



Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013 Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Columbia Heights *County: Anoka
(city, county, municipality, government agency or other entity)

*Mailing address: 637 - 38th Ave NE

*City: Columbia Heights *State: MN *Zip code: 55421

*Phone (including area code): (763) 706-3700 *E-mail: andrew-hogg@ci.columbia-heights.mn.us

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Hogg *First name: Andrew
(department head, MS4 coordinator, consultant, etc.)

*Title: Engineering Tech IV, Stormwater Specialist

*Mailing address: 637 - 38th Ave NE

*City: Columbia Heights *State: MN *Zip code: 55421

*Phone (including area code): (763) 706-3700 *E-mail: andrew.hogg@ci.columbia-heights.mn.us

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: _____ First name: _____
(department head, MS4 coordinator, consultant, etc.)

Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone (including area code): _____ E-mail: _____

Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. Yes

Certification (All fields are required)

- Yes - 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.

I certify that 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 civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Kevin Hansen
(This document has been electronically signed)

Title: Public Works Director/City Engineer Date (mm/dd/yyyy): _____

Mailing address: 637 - 38th Ave NE

City: Columbia Heights State: MN Zip code: 55421

Phone (including area code): (763) 706-3700 E-mail: kevin.hansen@ci.columbia-heights.mn.us

Note: The application will not be processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
<i>Rice Creek Watershed District Cost-Share Grant Program</i>	<i>MCM 2</i>

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? Yes No

1. If yes:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

Ordinance Contract language
 Policy/Standards Permits
 Rules

Other, explain: *The City intends to draft a new ordinance within 12 months of the date permit coverage is extended to the City.*

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Chapter 4. Article IV. 4.402, 4.406, Chapter 8. Article II. 8.202 and Article VII. 8.701-8.705

Direct link:

<http://www.ci.columbia-heights.mn.us/index.aspx?nid=148>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? Yes No

1. If yes:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Ordinance 1547

Direct link:

<http://www.ci.columbia-heights.mn.us/DocumentCenter/Home/View/298>

- Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? Yes No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Ordinance 1547 (4)(a) will be revised to include the new NPDES-CSW permit standards by reference. Draft ordinance revisions will be completed in 2014, for adoption and full implementation within 12 months of the date MS4 permit coverage is extended to the City.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | | |
|--|---|-----------------------------|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?
 Yes No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance Contract language
 Policy/Standards Permits
 Rules
 Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation: *Chapter 9.106 (Q)(4)(b) & Chapter 9.106 (I)*

Direct link:

[http://www.amlegal.com/nxt/gateway.dll/Minnesota/columbiaheights_mn/chapter9landuse?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:columbiaheights_mn\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Minnesota/columbiaheights_mn/chapter9landuse?f=templates$fn=default.htm$3.0$vid=amlegal:columbiaheights_mn$anc=)

- Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. Yes No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).

 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: Yes No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**
 - a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: Yes No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: Yes No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.

 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. Yes No

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
 - a. Mitigation project areas are selected in the following order of preference: Yes No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.

- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Yes No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. Yes No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. Yes No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. Yes No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). Yes No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. Yes No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. Yes No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

Chapter 9 and/or the Water Resource Management Plan will be revised to include the new MS4 regulatory standards, consisting of definitions of prohibited and restricted use for infiltration techniques) and new mitigation provisions. The final ordinance language and/or Plan updates will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? Yes No
 - 1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
 - 2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:
- B. Describe your ERPs:

Public works will inspect sites/complaints, based on general inspection requirements and resident complaints. The department has a standardized form and inspection staff are kept update to date on training. In instances where violations are found, public works contacts the property owner or permit holder with either a verbal or written warning. If complainance is not met, public works forwards enforcement action on to the Fire Department in the case of ordinance violation and the community devoplement department in the case of permit violations. ERP's for Construction Site Erosion and Sediment Control are defined in Ordinance 1547 (9). Post-Construction Stormwater Management and illicit discharge ERPs are not well defined, therefore the City intends to draft ordinance language in 2014, for final adoption within 12 months from the date permit coverage is extended to the City.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The City of Columbia Heights has an existing AutoCAD map of the the storm sewer system. The map is currently updated, and is revised as needed following new construction projects or modifications to the storm sewer system and the discovery or errors or incorrect information contained in the map.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. Yes No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Yes No
3. Structural stormwater BMPs that are part of the permittee's small MS4. Yes No
4. All receiving waters. Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Yes No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Yes No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. Yes No
2. A geographic coordinate. Yes No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. Yes No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. Yes No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The City of Columbia Heights educational program consists of providing information to residents through direct contact, informational displays at the library, and during various city events. Information is also distributed via newsletters and the webpage. The City of Columbia Heights has focused educational information distributed to residents who live in areas draining to impaired waters and have also focused educational information to local business. High priority topics include water quality issues in areas draining to impaired areas, trash/litter and BMP to home owner.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have

established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>City Webpage</i>	<i>The City will provide a minimum of three different stormwater related articles on the Public Works webpage. City staff will review the content and appropriateness of all materials on the webpage a minimum of once per calendar year of the MS4 permit cycle. New/revised articles for existing topics or high priority topics of interest will be posted periodically at the discretion of City staff.</i>
<i>Printed Stormwater Articles at Library</i>	<i>City staff will provide a minimum of 6 different stormwater related articles will be provided in individual brochures at the Library. City staff will annually record the number of printed media distributed, review the appropriateness of the existing articles, and provide new articles for existing topics or high priority topics of interest (at the discretion of City staff) each calendar year of the MS4 permit cycle.</i>
<i>City Newsletter "Heights Happenings"</i>	<i>One stormwater related article per quarter will be included in the City newsletter each calendar year of the MS4 permit cycle. Article topics will focus on MCM's 3-6 and current/upcoming stormwater related projects within the City. The "Heights Happenings" is mailed to all City residents and is available on the City website.</i>
<i>Cleanwatermn.org Partner</i>	<i>The City will continue to provide funding support for cleanwatermn.org each year of the MS4 permit cycle.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Webpage updates (high priority topics)</i>	<i>The City's stormwater webpage will be updated with high priority topics, such as phosphorus reduction, pet waste management, and Illicit discharge recognition/reporting in 2014. Periodic webpage updates will be completed throughout each year of the MS4 permit cycle.</i>
<i>Annual SWPPP Assessment & Annual Reporting</i>	<i>City staff will conduct an annual SWPPP assessment in preparation of each annual report. Proposed SWPPP modifications are subject to Part II.G of the MS4 permit. City staff will submit the annual report to the MPCA prior to June 30th</i>

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The City of Columbia Heights' SWPPP is available on the webpage and upon citizen requests. The city takes input on the SWPPP via email and phone calls. The city promotes public involvement in programs like Grant opportunities, stormwater informational program, residential BMP information and other educational information through the city newsletter, city webpage, informational handouts at the library and upon request.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Volunteer Storm Drain Stenciling Program</i>	<i>The City's Public Works department provides stenciling kits and staff time for volunteer groups to paint catch basins along City streets. The City will continue this program and map all stenciled structures each calendar year of the MS4 permit cycle.</i>
<i>Storm Water Survey</i>	<i>The City will continue to provide a storm sewer survey on the City's Stormwater webpage (Departments/Public Works). City staff will compile the results of all surveys received each year, in determining the next year's high priority topics and public education materials. This BMP will be completed once each calendar year of the MS4 permit cycle.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Volunteer Adopt a Park program</i>	<i>The City of Columbia Heights will promote an Adopt a Park Program through the webpage, informational handouts at the library, newsletter, and through the parks program. The city will track the number of times residents volunteer, park locations and the number of bags of trash removed.</i>
<i>Public Review and Comment of the SWPPP and MS4 Program</i>	<i>City staff will continuously solicit public comments on the adequacy of the City's SWPPP and MS4 program, through the use of the City website. Staff will post the SWPPP, current annual report, supporting documents, and contact information for the public to provide comments. Public input received (oral and written) will be recorded in a record of decision and evaluated by the City's MS4 General Contact. City responses (if relevant) will be made in writing to each commenter.</i>

3. Do you have a process for receiving and documenting citizen input? Yes No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

The City of Columbia Heights will develop a written process for receiving and documenting citizen input that will meet the requirements of the permit within 12 months of the date permit coverage is extended to the City.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City of Columbia Heights inspects for illicit discharges at outfalls during a yearly inspection, along with general inspections and maintenance. In addition the City will investigate any incidents of illicit discharges are suspected either by city staff or residents if an illicit discharge is located within the city's storm water system, the city will find the most cost effective and timely way to eliminate the discharge. If the illicit discharge is an issue with a resident or commercial property owner, then the City will work with the property owner to eliminate the discharge in a timely manner through the enforcement policy .

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). Yes No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. Yes No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Yes No
- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could Yes No

result in an illicit discharge.

- e. Procedures for the timely response to known, suspected, and reported illicit discharges. Yes No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. Yes No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. Yes No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City of Columbia Heights will work to update the above permit requirements within 12 months of permit coverage; these updates will meet the requirements of the permit. The City of Columbia Heights will identify priority areas that are likely to include illicit discharges, using GIS information and property information. The city will create a written document that includes procedures for responding to spills and will include emergency response to prevent spills from entering the MS4.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdcs/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Storm Sewer System Map</i>	<i>City staff will continue to review and update (as needed) the storm sewer system map each year of the MS4 permit cycle.</i>
<i>IDDE Inspections</i>	<i>The City will continue to annually conduct IDDE inspections concurrently with stormsewer, outfall, and ponds inspections per the IDDE inspection program.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Written Procedures for Emergency Response</i>	<i>Draft written procedures for emergency and non-emergency response to non-stormwater spills, discharges, and connections in 2014. Implement final written procedures within 12 months from the date MS4 permit coverage is extended to the City.</i>
<i>IDDE Priority Inspection Map</i>	<i>Develop IDDE inspection map in 2014. Utilize map for inspections within 12 months from the date MS4 permit coverage is extended to the city.</i>
<i>New Illicit Discharge & Connection Ordinance</i>	<i>The City intends to consolidate all regulatory language for illicit discharges into one new illicit discharge ordinance. This new ordinance will include refined written procedures and enforcement. City staff will draft ordinance language in 2014 for final adoption within 12 months from the date MS4 permit coverage is extended to the City.</i>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? Yes No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff

control program. Describe your current program:

The Engineering department provides plan review (all public and private development sites) and inspection services for projects that disturb one acre or more. Building department staff conducts plan reviews and regular site inspections on all permitted residential/commercial sites of 5,000 square feet to less than one acre. Engineering department staff receives public complaints of potential non-compliance on all sites within the City and public works inspects and enforces as necessary.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? Yes No
 - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? Yes No
 - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? Yes No
 - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? Yes No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? Yes No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? Yes No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? Yes No
 - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? Yes No
 - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? Yes No
 - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? Yes No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The City will add contact information on the stormwater website for the public to provide complaints regarding non-compliance of construction sites. Receipt and consideration of non-compliance will be forward to the Engineering Department for review and appropriate follow-up. City staff will also draft an internal field inspection form for Public Works staff to conduct erosion and sediment control inspections of residential and commercial sites. This inspection form will define priority sites, frequency of inspections, and record retention.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Site Plan Review <input type="checkbox"/>	<i>The Engineering department provides plan review (all public and private development sites) and inspection services for projects that disturb one acre or more. Building department staff conducts plan reviews and regular site inspections on all permitted residential/commercial sites of 5,000 square feet to less than one acre. The city will continue to use checklists to review plans to ensure the stormwater issues are addressed.</i>
Site Inspections and Enforcement <input type="checkbox"/>	<i>The City of Columbia Heights will inspect construction sites, in accordance to the State's Construction Stormwater permit and the City's stormwater ordinances. Any infractions will be enforced by the procedures described in the City's enforcement policy.</i>

BMP categories to be implemented**Measurable goals and timeframes**

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

Stormwater Management Plans are reviewed and approved by the Engineering Department to ensure that they meet the City's ordinance in regards to post-construction requirements. In addition, the city inspects and reviews drainage issues in post construction instances, working to resolves these issues.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? Yes No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? Yes No
- b. All supporting documentation associated with mitigation projects that you authorize? Yes No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? Yes No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? Yes No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The City of Columbia Heights will develop a written process for recording payments received and legal mechanisms drafted that will meet the requirements of the permit within 12 months from the approval of the City's Swppp.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Long-term Operation and Maintenance of BMPs</i> <input type="checkbox"/>	<i>The City of Columbia Heights will maintain and operate of the long term BMPs owned by the City for the term of the permits. The City will inspect and monitor the BMP to attempt to evaluate the effectiveness of the BMPs.</i>
<i>Redevelopment Post-Construction Ordinance</i>	<i>The City will continue to review construction plans to ensure the compliance of plans meeting the Post Construction requirements within the city ordinances.</i>

BMP categories to be implemented**Measurable goals and timeframes**

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City currently inspects all Structural Pollution Control Devices, Outfalls, and Ponds each year. City owned and operated stockpiles, storage areas, and material handling areas at the public works facility are inspected for potential non-stormwater discharges on a routine basis. The City sweeps public streets a minimum of two times a year, until snow fall each fall. City staff began evaluating the use of road salt for winter road maintenance activities to reduce chlorides entering our waterways. Numerous Public Works employees have participated in pollution prevention workshops/ training programs that were offered by the watershed districts and public works city staff.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? Yes No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Employee Training</i>	<i>Continue to host a minimum of one staff training event per year to discuss stormwater related topics. City staff will develop an annual training schedule, record the employee names, topics covered, and date of each event, annually through the end of the MS4 permit cycle (July 31, 2018).</i>
<i>Street Sweeping</i>	<i>The City will continue to conduct street sweeping operations a minimum of twice annually (record the sweeping route and date per occurrence). Review and revise (as needed) the street sweeping policy (including schedule, equipment, and disposal), stormwater quality priority areas, and routes annually through the end of the MS4 permit cycle (July 31, 2018).</i>
<i>Annual Inspection of All Structural Stormwater BMPs (SSBMP)</i>	<i>Continue to inspect 100% of all SSBMPs each year of the MS4 permit cycle (July 31, 2018). Record the inspection dates and maintenance completed for each SPCD.</i>
<i>Inspection of the MS4 Outfalls, Sediment Basins and Ponds</i>	<i>Continue to inspect all MS4 outfalls until 100% of all MS4 Outfalls and Ponds have been inspected within the MS4 permit cycle (July 31, 2018)</i>
<i>Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</i>	<i>Annually, review all pond, outfall, and SPCD inspection records to determine if maintenance, repair, or replacement is needed. Include a description of the findings and any maintenance, repair, or replacement as a result of the inspection findings.</i>
<i>Evaluation of SPCD Inspection Frequency</i>	<i>Review records and evaluate each SPCD's inspection frequency and adjust as needed per MS4 Permit Part III.D.6.e (1.). Evaluate and update inspection records annually through the end of the MS4 permit cycle (July 31, 2018).</i>

BMP categories to be implemented	Measurable goals and timeframes
<i>Continue Improvements at City Work Yard</i>	<i>The City will continue to analyze possible BMP improvements to the City's rear Public Works yard. The City will make improvements which are economically feasible and provide water quality improvements. If BMP's projects are found that are cost effective and provide water quality improvement, the city will work to make the improvements based on city council approval.</i>
<i>Pond Sediment Excavation and Removal Projects</i>	<i>The City will develop a reporting component for pond sediment removal projects within 12 months from the date MS4 permit coverage is extended to the City. Reporting will consist of</i>

	documenting the date, pond ID, project limits/construction plans, volume of sediment removed, test results (if any), and disposal location. Begin reporting in 2015.
Stockpiles, Storage and Material Handling Area Inspections	Conduct quarterly written inspections of all stockpile, storage and material handling areas (per the 2014 facility inventory), through the end of the MS4 permit cycle (July 31, 2018).
Update Public Works MS4 Program	Update existing BMPs to coincide with new/revised MS4 permit requirements (refer to question #9).

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? Yes No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? Yes No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? Yes No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? Yes No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? Yes No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? Yes No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? Yes No
- b. Covers the requirements of the permit relevant to the duties of the employee? Yes No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? Yes No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? Yes No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City of Columbia Heights will work to update the above permit requirement within 12 months of permit coverage and the updates will meet the requirements of the permit. The City of Columbia Heights will update city requirements develop and implement BMPs to protect above drinking water sources. The city will develop procedures to determine the TSS and TP treatment effectiveness of owned /operated ponds. The city will create a written inspection procedure for structural stormwater BMPs, pond/outfalls and stockpiles, storage and material handling areas. In addition the city will create a schedule for training employees.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Engineering Tech, Stormwater Specialist

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? Yes No

1. If **no**, continue to section VII.

2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? Yes No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program