed BMPs. The following six sections correspond to the six minimum control measures for a Phase II stormwater quality management program.

Minimum Control Measures

The National Pollutant Discharge Elimination System (NPDES) Phase II Rule defines a stormwater management program composed of six minimum control measures that, when implemented together, are expected to reduce pollutants discharged into receiving water bodies to the Maximum Extent Practicable (MEP). The six control measures include:

1. Public Education and Outreach on Stormwater Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Each minimum control measure requires the selection and implementation of BMPs that comprehensively address the specific stormwater issues in your area.

The minimum requirements are provided in Appendix I as the minimum level necessary to comply with *40 CFR 122.34*. Regulatory guidance from *40 CFR 122.34* is also provided for each minimum control measure.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: www.epa.gov/npdes/stormwater/measurablegoals/index.htm.

Instructions:

For each minimum control measure, state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goal, and milestones as appropriate towards achieving that goal. Indicate if the BMP is part of an existing program, and if another entity will share responsibility for implementing the BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct, and include reference to legal agreement where appropriate.

List as many BMPs as necessary to fulfill the requirements of *40 CFR 122.34* as referenced in Appendix I. If you have more than 2 BMPs for a control measure, copy/paste additional tables as necessary.

1. Public Education and Outreach on Storm Water Impacts

Does your MS4 presently perform public education and outreach activities on stormwater impacts?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
---	---

Minimum Measure Objective 1:	Informational packets and handouts related to illicit storm water discharge.
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BMP 1(a):	Displayed visual and written brochures available at City Hall.		
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Measurable Goal:	Create an informational insert, attachable to utility notices, regarding storm water BMPs.		
Milestones:	Design of pamphlets 5/03 Distribution of information 1/04		

BMP 1(b):	Public outreach education		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Begin drafting a program in which city officials do yearly seminars with children in the classroom.		
Milestones:	Regarding BMP's 7/03 2/04		

2. Public Involvement/Participation

Does your MS4 presently provide opportunity for the public to be involved or participate in the development or implementation of a stormwater management program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
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Minimum Measure Objective 2:	Task the planning commission with the public forum end of public participation of implementing BMP's.
------------------------------	---

BMP 2(a):	Write memo to council about task assigning to Planning Commission		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Speak with individual council members about involving the public in open forum discussion regarding storm water discharge.		
Milestones:	4/03 Start memo 12/03 Planning Commission discussion.		

BMP 2(b):	Public forum regarding storm water BMPs.			
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	
Measurable Goal:	Planning Commission conducting forum (public) regarding storm water BMPs with suggestion from public.			
Milestones:	Dec. 2003			

3. Illicit Discharge Detection and Elimination

Does your MS4 presently have a program for the detection and elimination of illicit discharges to the storm sewer?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have an ordinance in place that enables you to prevent and eliminate illicit discharges to the storm sewer?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Minimum Measure Objective 3:	Yearly video inspection of storm sewer lines, looking for cross connection points.
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BMP 3(a):	Contracting with pipe video company for inspection.			
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	
Measurable Goal:	Yearly video inspections of conveyance system by zone.			
Milestones:	10/03 start date.			

BMP 3(b):	outfall inspection program			
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	
Measurable Goal:	regular outfall location inspection			
Milestones:	ongoing			

4. Construction Site Run-off Control

In the following spaces indicate if your MS4 presently performs these activities related to construction site runoff control.	
Activities:	Existing?
Construction site plan review	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Responding to public input and complaints	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Enforcement and inspection procedures	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Training and education	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have an ordinance addressing construction site run-off control? If yes, code number - <u>Ord. 858</u>	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Minimum Measure Objective 4:	<u>Adoption of the Storm Water Design manual specifically chapter 3.</u>		
BMP 4(a):			
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	<u>To contain any construction site runoff to site specific origin to the standards located in the Stormwater Design Manual.</u>		
Milestones:	<u>Ongoing</u>		

BMP 4(b):	<u>Continue updating requirements adopted by D.O.E.</u>		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	<u>To stay congruent with state and federal agencies.</u>		
Milestones:	<u>As mandated by state and federal agencies.</u>		

5. Post-Construction Stormwater Management in New Development and Redevelopment

Please answer the following questions regarding post-construction stormwater management in new development and redevelopment.

- Does your MS4 presently have a development permit process in place? Yes / No
- Does your MS4 presently have a stormwater management technical manual? Yes / No
- If yes, has the MS4 adopted the Ecology 2001 Stormwater manual, or an equivalent manual? Yes / No
If no, what manual is currently adopted/used? Please list -
- Does your MS4 presently have a plan review process for new development and redevelopment? Yes / No
- Does your MS4 presently inspect new stormwater facilities? Yes / No
- Does your MS4 presently inspect existing stormwater facilities? Yes / No
- Does your MS4 presently have a stormwater ordinance addressing post construction stormwater controls? Yes / No
If yes, code number -
- Does your MS4 presently promote and/or provide incentives for Low Impact Development? Yes / No

Minimum Measure Objective 5:

To implement an ordinance addressing post construction storm water controls.

BMP 5(a):

Begin drafting an ordinance related to BMP5.

Is this part of an existing program?

Yes / No

Is another entity involved in BMP implementation?

Yes / No

Measurable Goal:

consult City Attorney on the drafting of the document required.

Milestones:

Start preliminary work starting 4/03.
Tentative completion 12/03

BMP 5(b):

Implement a new inspection program related to re-development.

Is this part of an existing program?

Yes / No

Is another entity involved in BMP implementation?

Yes / No

Measurable Goal:

Begin research with other municipal agencies with similar programs instituted.

Milestones:

6/03 start 12/03 completion

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Does your MSA presently have a program in place to promote pollution prevention and good housekeeping for municipal operations?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
---	---

List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit for example: vehicle maintenance garages, waste transfer operations, golf courses, salt or other materials storage, or open landfills. Also, indicate if there is a documented pollution prevention plan in place.	
<p>Facility or type of facilities/operation: Vehicles are maintained at a City facility with oil/water separator. Waste fluids are disposed of at a recycling center.</p> <p>vactor waste and street sweeping waste stored undercover & tested prior to landfill application.</p> <p>Asphalt patch material stored undercover.</p> <p>Salt stored indoors.</p>	<p>Pollution Prevention Plan?</p> <p><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</p>

Minimum Measure Objective 6:	Bi-annual storm water BMP's training with City staff.
------------------------------	---

BMP 6(a):	Regular scheduled training sessions.		
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	To educate city staff on proper techniques regarding storm water illicit discharge and BMP.		
Milestones:	Ongoing implemented training.		

BMP 6(b):	Annual training in recognizing potential storm water issues.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Training program that would educate staff on identifying possible sources of illicit discharge.		
Milestones:	Program implemented by 9/03.		

Part III. Recordkeeping and Reporting

The permittee will comply with recordkeeping and reporting requirements per 40 CFR 122.34(g)

Recordkeeping—40 CFR 122.34(g)(2)

You must keep records required by the NPDES permit for at least three years. You must submit your records to the NPDES permitting authority only when specifically asked to do so. You must make your records, including a description of your stormwater management program, available to the public at reasonable times during regular business hours (see 122.7 for confidentiality provision). (You may assess a reasonable charge for copying. You may require a member of the public to provide advance notice.)

Reporting—40 CFR 122.34(g)(3)

Unless you are relying on another entity to satisfy your NPDES permit obligations under 122.35(a), you must submit annual reports in year two and four unless the NPDES permitting authority requires more frequent reports. Your report must include:

- (i) The status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving your identified measurable goals for each of the minimum control measures;
- (ii) Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- (iii) A summary of the stormwater activities you plan to undertake during the next reporting cycle;
- (iv) A change in any identified best management practices or measurable goals for any of the minimum control measures; and
- (v) Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).

Part IV. Certification

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 gather and evaluate the information submitted. Based on 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.

Authorized Representative Name:

John P. Vodopich, AICP

Title:

Community Development Director

Signature:

J.P. Vodopich

Date:

3/3/03

APPENDIX I.

Minimum Control Measure Requirements (*source: 40 CFR 122.34(b)*)

1. Public Education & Outreach on Stormwater Impacts

Minimum Requirements – 40 CFR 122.34(b)(1)(i)

You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Regulatory Guidance – 40 CFR 122.34(b)(1)(ii)

You may use stormwater educational materials provided by your state; tribe; EPA; environmental, public interest, or trade organizations; or other MS4s. The public education program should inform individuals and households about the steps they can take to reduce stormwater pollution, such as ensuring proper septic system maintenance, ensuring the proper use and disposal of landscape and garden chemicals including fertilizers and pesticides, protecting and restoring riparian vegetation, and properly disposing of used motor oil and household hazardous wastes. EPA recommends that the program inform individuals and groups how to become involved in local stream and beach restoration activities, as well as activities that are coordinated by youth service and conservation corps or other citizen groups. EPA recommends that the public education program be tailored, using a mix of locally appropriate strategies, to target specific audiences and communities. Examples of strategies include distributing brochures or fact sheets, sponsoring speaking engagements before community groups, providing public service announcements, implementing educational programs targeted at school age children, and conducting community-based projects such as storm drain stenciling and watershed and beach cleanups. In addition, EPA recommends that some of the materials or outreach programs be directed toward targeted groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts. For example, providing information to restaurants on the impact of grease clogging storm drains, and to garages on the impact of oil discharges. You are encouraged to tailor your outreach program to address the viewpoints and concerns of all communities, particularly minority and disadvantaged communities, as well as any special concerns relating to children.

2. Public Involvement/Participation

Minimum Requirements – 40 CFR 122.34(b)(2)(i)

You must, at a minimum, comply with state, tribal, and local public notice requirements when implementing a public involvement/participation program.

Regulatory Guidance – 40 CFR 122.34(b)(2)(ii)

EPA recommends that the public be included in developing, implementing, and reviewing your stormwater management program, and that the public participation process should make efforts to reach out and engage all economic and ethnic groups. Opportunities for members of the public to participate in program development and implementation include serving as citizen representatives on a local stormwater management panel, attending public hearings, working as citizen volunteers to educate other individuals about the program, assisting in program coordination with other pre-existing programs, or participating in volunteer monitoring efforts. (Citizens should obtain approval where necessary for lawful access to monitoring sites.)

3. Illicit Discharge Detection & Elimination

Minimum Requirements – 40 CFR 122.34(b)(3)(i)

You must develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at *Sec. 122.26(b)(2)*) into your small MS4.

(ii) You must:

- (A) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls;
- (B) To the extent allowable under State, Tribal or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-stormwater discharges into your storm sewer system and implement appropriate enforcement procedures and actions;
- (C) Develop and implement a plan to detect and address non-stormwater discharges, including illegal dumping, to your system; and
- (D) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

(iii) You need address the following categories of non-stormwater discharges or flows (i.e., illicit discharges) only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at *40 CFR 35.2005(20)*), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water (discharges or flows from fire fighting activities are excluded from the effective prohibition against non-stormwater and need only be addressed where they are identified as significant sources of pollutants to waters of the United States).

Regulatory Guidance – 40 CFR 122.34(b)(3)(iv)

EPA recommends that the plan to detect and address illicit discharges include the following four components: procedures for locating priority areas likely to have illicit discharges; procedures for tracing the source of an illicit discharge; procedures for removing the source of the discharge; and procedures for program evaluation and assessment. EPA recommends visually screening outfalls during dry weather and conducting field tests of selected pollutants as part of the procedures for locating priority areas. Illicit discharge education actions may include storm drain stenciling; a program to promote, publicize, and facilitate public reporting of illicit connections or discharges; and distribution of outreach materials.

4. Construction Site Stormwater Runoff Control

Minimum Requirements – 40 CFR 122.34(b)(4)(i)

You must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. If the NPDES permitting authority waives requirements for stormwater discharges associated with small construction activity in accordance with *Sec. 122.26(b)(15)(i)*, you are not required to develop, implement, and/or enforce a program to reduce pollutant discharges from such s' .

(ii) Your program must include the development and implementation of, at a minimum:

- (A) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State, Tribal, or local law;
- (B) Requirements for construction site operators to implement appropriate erosion and sediment control (ESC) best management practices;
- (C) Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- (D) Procedures for site plan review which incorporate consideration of potential water quality impacts;
- (E) Procedures for receipt and consideration of information submitted by the public, and
- (F) Procedures for site inspection and enforcement of control measures.

Regulatory Guidance – 40 CFR 122.34(b)(4)(iii)

Examples of sanctions to ensure compliance include non-monetary penalties, fines, bonding requirements, and/or permit denials for non-compliance. EPA recommends that procedures for site plan review include the review of individual pre-construction site plans to ensure consistency with local (ESC) requirements. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality. You are encouraged to provide appropriate educational and training measures for construction site operators. You may wish to require a stormwater pollution prevention plan for construction sites within your jurisdiction that discharge into your system. See *Sec. 122.44(s)* (NPDES permitting authorities' option to incorporate qualifying State, Tribal and local erosion and sediment control programs into NPDES permits for stormwater discharges from construction sites). Also see *Sec. 122.35(b)* (The NPDES permitting authority may recognize that another government entity, including the permitting authority, may be responsible for implementing one or more of the minimum measures on your behalf).

5. Post-Construction Stormwater Management in New Development & Redevelopment

Minimum Requirements – 40 CFR 122.34(b)(5)(i)

You must develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or minimize water quality impacts.

(ii) You must:

- (A) Develop and implement strategies which include a combination of structural and/or non-structural best management practices (BMPs) appropriate for your community;
- (B) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State, Tribal or local law;
- (C) Ensure adequate long-term operation and maintenance of BMPs.

Regulatory Guidance – 40 CFR 122.34(b)(5)(iii)

If water quality impacts are considered from the beginning stages of a project, new development and potential redevelopment provide more opportunities for water quality protection. EPA recommends that the BMPs chosen: be appropriate for the local community; minimize water quality impacts; and attempt to maintain pre-development runoff conditions. In choosing appropriate BMPs, EPA encourages you to participate in locally-based watershed planning efforts which attempt to involve a diverse group of stakeholders including interested citizens.

When developing a program that is consistent with this measure's intent, EPA recommends that you adopt a planning process that identifies the municipality's program goals (e.g., minimize water quality impacts resulting from post-construction runoff from new development and redevelopment), implementation strategies (e.g., adopt a combination of structural and/or non-structural BMPs), operation and maintenance policies and procedures, and enforcement procedures. In developing your program, you should consider assessing existing ordinances, policies, programs and studies that address stormwater runoff quality. In addition to assessing these existing documents and programs, you should provide opportunities to the public to participate in the development of the program. Non-structural BMPs are preventative actions that involve management and source controls such as: policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation; policies or ordinances that encourage infill development in higher density urban areas, and areas with existing infrastructure; education programs for developers and the public about project designs that minimize water quality impacts; and measures such as minimization of percent impervious area after development and minimization of directly connected impervious areas. Structural BMPs include: storage practices such as wet ponds and extended detention outlet structures; filtration practices such as grassed swales, sand filters and filter strips; and infiltration practices such as infiltration basins and infiltration trenches. EPA recommends that you ensure the appropriate implementation of the structural BMPs by considering some or all of the following: pre-construction review of BMP designs; inspections during construction to verify BMPs are built as designed; post-construction inspection and maintenance of BMPs; and penalty provisions for the noncompliance with design, construction or operation and maintenance. Stormwater technologies are constantly being improved, and EPA recommends that your requirements be responsive to these changes, developments or improvements in control technologies.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Minimum Requirements – 40 CFR 122.34(b)(6)(i)

You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials that are available from EPA, your state, Tribe, or other organizations, your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

Regulatory Guidance – 40 CFR 122.34(b)(6)(ii)

EPA recommends that, at a minimum, you consider the following in developing your program: maintenance activities, maintenance schedules, and long-term inspection procedures for structural and nonstructural stormwater controls to reduce floatables and other pollutants discharged from your separate storm sewers; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations and snow disposal areas operated by you, and waste transfer stations; procedures for properly disposing of waste removed from the separate storm sewers and areas listed above (such as dredge spoil, accumulated sediments, floatables, and other debris); and ways to ensure that new flood management projects assess the impacts on water quality and examine existing projects for incorporating additional water quality protection devices or practices. Operation and maintenance should be an integral component of all stormwater management programs. This measure is intended to improve the efficiency of these programs and require new programs where necessary. Properly developed and implemented operation and maintenance programs reduce the risk of water quality problems.

APPENDIX II.

ABBREVIATIONS*:

BAT Best Available Technology Economically Achievable (applies to non-conventional and toxic pollutants)

BCT Best Conventional Pollutant Control Technology (applies to conventional pollutants)

BMP Best Management Practice

BPJ Best Professional Judgment

BPT Best Practicable Control Technology Currently Available (generally applies to conventional pollutants and some metals)

CFR Code of Federal Regulations

CGP Construction General Permit

COD Chemical Oxygen Demand

CSO Combined Sewer Overflow

CWA Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972)

CZARA Coastal Zone Act Reauthorization Amendments

DO Dissolved Oxygen

DMR Discharge Monitoring Report

ELG Effluent Limitations Guidelines

EPA Environmental Protection Agency

FR Federal Register

MEP Maximum Extent Practicable

MS4 Municipal Separate Storm Sewer System

MSGP Multi Sector General Permit

NOI Notice of Intent

NOT Notice of Termination

NOV Notice of Violation

NPDES National Pollutant Discharge Elimination System

NPS Non-point Source

O&M Operation and Maintenance

OW Office of Water

OWM Office of Wastewater Management

PA Permitting Authority

POTW Publicly Owned Treatment Works

SIC Standard Industrial Classification

SWPPP Stormwater Pollution Prevention Plan

TMDL Total Maximum Daily Load

TSS Total Suspended Solids

UA Urbanized Area

DEFINITIONS*:

Authorized Representative: *For a municipality, State, Federal, or other public agency:* (a) By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal Agency includes (i) the chief executive officer of the Agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the Agency (e.g., Regional Administrators of EPA).

(b) All reports required by permits, and or other information requested by the Director shall be signed by a person described in paragraph (a) of this section, or by a duly authorized representative of that person.

Best Available Treatment(BAT)/Best Control Technology (BCT): A level of technology based on the very best (state of the art) control and treatment measures that have been developed or are capable of being developed and that are economically achievable within the appropriate industrial category.

Best Management Practices (BMPs): Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Category (xi) facilities: Specific facilities classified as light industry with equipment or materials exposed to stormwater.

Clean Water Act (Water Quality Act): (formerly the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972). Public law 92-500; 33 U.S.C. 1251 et seq.; legislation which provides statutory authority for the NPDES program. Also known as the Federal Water Pollution Control Act.

Conveyance: The process of water moving from one place to another.

Detention Facility: An above or below ground facility, such as a pond or tank, that temporarily stores stormwater runoff and subsequently releases it at a slower rate than it is collected by the drainage facility system. There is little or no infiltration of stored stormwater.

Discharge: The volume of water (and suspended sediment if surface water) that passes a given location within a given period of time.

Erosion: When land is diminished or worn away due to wind, water, or glacial ice. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally but can be intensified by land clearing activities such as farming, development, road-building, and timber harvesting.

Excavation: The process of removing earth, stone, or other materials from land.

General Permit: A permit issued under the NPDES program to cover a certain class or category of stormwater discharges. These permits reduce the administrative burden of permitting stormwater discharges.

Grading: The cutting and/or filling of the land surface to a desired slope or elevation.

Illicit Connection: Any discharge to a municipal separate storm sewer that is not composed entirely of stormwater and is not authorized by an NPDES permit, with some exceptions (e.g., discharges due to fire fighting activities).

Interconnected: See Physically Interconnected

Industrial Activity: Any activity which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant.

Large Municipal Separate Storm Sewer System (MS4): An MS4 located in an incorporated place or county with a population of 250,000 or more, as determined by

Light Manufacturing Facilities: Described under Category (xi) of the definition of "stormwater discharges associated with industrial activity" [CFR 122 26(b)(14)(i-ix and xi)]. Under the Phase I NPDES Stormwater Program, these facilities were eligible for exemption from stormwater permitting requirements if certain areas and activities were not exposed to stormwater. As a result of the Phase II Final Rule, these facilities must now certify to a condition of no exposure.

Low Impact Development: The integration of site ecological and environmental goal and requirements into all phases of urban planning and design from the individual residential lot level to the entire watershed. Hydrologic functions of storage, infiltration, and ground water recharge, as well as the volume and frequency of discharges are maintained through the use of integrated and distributed micro-scale stormwater retention and detention areas, reduction of impervious surfaces, and the lengthening of flow paths and runoff time. Other strategies include the preservation/protection of environmentally sensitive site features such as riparian buffers, wetlands, steep slopes, valuable (mature) trees, flood plains, woodland and highly permeable soils.

Maximum Extent Practicable (MEP): A standard for water quality that applies to all MS4 operators regulated under the NPDES Stormwater Program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs.

Medium Municipal Separate Storm Sewer System (MS4): MS4 located in an incorporated place or county with a population of 100,000 or more but less than 250,000, as determined by the latest U.S. Census.

Municipal Separate Storm Sewer System (MS4): A publicly -owned conveyance or system of conveyances that discharges to waters of the U.S. and is designed or used for collecting or conveying stormwater, is not a combined sewer, and is not part of a publicly-owned treatment works (POTW).

Multi-Sector General Permit (MSGP): An NPDES permit that regulates stormwater discharges from eleven categories of industrial activities.

New Development: Land disturbing activities, including Class IV - general forest practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of impervious surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development.

No exposure: All industrial materials or activities are protected by a storm resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. Industrial materials or activities include, but are not limited to, material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products, or waste products. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product or waste product.

Non-authorized States: any State that does not have the authority to regulate the NPDES Stormwater Program

Non-point Source (NPS) Pollutants: Pollutants from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water.

Notice of Intent (NOI): An application to notify the permitting authority of a facility's intention to be covered by a general permit; exempts a facility from having to submit an individual or group application.

NPDES: "National Pollutant Discharge Elimination System" the name of the surface water quality program authorized by Congress as part of the 1987 Clean Water Act. This is EPA program to control the discharge of pollutants to waters of the United States (see 40 CFR 122.2).

O&M Expenditures: The operating and maintenance costs associated with the continual workings of a project.

Outfall: The point where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

Permitting Authority (PA): The NPDES-authorized state agency or EPA regional office that administers the NPDES Stormwater Program. PAs issue permits, provide compliance assistance, and inspect and enforce the program.

Physically interconnected MS4: This means that one MS4 is connected to a second MS4 in such a way that it allows for direct discharges into the second system.

Point Source Pollutant: Pollutants from a single, identifiable source such as a factory or refinery.

Pollutant Loading: The total quantity of pollutants in stormwater runoff.

Qualifying local program: A local, State or Tribal municipal stormwater management program that imposes, at a minimum, the relevant requirements of one or more of the minimum control measures includes in 122.34(b).

Redevelopment: On a site that is already substantially developed (i.e., has more than 35% or more of existing impervious surface coverage), the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of impervious surface that is not part of a routine maintenance activity; and land disturbing activities.

Regional: An action (here, for stormwater management purposes) that involves more than one discrete property.

Regional Detention Facility: A stormwater quantity control structure designed to correct the existing surface water runoff problems of a basin or subbasin. The area downstream has been previously identified as having existing or predicted significant and regional flooding and/or erosion problems. This term is also used when a detention facility is sited to detain stormwater runoff from a number of new developments or areas within a catchment

Regulated MS4: Any MS4 covered by the NPDES Stormwater Program (regulated small, medium, or large MS4s).

Retention: The process of collecting and holding surface and stormwater runoff with no surface outflow.

Retention/detention facility (R/D): A type of drainage facility designed either to hold water for a considerable length of time and then release it by evaporation, plant transpiration, and/or infiltration into the ground; or to hold surface and stormwater runoff for a sort period of time and then release it to the surface and stormwater management system.

Retrofit: The modification of stormwater management systems through the construction and/or enhancement of wet ponds, wetland plantings, or other BMPs designed to improve water quality

Runoff: Drainage or flood discharge that leaves an area as surface flow or as pipeline flow. Has reached a channel or pipeline by either surface or sub-surface routes.

Sanitary Sewer: A system of underground pipes that carries sanitary waste or process wastewater to a treatment plant.

Sediment: Soil, sand, and minerals washed from land into water, usually after rain. Sediment can destroy fish-nesting areas, clog animal habitats, and cloud waters so that sunlight does not reach aquatic plants.

Sheet flow: The portion of precipitation that moves initially as overland flow in very shallow depths before eventually reaching a stream channel.

Site Plan: A graphical representation of a layout of buildings and facilities on a parcel of land.

Site Runoff: Any drainage or flood discharge that is released from a specified area.

Small Municipal Separate Storm Sewer System (MS4): Any MS4 that is not regulated under Phase I of the NIPDES Stormwater Program and Federally-owned MS4s.

Stakeholder: An entity that holds a special interest in an issue or program -- such as the stormwater program - since it is or may be affected by it.

Standard Industrial Classification (SIC) Code: A four digit number which is used to identify various types of industries.

Storm Drain: A slotted opening leading to an underground pipe or an open ditch for carrying surface runoff.

Stormwater: Precipitation that accumulates in natural and/or constructed storage and stormwater systems during and immediately following a storm event.

Stormwater Management: Functions associated with planning, designing, constructing, maintaining, financing, and regulating the facilities (both constructed and natural) that collect, store, control, and/or convey stormwater.

Stormwater Pollution Prevention Plan (SWPPP): A plan to describe a process whereby a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in stormwater runoff.

Surface Water: Water that remains on the surface of the ground, including rivers, lakes, reservoirs, streams, wetlands, impoundments, seas, estuaries, etc.

Total Maximum Daily Load (TMDL): The maximum amount of pollutants which can be released into a water body without adversely affecting the water quality.

Tool Box: A term to describe the activities and materials that EPA plans to perform/produce to facilitate implementation of the stormwater program in an effective and cost-efficient manner. The eight components include: 1) fact sheets; 2) guidance documents; 3) menu of BMPs; 4) compliance assistance; 5) information clearing house; 6) training and outreach efforts; 7) technical research; and 8) support for demonstration projects.

Treatment BMP: A BMP that is intended to remove pollutants from stormwater. A few examples of treatment BMPs are detention ponds, oil/water separators, biofiltration swales, and constructed wetlands.

Uncontrolled Sanitary Landfill: a landfill or open dump, whether in operation or closed, that does not meet the requirements for run-on or runoff controls established pursuant to subtitle D of the Solid Waste Disposal Act.

Urbanized Area (UA): A Bureau of the Census determination of a central place (or places) and the adjacent densely settled surrounding territory that together have a minimum residential population of 50,000 people and a minimum average density of 1,000 people/square mile. This is a simplified definition of a UA; the full definition is very complex.

Urban Growth Areas means those areas designated by a county pursuant to RCW 36.70A.110.

Urban Runoff: Stormwater from urban areas, which tends to contain heavy concentrations of pollutants from urban activities.

Watershed: That geographical area which drains to a specified point on a water course, usually a confluence of streams or rivers (also known as drainage area, catchment, or river basin).

Wet Weather Flows: Water entering storm drains during rainstorms/wet weather events.

*The following references were used in these sections:

- *Stormwater Phase II Compliance Assistance Guide*; United States Environmental Protection Agency, Office of Water; March 2000; Publication # EPA 833-R-00-002.
- *40 Code of Federal Regulations, part 122.22, (3)*; United States Environmental Protection Agency.
- *Stormwater Management Manual for Western Washington*; Washington State Department of Ecology; August 2001; Publication # 99-11 through 99-13.
- *Low Impact Development in Puget Sound*; Innovative Stormwater Management Practices, a conference sponsored by the Puget Sound Water Quality Action Team and King County Department of Natural Resources through a Water Works Grant.
- *Low Impact Development Design Strategies, An Integrated Design Approach*; Prince Georges County, Maryland, Department of Environmental Resources; June 1999.



**National Pollutant Discharge Elimination System (NPDES) Phase II
Stormwater Permit Application
Phase II Municipal Separate Storm Sewer Systems (MS4s)**

The purpose of this application is for local governments or special districts to apply for a National Pollutant Discharge Elimination System (NPDES) permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system (MS4s). The Department of Ecology may request additional information and a notice of intent at a later date, upon development of a general permit.

MS4s seeking coverage must complete this application, based on existing information, and return it to the Department of Ecology **before March 10, 2003**. You may print this form and complete it by hand, or download it from our website at: www.ecy.wa.gov/programs/wq/stormwater/index.html.

An authorized signature is needed to complete the application. All information should be included on this form. Supporting documents should be referenced in the text only. No attachments are necessary, other than those that may be required under the Map Requirements.

Mail completed application to:

**Department of Ecology
Water Quality Program
PO Box 47600
Olympia, WA 98504-7600**

Ecology will send you an acknowledgment of receipt. If you have questions about this application, please contact Janice Sedlak at (360) 407-6470 or email her at jsed461@ecy.wa.gov.

Part I. General Information

1. MS4 Operator

Name of city, county, special district, or other public entity: CITY OF GIG HARBOR
 Street Address: 3510 GRANDVIEW ST
 City, State, Zip: GIG HARBOR WA 98335
 Ownership status: Federal State Private Public Other Entity

2. Local staff contact (person responsible for program implementation and coordination):

Name: JOHN VODRICH Phone: (253) 851-6170
 Title: COMMUNITY DEVELOPEMENT DIRECTOR E-mail: VODRICH.J@CITYOFGIGHARBOR.WA.GOV

Does your MS4 presently have a web site? (If yes, list address CITYOFGIGHARBOR.WA.GOV) Yes / No
 If so, are your ordinances available on your website Yes / No
 If not, where are your ordinances available? _____

3. Operator Type

- City Town Drainage District
 County Flood Control District Other (list):

4. Description of Storm Sewer System

A. Area of land served by your MS4 (in square miles):

If city, town, or special district give:

If county give:

Area within current corporate boundaries 4.5 Area in square miles _____
 Additional area of urban growth area (UGA) 6.0 Area that is urbanized _____
 Area that is urbanized (2000 Census) 10.5

For all MS4s, give 2000 Census population for area served 6500 Area located on Indian lands (if any) _____

B. Storm Drainage Infrastructure:

Please provide estimates, using the most accurate information available at this time, for the following storm drainage infrastructure features owned or operated by the MS4.

Conveyance system:		Flow Control system:		Regional Facilities:
Open ditches (miles or feet)	<u>35</u>	Detention facilities (estimate number operated by MS4)	<u>20</u>	
Storm sewers (miles or feet)	<u>35</u>	Retention facilities (estimate number operated by MS4)	_____	
Outfalls (estimate number)	<u>15</u>	Treatment system: Treatment facilities (estimate number operated by MS4)		
Catch basins (estimate number)	<u>800</u>			

5. Map Requirements

Include a map or maps that identifies:

- City, county, or district service area boundaries
- State or Federal vocational/technical/college/university campuses and military institutions
- Urban area (as defined by the 2000 Census)
- GMA urban growth area (UGA), even if partially in an Urban Area
- Municipal/county wastewater treatment plants, outfalls, uncontrolled sanitary landfills, vehicle fleet maintenance centers, power plants, airports, and other municipally owned or operated industrial activities
- Arterial city or county roads, (additional roads if needed), drainage basins, and receiving waters

Please assure that information is clearly readable. Submit GIS maps if available, and only in .pdf format on a CD-ROM. Multiple maps must be of the same scale. 1:1000 or 1:2000 scales are recommended. Submit paper maps folded to 8.5 x 11."

6. List all impaired receiving waters within your jurisdiction and 2 miles downstream, and indicate those identified as impaired pursuant to Clean Water Act Section 303(d), and those with an existing Total Maximum Daily Load (TMDL). This information is available at: www.ecy.wa.gov/program/wq/links/impaired_wats.html.

WRIA	Water Body Name (and New ID # if avail.)	Impaired?	Parameters	TMDL?
15	Gig Harbor Bay	<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Tacoma Narrows	<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
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		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No
		<input type="checkbox"/> Yes / <input type="checkbox"/> No		<input type="checkbox"/> Yes / <input type="checkbox"/> No

Please list any water bodies for which a TMDL, pollution prevention plan, water quality monitoring program, or other relevant program is in place or in development.

7. Does your MS4 have public infiltration facilities (infiltration basins or dry wells)? Yes / No
 If yes, estimate the percentage of the jurisdiction that discharges to these facilities.

8. Is your MS4 interconnected to a Washington State Dept. of Transportation facility? Yes / No
 If yes, please identify: SR16

9. Is your MS4 interconnected, or do you discharge to another jurisdiction? If yes, identify below: Yes / No

Jurisdiction Name	Contact	Ultimate receiving water
Pierce County	Bruce Duncan	Puget Sound
W.S.D.O.T.	Pete Lorenzo	

Part II. Your Proposed Stormwater Management Program

This application requires you to identify Best Management Practices (BMPs) currently performed by your MS4, and provide information on your planned stormwater management program and proposed BMPs. The following six sections correspond to the six minimum control measures for a Phase II stormwater quality management program.

Minimum Control Measures

The National Pollutant Discharge Elimination System (NPDES) Phase II Rule defines a stormwater management program composed of six minimum control measures that, when implemented together, are expected to reduce pollutants discharged into receiving water bodies to the Maximum Extent Practicable (MEP). The six control measures include:

1. Public Education and Outreach on Stormwater Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Each minimum control measure requires the selection and implementation of BMPs that comprehensively address the specific stormwater issues in your area.

The minimum requirements are provided in Appendix I as the minimum level necessary to comply with *40 CFR 122.34*. Regulatory guidance from *40 CFR 122.34* is also provided for each minimum control measure.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: www.epa.gov/npdes/stormwater/measurablegoals/index.htm.

Instructions:

For each minimum control measure, state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goal, and milestones as appropriate towards achieving that goal. Indicate if the BMP is part of an existing program, and if another entity will share responsibility for implementing the BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct, and include reference to legal agreement where appropriate.

List as many BMPs as necessary to fulfill the requirements of *40 CFR 122.34* as referenced in Appendix I. If you have more than 2 BMPs for a control measure, copy/paste additional tables as necessary.

1. Public Education and Outreach on Storm Water Impacts

Does your MS4 presently perform public education and outreach activities on stormwater impacts?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
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Minimum Measure Objective 1:	Informational packets and handouts related to illicit storm water discharge.
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BMP 1(a):	Displayed visual and written brochures available at City Hall.		
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Measurable Goal:	Create an informational insert, attachable to utility notices, regarding storm water BMPs.		
Milestones:	Design of pamphlets 5/03 Distribution of information 1/04		

BMP 1(b):	Public outreach education		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Begin drafting a program in which city officials do yearly seminars with children in the classroom.		
Milestones:	Regarding BMPs 7/03 2/04		

2. Public Involvement/Participation

Does your MS4 presently provide opportunity for the public to be involved or participate in the development or implementation of a stormwater management program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
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Minimum Measure Objective 2:	Task the planning commission with the public forum end of public participation of implementing BMP's.
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BMP 2(a):	Write memo to council about task assigning to Planning Commission.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Speak with individual council members about involving the public in open forum discussion regarding storm water discharge.		
Milestones:	4/03 Start memo 12/03 Planning Commission discussion.		

BMP 2(b):	Public forum regarding storm water BMPs.			
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	
Measurable Goal:	Planning Commission conducting forum (public) regarding storm water BMPs with suggestion from public.			
Milestones:	DEC 2003			

3. Illicit Discharge Detection and Elimination

Does your MS4 presently have a program for the detection and elimination of illicit discharges to the storm sewer?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have an ordinance in place that enables you to prevent and eliminate illicit discharges to the storm sewer?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Minimum Measure Objective 3:	Yearly video inspection of storm sewer lines, looking for cross connection points.
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BMP 3(a):	Contracting with pipe video company for inspection.			
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	
Measurable Goal:	Yearly video inspections of conveyance system by zone.			
Milestones:	10/03 start date.			

BMP 3(b):	outfall inspection program			
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	
Measurable Goal:	regular outfall location inspection			
Milestones:	ongoing			

4. Construction Site Run-off Control

In the following spaces, indicate if your MS4 presently performs these activities related to construction site runoff control.	
Activities:	Existing?
Construction site plan review	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Responding to public input and complaints	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Enforcement and inspection procedures	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Training and education	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have an ordinance addressing construction site run-off control? If yes, code number - <u>Ord. 858</u>	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Minimum Measure Objective 4:	Adoption of the Storm water Design manual specifically chapter 3.		
BMP 4(a):			
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	To contain any construction site runoff to site specific origin to the standards located in the Stormwater Design Manual.		
Milestones:	Ongoing		

BMP 4(b):	Continue updating requirements adopted by D.O.E.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	To stay congruent with state and federal agencies.		
Milestones:	As mandated by state and federal agencies.		

5. Post-Construction Stormwater Management in New Development and Redevelopment

Please answer the following questions regarding post-construction stormwater management in new development and redevelopment.	
Does your MS4 presently have a development permit process in place?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have a stormwater management technical manual?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
If yes, has the MS4 adopted the Ecology 2001 Stormwater manual, or an equivalent manual? If no, what manual is currently adopted/used? Please list -	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have a plan review process for new development and redevelopment?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently inspect new stormwater facilities?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently inspect existing stormwater facilities?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Does your MS4 presently have a stormwater ordinance addressing post construction stormwater controls? If yes, code number -	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Does your MS4 presently promote and/or provide incentives for Low Impact Development?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Minimum Measure Objective 5:	to implement an ordinance addressing post construction storm water controls.
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BMP 5(a):	Begin drafting an ordinance related to BMP5.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	consult City Attorney on the drafting of the document required.		
Milestones:	Start preliminary work - starting 4/03 Tentative completion 12/03		

BMP 5(b):	Implement a new inspection program related to re-development.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Begin research with other municipal agencies with similar programs instituted.		
Milestones:	6/03 start 12/03 completion		

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Does your MSA presently have a program in place to promote pollution prevention and good housekeeping for municipal operations?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
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List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit, for example, vehicle maintenance garages, waste transfer operations, golf courses, salt or other materials storage, or open landfills. Also, indicate if there is a documented pollution prevention plan in place.	
<p>Facility or type of facilities/operation:</p> <p>vehicles are maintained at a city facility with oil/water separator. waste fluids are disposed of at a recycling center.</p> <p>vector waste and street sweeping waste stored undercover & tested prior to landfill application.</p> <p>Asphalt patch material stored undercover.</p> <p>Salt stored indoors.</p>	<p>Pollution Prevention Plan?</p> <p><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</p>

Minimum Measure Objective 6:	Bi-annual storm water BMP's training with city staff.
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BMP 6(a):	Regular scheduled training sessions.		
Is this part of an existing program?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	To educate city staff on proper techniques regarding storm water illicit discharge and BMP.		
Milestones:	Ongoing implemented training.		

BMP 6(b):	Annual training in recognizing potential storm water issues.		
Is this part of an existing program?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Is another entity involved in BMP implementation?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
Measurable Goal:	Training program that would educate staff on identifying possible sources of illicit discharge.		
Milestones:	Program implemented by 9/03.		

Part III. Recordkeeping and Reporting

The permittee will comply with recordkeeping and reporting requirements per 40 CFR 122.34(g)

Recordkeeping—40 CFR 122.34(g)(2)

You must keep records required by the NPDES permit for at least three years. You must submit your records to the NPDES permitting authority only when specifically asked to do so. You must make your records, including a description of your stormwater management program, available to the public at reasonable times during regular business hours (see 122.7 for confidentiality provision). (You may assess a reasonable charge for copying. You may require a member of the public to provide advance notice.)

Reporting—40 CFR 122.34(g)(3)

Unless you are relying on another entity to satisfy your NPDES permit obligations under 122.35(a), you must submit annual reports in year two and four unless the NPDES permitting authority requires more frequent reports. Your report must include:

- (i) The status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving your identified measurable goals for each of the minimum control measures;
- (ii) Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- (iii) A summary of the stormwater activities you plan to undertake during the next reporting cycle;
- (iv) A change in any identified best management practices or measurable goals for any of the minimum control measures; and
- (v) Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).

Part IV. Certification

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 gather and evaluate the information submitted. Based on 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.

Authorized Representative Name:

John P. Vodopich, AICP

Title:

Community Development Director

Signature:

J.P. Vodopich

Date:

3/3/03

APPENDIX I.

Minimum Control Measure Requirements (*source: 40 CFR 122.34(b)*)

1. Public Education & Outreach on Stormwater Impacts

Minimum Requirements – 40 CFR 122.34(b)(1)(i)

You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Regulatory Guidance – 40 CFR 122.34(b)(1)(ii)

You may use stormwater educational materials provided by your state; tribe; EPA; environmental, public interest, or trade organizations; or other MS4s. The public education program should inform individuals and households about the steps they can take to reduce stormwater pollution, such as ensuring proper septic system maintenance, ensuring the proper use and disposal of landscape and garden chemicals including fertilizers and pesticides, protecting and restoring riparian vegetation, and properly disposing of used motor oil and household hazardous wastes. EPA recommends that the program inform individuals and groups how to become involved in local stream and beach restoration activities, as well as activities that are coordinated by youth service and conservation corps or other citizen groups. EPA recommends that the public education program be tailored, using a mix of locally appropriate strategies, to target specific audiences and communities. Examples of strategies include distributing brochures or fact sheets, sponsoring speaking engagements before community groups, providing public service announcements, implementing educational programs targeted at school age children, and conducting community-based projects such as storm drain stenciling and watershed and beach cleanups. In addition, EPA recommends that some of the materials or outreach programs be directed toward targeted groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts. For example, providing information to restaurants on the impact of grease clogging storm drains, and to garages on the impact of oil discharges. You are encouraged to tailor your outreach program to address the viewpoints and concerns of all communities, particularly minority and disadvantaged communities, as well as any special concerns relating to children.

2. Public Involvement/Participation

Minimum Requirements – 40 CFR 122.34(b)(2)(i)

You must, at a minimum, comply with state, tribal, and local public notice requirements when implementing a public involvement/participation program.

Regulatory Guidance – 40 CFR 122.34(b)(2)(ii)

EPA recommends that the public be included in developing, implementing, and reviewing your stormwater management program, and that the public participation process should make efforts to reach out and engage all economic and ethnic groups. Opportunities for members of the public to participate in program development and implementation include serving as citizen representatives on a local stormwater management panel, attending public hearings, working as citizen volunteers to educate other individuals about the program, assisting in program coordination with other pre-existing programs, or participating in volunteer monitoring efforts. (Citizens should obtain approval where necessary for lawful access to monitoring sites.)

3. Illicit Discharge Detection & Elimination

Minimum Requirements – 40 CFR 122.34(b)(3)(i)

You must develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at *Sec. 122.26(b)(2)*) into your small MS4.

(ii) You must:

- (A) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls;
- (B) To the extent allowable under State, Tribal or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-stormwater discharges into your storm sewer system and implement appropriate enforcement procedures and actions;
- (C) Develop and implement a plan to detect and address non-stormwater discharges, including illegal dumping, to your system; and
- (D) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

(iii) You need address the following categories of non-stormwater discharges or flows (i.e., illicit discharges) only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at *40 CFR 35.2005(20)*), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water (discharges or flows from fire fighting activities are excluded from the effective prohibition against non-stormwater and need only be addressed where they are identified as significant sources of pollutants to waters of the United States).

Regulatory Guidance – 40 CFR 122.34(b)(3)(iv)

EPA recommends that the plan to detect and address illicit discharges include the following four components: procedures for locating priority areas likely to have illicit discharges; procedures for tracing the source of an illicit discharge; procedures for removing the source of the discharge; and procedures for program evaluation and assessment. EPA recommends visually screening outfalls during dry weather and conducting field tests of selected pollutants as part of the procedures for locating priority areas. Illicit discharge education actions may include storm drain stenciling; a program to promote, publicize, and facilitate public reporting of illicit connections or discharges; and distribution of outreach materials.

4. Construction Site Stormwater Runoff Control

Minimum Requirements – 40 CFR 122.34(b)(4)(i)

You must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. If the NPDES permitting authority waives requirements for stormwater discharges associated with small construction activity in accordance with *Sec. 122.26(b)(15)(i)*, you are not required to develop, implement, and/or enforce a program to reduce pollutant discharges from such

(ii) Your program must include the development and implementation of, at a minimum:

- (A) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State, Tribal, or local law;
- (B) Requirements for construction site operators to implement appropriate erosion and sediment control (ESC) best management practices;
- (C) Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- (D) Procedures for site plan review which incorporate consideration of potential water quality impacts;
- (E) Procedures for receipt and consideration of information submitted by the public, and
- (F) Procedures for site inspection and enforcement of control measures.

Regulatory Guidance – 40 CFR 122.34(b)(4)(iii)

Examples of sanctions to ensure compliance include non-monetary penalties, fines, bonding requirements, and/or permit denials for non-compliance. EPA recommends that procedures for site plan review include the review of individual pre-construction site plans to ensure consistency with local (ESC) requirements. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality. You are encouraged to provide appropriate educational and training measures for construction site operators. You may wish to require a stormwater pollution prevention plan for construction sites within your jurisdiction that discharge into your system. See *Sec. 122.44(s)* (NPDES permitting authorities' option to incorporate qualifying State, Tribal and local erosion and sediment control programs into NPDES permits for stormwater discharges from construction sites). Also see *Sec. 122.35(b)* (The NPDES permitting authority may recognize that another government entity, including the permitting authority, may be responsible for implementing one or more of the minimum measures on your behalf).

5. Post-Construction Stormwater Management in New Development & Redevelopment

Minimum Requirements – 40 CFR 122.34(b)(5)(i)

You must develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or minimize water quality impacts.

(ii) You must:

- (A) Develop and implement strategies which include a combination of structural and/or non-structural best management practices (BMPs) appropriate for your community;
- (B) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State, Tribal or local law;
- (C) Ensure adequate long-term operation and maintenance of BMPs.

Regulatory Guidance – 40 CFR 122.34(b)(5)(iii)

If water quality impacts are considered from the beginning stages of a project, new development and potential redevelopment provide more opportunities for water quality protection. EPA recommends that the BMPs chosen: be appropriate for the local community; minimize water quality impacts; and attempt to maintain pre-development runoff conditions. In choosing appropriate BMPs, EPA encourages you to participate in locally-based watershed planning efforts which attempt to involve a diverse group of stakeholders including interested citizens.

When developing a program that is consistent with this measure's intent, EPA recommends that you adopt a planning process that identifies the municipality's program goals (e.g., minimize water quality impacts resulting from post-construction runoff from new development and redevelopment), implementation strategies (e.g., adopt a combination of structural and/or non-structural BMPs), operation and maintenance policies and procedures, and enforcement procedures. In developing your program, you should consider assessing existing ordinances, policies, programs and studies that address stormwater runoff quality. In addition to assessing these existing documents and programs, you should provide opportunities to the public to participate in the development of the program. Non-structural BMPs are preventative actions that involve management and source controls such as: policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation; policies or ordinances that encourage infill development in higher density urban areas, and areas with existing infrastructure; education programs for developers and the public about project designs that minimize water quality impacts; and measures such as minimization of percent impervious area after development and minimization of directly connected impervious areas. Structural BMPs include: storage practices such as wet ponds and extended detention outlet structures; filtration practices such as grassed swales, sand filters and filter strips; and infiltration practices such as infiltration basins and infiltration trenches. EPA recommends that you ensure the appropriate implementation of the structural BMPs by considering some or all of the following: pre-construction review of BMP designs; inspections during construction to verify BMPs are built as designed; post-construction inspection and maintenance of BMPs; and penalty provisions for the noncompliance with design, construction or operation and maintenance. Stormwater technologies are constantly being improved, and EPA recommends that your requirements be responsive to these changes, developments or improvements in control technologies.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Minimum Requirements – 40 CFR 122.34(b)(6)(i)

You must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials that are available from EPA, your state, Tribe, or other organizations, your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

Regulatory Guidance – 40 CFR 122.34(b)(6)(ii)

EPA recommends that, at a minimum, you consider the following in developing your program: maintenance activities, maintenance schedules, and long-term inspection procedures for structural and nonstructural stormwater controls to reduce floatables and other pollutants discharged from your separate storm sewers; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations and snow disposal areas operated by you, and waste transfer stations; procedures for properly disposing of waste removed from the separate storm sewers and areas listed above (such as dredge spoil, accumulated sediments, floatables, and other debris); and ways to ensure that new flood management projects assess the impacts on water quality and examine existing projects for incorporating additional water quality protection devices or practices. Operation and maintenance should be an integral component of all stormwater management programs. This measure is intended to improve the efficiency of these programs and require new programs where necessary. Properly developed and implemented operation and maintenance programs reduce the risk of water quality problems.

APPENDIX II.

ABBREVIATIONS*:

BAT Best Available Technology Economically Achievable (applies to non-conventional and toxic pollutants)

BCT Best Conventional Pollutant Control Technology (applies to conventional pollutants)

BMP Best Management Practice

BPJ Best Professional Judgment

BPT Best Practicable Control Technology Currently Available (generally applies to conventional pollutants and some metals)

CFR Code of Federal Regulations

CGP Construction General Permit

COD Chemical Oxygen Demand

CSO Combined Sewer Overflow

CWA Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972)

CZARA Coastal Zone Act Reauthorization Amendments

DO Dissolved Oxygen

DMR Discharge Monitoring Report

ELG Effluent Limitations Guidelines

EPA Environmental Protection Agency

FR Federal Register

MEP Maximum Extent Practicable

MS4 Municipal Separate Storm Sewer System

MSGP Multi Sector General Permit

NOI Notice of Intent

NOT Notice of Termination

NOV Notice of Violation

NPDES National Pollutant Discharge Elimination System

NPS Non-point Source

O&M Operation and Maintenance

OW Office of Water

OWM Office of Wastewater Management

PA Permitting Authority

POTW Publicly Owned Treatment Works

SIC Standard Industrial Classification

SWPPP Stormwater Pollution Prevention Plan

TMDL Total Maximum Daily Load

TSS Total Suspended Solids

UA Urbanized Area

DEFINITIONS*:

Authorized Representative: *For a municipality, State, Federal, or other public agency:* (a) By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal Agency includes (i) the chief executive officer of the Agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the Agency (e.g., Regional Administrators of EPA).

(b) All reports required by permits, and or other information requested by the Director shall be signed by a person described in paragraph (a) of this section, or by a duly authorized representative of that person.

Best Available Treatment(BAT)/Best Control Technology (BCT): A level of technology based on the very best (state of the art) control and treatment measures that have been developed or are capable of being developed and that are economically achievable within the appropriate industrial category.

Best Management Practices (BMPs): Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Category (xi) facilities: Specific facilities classified as light industry with equipment or materials exposed to stormwater.

Clean Water Act (Water Quality Act): (formerly the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972). Public law 92-500; 33 U.S.C. 1251 et seq.; legislation which provides statutory authority for the NPDES program. Also known as the Federal Water Pollution Control Act.

Conveyance: The process of water moving from one place to another.

Detention Facility: An above or below ground facility, such as a pond or tank, that temporarily stores stormwater runoff and subsequently releases it at a slower rate than it is collected by the drainage facility system. There is little or no infiltration of stored stormwater.

Discharge: The volume of water (and suspended sediment if surface water) that passes a given location within a given period of time.

Erosion: When land is diminished or worn away due to wind, water, or glacial ice. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally but can be intensified by land clearing activities such as farming, development, road-building, and timber harvesting.

Excavation: The process of removing earth, stone, or other materials from land.

General Permit: A permit issued under the NPDES program to cover a certain class or category of stormwater discharges. These permits reduce the administrative burden of permitting stormwater discharges.

Grading: The cutting and/or filling of the land surface to a desired slope or elevation.

Illicit Connection: Any discharge to a municipal separate storm sewer that is not composed entirely of stormwater and is not authorized by an NPDES permit, with some exceptions (e.g., discharges due to fire fighting activities).

Interconnected: See Physically Interconnected

Industrial Activity: Any activity which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant.

Large Municipal Separate Storm Sewer System (MS4): An MS4 located in an incorporated place or county with a population of 250,000 or more, as determined by

Light Manufacturing Facilities: Described under Category (xi) of the definition of "stormwater discharges associated with industrial activity" [CFR 122.26(b)(14)(i-ix and xi)]. Under the Phase I NPDES Stormwater Program, these facilities were eligible for exemption from stormwater permitting requirements if certain areas and activities were not exposed to stormwater. As a result of the Phase II Final Rule, these facilities must now certify to a condition of no exposure.

Low Impact Development: The integration of site ecological and environmental goals and requirements into all phases of urban planning and design from the individual residential lot level to the entire watershed. Hydrologic functions of storage, infiltration, and ground water recharge, as well as the volume and frequency of discharges are maintained through the use of integrated and distributed micro-scale stormwater retention and detention areas, reduction of impervious surfaces, and the lengthening of flow paths and runoff time. Other strategies include the preservation/protection of environmentally sensitive site features such as riparian buffers, wetlands, steep slopes, valuable (mature) trees, flood plains, woodland and highly permeable soils.

Maximum Extent Practicable (MEP): A standard for water quality that applies to all MS4 operators regulated under the NPDES Stormwater Program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs.

Medium Municipal Separate Storm Sewer System (MS4): MS4 located in an incorporated place or county with a population of 100,000 or more but less than 250,000, as determined by the latest U.S. Census.

Municipal Separate Storm Sewer System (MS4): A publicly -owned conveyance or system of conveyances that discharges to waters of the U.S. and is designed or used for collecting or conveying stormwater, is not a combined sewer, and is not part of a publicly-owned treatment works (POTW).

Multi-Sector General Permit (MSGP): An NPDES permit that regulates stormwater discharges from eleven categories of industrial activities.

New Development: Land disturbing activities, including Class IV - general forest practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of impervious surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development.

No exposure: All industrial materials or activities are protected by a storm resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. Industrial materials or activities include, but are not limited to, material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products, or waste products. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product or waste product.

Non-authorized States: any State that does not have the authority to regulate the NPDES Stormwater Program

Non-point Source (NPS) Pollutants: Pollutants from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water.

Notice of Intent (NOI): An application to notify the permitting authority of a facility's intention to be covered by a general permit; exempts a facility from having to submit an individual or group application.

NPDES: "National Pollutant Discharge Elimination System" the name of the surface water quality program authorized by Congress as part of the 1987 Clean Water Act. This is EPA program to control the discharge of pollutants to waters of the United States (see 40 CFR 122.2).

O&M Expenditures: The operating and maintenance costs associated with the continual workings of a project.

Outfall: The point where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

Permitting Authority (PA): The NPDES-authorized state agency or EPA regional office that administers the NPDES Stormwater Program. PAs issue permits, provide compliance assistance, and inspect and enforce the program.

Physically interconnected MS4: This means that one MS4 is connected to a second MS4 in such a way that it allows for direct discharges into the second system.

Point Source Pollutant: Pollutants from a single, identifiable source such as a factory or refinery.

Pollutant Loading: The total quantity of pollutants in stormwater runoff.

Qualifying local program: A local, State or Tribal municipal stormwater management program that imposes, at a minimum, the relevant requirements of one or more of the minimum control measures includes in 122.34(b).

Redevelopment: On a site that is already substantially developed (i.e., has more than 35% or more of existing impervious surface coverage), the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of impervious surface that is not part of a routine maintenance activity; and land disturbing activities.

Regional: An action (here, for stormwater management purposes) that involves more than one discrete property.

Regional Detention Facility: A stormwater quantity control structure designed to correct the existing surface water runoff problems of a basin or subbasin. The area downstream has been previously identified as having existing or predicted significant and regional flooding and/or erosion problems. This term is also used when a detention facility is sited to detain stormwater runoff from a number of new developments or areas within a catchment

Regulated MS4: Any MS4 covered by the NPDES Stormwater Program (regulated small, medium, or large MS4s).

Retention: The process of collecting and holding surface and stormwater runoff with no surface outflow.

Retention/detention facility (R/D): A type of drainage facility designed either to hold water for a considerable length of time and then release it by evaporation, plant transpiration, and/or infiltration into the ground; or to hold surface and stormwater runoff for a sort period of time and then release it to the surface and stormwater management system.

Retrofit: The modification of stormwater management systems through the construction and/or enhancement of wet ponds, wetland plantings, or other BMPs designed to improve water quality

Runoff: Drainage or flood discharge that leaves an area as surface flow or as pipeline flow. Has reached a channel or pipeline by either surface or sub-surface routes.

Sanitary Sewer: A system of underground pipes that carries sanitary waste or process wastewater to a treatment plant.

Sediment: Soil, sand, and minerals washed from land into water, usually after rain. Sediment can destroy fish-nesting areas, clog animal habitats, and cloud waters so that sunlight does not reach aquatic plants.

Sheet flow: The portion of precipitation that moves initially as overland flow in very shallow depths before eventually reaching a stream channel.

Site Plan: A graphical representation of a layout of buildings and facilities on a parcel of land.

Site Runoff: Any drainage or flood discharge that is released from a specified area.

Small Municipal Separate Storm Sewer System (MS4): Any MS4 that is not regulated under Phase I of the NIPDES Stormwater Program and Federally-owned MS4s.

Stakeholder: An entity that holds a special interest in an issue or program -- such as the stormwater program - since it is or may be affected by it.

Standard Industrial Classification (SIC) Code: A four digit number which is used to identify various types of industries.

Storm Drain: A slotted opening leading to an underground pipe or an open ditch for carrying surface runoff.

Stormwater: Precipitation that accumulates in natural and/or constructed storage and stormwater systems during and immediately following a storm event.

Stormwater Management: Functions associated with planning, designing, constructing, maintaining, financing, and regulating the facilities (both constructed and natural) that collect, store, control, and/or convey stormwater.

Stormwater Pollution Prevention Plan (SWPPP): A plan to describe a process whereby a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in stormwater runoff.

Surface Water: Water that remains on the surface of the ground, including rivers, lakes, reservoirs, streams, wetlands, impoundments, seas, estuaries, etc.

Total Maximum Daily Load (TMDL): The maximum amount of pollutants which can be released into a water body without adversely affecting the water quality.

Tool Box: A term to describe the activities and materials that EPA plans to perform/produce to facilitate implementation of the stormwater program in an effective and cost-efficient manner. The eight components include: 1) fact sheets; 2) guidance documents; 3) menu of BMPs; 4) compliance assistance; 5) information clearing house; 6) training and outreach efforts; 7) technical research; and 8) support for demonstration projects.

Treatment BMP: A BMP that is intended to remove pollutants from stormwater. A few examples of treatment BMPs are detention ponds, oil/water separators, biofiltration swales, and constructed wetlands.

Uncontrolled Sanitary Landfill: a landfill or open dump, whether in operation or closed, that does not meet the requirements for run-on or runoff controls established pursuant to subtitle D of the Solid Waste Disposal Act.

Urbanized Area (UA): A Bureau of the Census determination of a central place (or places) and the adjacent densely settled surrounding territory that together have a minimum residential population of 50,000 people and a minimum average density of 1,000 people/square mile. This is a simplified definition of a UA; the full definition is very complex.

Urban Growth Areas means those areas designated by a county pursuant to RCW 36.70A.110.

Urban Runoff: Stormwater from urban areas, which tends to contain heavy concentrations of pollutants from urban activities.

Watershed: That geographical area which drains to a specified point on a water course, usually a confluence of streams or rivers (also known as drainage area, catchment, or river basin).

Wet Weather Flows: Water entering storm drains during rainstorms/wet weather events.

*The following references were used in these sections:

- *Stormwater Phase II Compliance Assistance Guide*; United States Environmental Protection Agency, Office of Water; March 2000; Publication # EPA 833-R-00-002.
- *40 Code of Federal Regulations, part 122.22, (3)*; United States Environmental Protection Agency.
- *Stormwater Management Manual for Western Washington*; Washington State Department of Ecology; August 2001; Publication # 99-11 through 99-13.
- *Low Impact Development in Puget Sound*; Innovative Stormwater Management Practices, a conference sponsored by the Puget Sound Water Quality Action Team and King County Department of Natural Resources through a Water Works Grant.
- *Low Impact Development Design Strategies, An Integrated Design Approach*; Prince Georges County, Maryland, Department of Environmental Resources; June 1999.