

**TOWN OF CAREFREE**

**STORMWATER MANAGEMENT PROGRAM**

(June 2017)



**TOWN OF CAREFREE**

PO Box 740

Carefree, Arizona 85377

**STORMWATER MANAGEMENT PROGRAM**

**FOR**

**Town of Carefree, ARIZONA**

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in support of the

**NOTICE OF INTENT**

Submitted to the

**STATE OF ARIZONA**

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**WATER QUALITY DIVISION**

**WATER PERMITS SECTION**

**PHOENIX, ARIZONA 85012-2809**

ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM  
GENERAL PERMIT FOR DISCHARGE AZG2016-002  
FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)

Located in the Incorporated Area of Town of Carefree

May 2017

Prepared by:

**TOWN OF CAREFREE PUBLIC WORKS DEPARTMENT**

**PO BOX 740**

**Carefree, AZ 85377**

**TOWN OF CAREFREE  
STORMWATER MANAGEMENT PROGRAM**

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## **ATTACHMENTS**

Attachment A	AZPDES General Permit Number AZG2016-002
Attachment B	Notice of Intent
Attachment C	Existing and Future Land Use Map
Attachment D	Zoning Map
Attachment E	Existing Stormwater Facilities Map
Attachment F	SWMP Modification Log

## **ABBREVIATIONS / ACRONYMS**

AAC	Arizona Administrative Code
ADEQ	Arizona Department of Environmental Quality
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best management practice
CFR	Code of Federal Regulations
CWA	Clean Water Act
DMR	Discharge Monitoring Report
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
MCM	Minimum Control Measure
MEP	maximum extent practicable
MS4	Municipal separate storm sewer system
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
SAP	Sampling and Analyses Plan
SWMP	Storm Water Management Plan (also referred to as a Storm Water Management Program)
TMDL	Total Maximum Daily Load

## **EXECUTIVE SUMMARY**

This Stormwater Management Plan (also referred to as a Stormwater Management Program [SWMP]) has been prepared by the Town of Carefree (Town) as required by the Arizona Department of Environmental Quality's (ADEQ) Arizona Pollutant Discharge Elimination System (AZPDES) General Permit Number AZG2016-002 (Permit). The Permit was issued on September 29, 2016 and became effective on September 30, 2016.

This SWMP describes the policies and procedures the Town will implement to reduce, to the maximum extent practicable (MEP), pollutant discharges to and from the small municipal separate storm sewer system (MS4). The overall goal of the program is to ensure to the MEP that discharges from the MS4 do not cause or contribute to exceedances of surface water quality standards.

As required by the Permit, the SWMP addresses the six minimum control measures (MCMs):

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

The SWMP is designed to be a comprehensive program document outlining how the stormwater program is implemented and maintained; therefore, additional sections have been added to describe other Permit-required support activities, including Analytical Monitoring, SWMP Evaluation and Revision, Reporting, and Signatory Requirements.

The SWMP describes the best management practices (BMPs) the Town implements and also describes the overall planned approach to stormwater pollution prevention. This SWMP addresses the requirements of the Permit and reflects the needs and constraints of the Town.

The SWMP complies with the requirements specified in Code of Federal Regulations (CFR) Chapter 40 Part 122.32, incorporated by reference in Arizona Administrative Code (AAC) R18-9-A902 and A905. The SWMP has been prepared to meet the requirements identified in the Permit and is certified according to Permit Section 9.9.

## 1.0 CERTIFICATION STATEMENT

Permittee Name: Town of Carefree

Permit Number: AZG2016-002

### **Stormwater Management Program Contact**

Name: Gary Neiss

Title: Town Administrator

Mailing Address:

Town of Carefree

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Carefree, AZ 85377

Telephone Number: (480) 488-3686

Email Address: gary@carefree.org

### **Certifying Official:**

Name: Gary Neiss

Title: Town Administrator

Mailing Address:

Town of Carefree

PO Box 740

Carefree, AZ 86336

Telephone Number: (480) 488-3686

Email Address: gary@carefree.org

*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 knowing violations.*

---

Gary Neiss

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Date

## **2.0 INTRODUCTION**

This SWMP is the primary document describing the Town's programs and procedures for compliance with the Arizona Department of Environmental Quality's (ADEQ's) general permit (AZG2016-002) for the discharges of stormwater from the Town's Municipal Separate Storm Sewer System (MS4). A copy of the Permit is included in Attachment A. The Town desires to discharge under that permit and thus has submitted the Notice of Intent (NOI) and prepared and implemented this SWMP in accordance with Section 5.0 of the permit. The submitted NOI is included as Attachment B.

This SWMP addresses stormwater runoff and discharges located within the Town and were developed to serve as a comprehensive management tool to protect stormwater quality. The goal of this SWMP is the protection of the Town's surface water bodies through compliance with the Arizona Pollutant Discharge Elimination System (AZPDES) MS4 program requirements. This SWMP generally follows the format provided by the Permit in Section 6.4.

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

The Town will develop and implement a stormwater ordinance that satisfies the requirements of Permit Section 3.2 to control pollutant discharges into its MS4.

### **2.1. REGULATORY BACKGROUND**

In response to concern over the pollution in America's waterways, Congress passed the Clean Water Act (CWA) in 1972. The CWA is the primary federal law that protects our nation's surface water bodies or waters of the United States. Polluted stormwater runoff was addressed specifically under the CWA by a two-phase program that relies on the National Pollutant Discharge Elimination System (NPDES) permit coverage. The two phases of the NPDES stormwater program are known as Phase I and Phase II.

In 1990 the Environmental Protection Agency (EPA) implemented Phase I of the NPDES stormwater program, under the CWA. Phase I addressed the prevention of pollution from stormwater runoff from medium and large MS4s (serving populations over 100,000), construction activities disturbing 5 acres of land or greater, and 10 categories of industrial activities.

To expand the protection of water bodies and promote cleaner water, the Phase II Final Rule was published in 40 CFR on December 8, 1999. This rule extends the NPDES permit coverage to include small MS4s serving urbanized areas (a residential population of at least

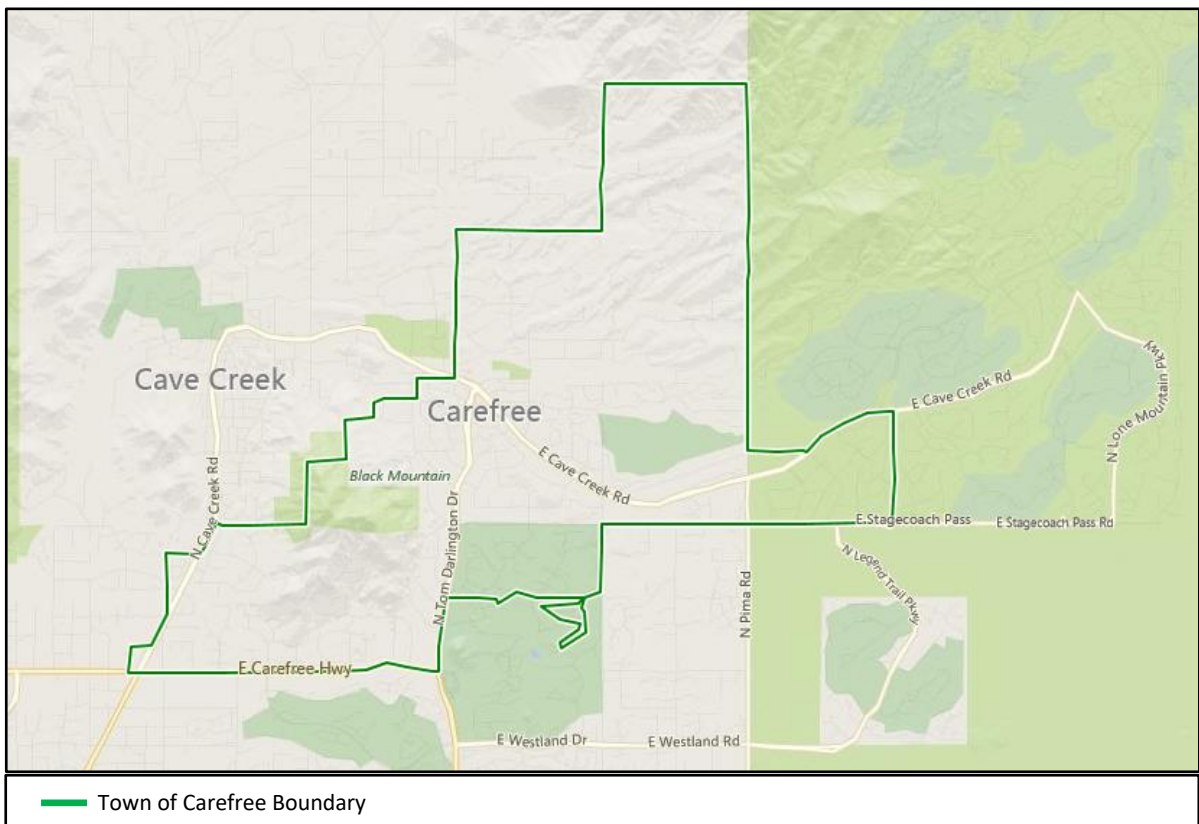


50,000 and an overall density of at least 1,000 people per square mile), as well as that from small construction activities.

The goals of the Phase II Final Rule are similar to the Phase I program, which are to reduce the discharge of pollutants to the MEP, protect water quality, and satisfy the water quality requirements of the CWA.

## 2.2. GEOGRAPHIC SETTING

The Town of Carefree is located within the Upper Sonoran Desert of northern Arizona at an elevation of 4,500 feet above mean sea level as shown in the figure below and a Jurisdictional Boundary Map is in Attachment C. The Town is located within Maricopa County with a total area consisting of 8.84 square miles and a population of approximately 3,500 residents. The Town is bounded on the west by N. Cave Creek Road which turns and bisects the Town east to west, south by E. Carefree Highway and E. Stagecoach Pass.



Areas excluded from this permit are all private roads and private commercial and residential development not connected to a Town owned and operated stormwater collection and conveyance system, and other development or areas under its own Pollution Discharge Elimination System permit (AZPDES or NPDES). An Existing and Future Land Use Map is provided in Attachment C and a Zoning Map showing land use is provided in Appendix D. Approximately 85% of the Town is zoned as residential or rural and the remaining portion commercial.

### **2.3. RECEIVING WATERS**

The Town discharge to various dry washes in the area to include:

- Galloway Wash (including lower, middle and north tributary)
- Unnamed central tributary to Cave Creek
- Stagecoach Pass Wash Tributary
- Rowe Wash
- Grapevine Wash
- Mexican Wash
- Windmill Wash
- E. Pima Wash
- Andora Hills Wash

These washes are shown in the Existing Facilities map provided in Appendix E. The Town does not discharge to any qualifying Unique Arizona Waterway (UAW) or impaired waters. Therefore, no stormwater analytical monitoring is required to be conducted. However, visual stormwater monitoring will be performed at five outfalls or screening points.

### **2.4. STORM DRAIN SYSTEM AND OUTFALLS**

The Town's storm drain system consists of numerous culverts, overland wash crossings, ditches, and bridges. The sequence of flow is generally overland to roadside ditches then to culverts and then into either washes or drainage channels/ditches. Washes are defined as unimproved natural drainage ways. Drainage channels/ditches are defined as intentionally designed drainage ways that are not natural in either their shape or location. An Existing Facilities map showing the Town's stormwater infrastructure is provided in Appendix E.

### **2.5. SWMP IMPLEMENTATION**

Overall responsibility for administering the Permit and SWMP will be by the Town Administrator. However, implementing the SWMP requires participation from multiple departments throughout the Town. The responsibilities for each department as well as the title of the responsible person(s) are provided in Section 3. This document is meant to be a living document and as departments, responsibilities, personnel, or any other procedures/practices change within the Town, this information will be updated accordingly. Changes to the SWMP are documented in the SWMP Modification Log provided in Attachment F.

### **2.6. PROGRAM COVERAGE AND JURISDICTIONAL AREAS**

Coverage under ADEQ's general permit AZG2016-002 is applicable only to the incorporated boundaries of the Town of Carefree as shown on the figure in Section 2.2 and in Attachments C and D. This Permit application covers only stormwater collection systems and networks. It does not include stormwater discharges associated with industrial activity as defined in 40 CFR 122.26(b)(14)(I)-(xi). It does not include stormwater discharges associated with construction activity as defined in 40 CFR 122.26 (b)(14)(x) or 40 CFR 122.26 (b)(15). This permit does not include separate storm sewers in discrete areas, such as individual buildings, or discharges covered under other AZPDES programs.

The Town of Carefree has determined that the following discharges are not significant contributors of pollutants to its municipal MS4, and are considered allowable Non-Stormwater Discharges:

- |   |   |
|---|---|
| a. Water line flushing                      | k. Springs  |
| b. Landscape irrigation                     | l. Water from crawl space pumps                               |
| c. Diverted stream flows                    | m. Footing drains   |
| d. Rising ground waters                     | n. Lawn watering  |
| e. Uncontaminated ground water infiltration | o. Individual residential car washing                         |
| f. Uncontaminated pumped groundwater        | p. Discharges from riparian habitats and wetlands             |
| g. Discharges from potable water sources    | q. De-chlorinated swimming pool and spa discharges            |
| h. Foundation drains                        | r. Street wash water, and                                     |
| i. Air conditioning condensate              | s. Discharges of flows from emergency firefighting activities |
| j. Irrigation water                         |   |

Unless explicitly specified otherwise in the SWMP, all actions proposed to be undertaken exclusively apply to the designated urbanized areas only. Actions taken beyond these geographic bounds are done so at the discretion of the Town of Carefree. The Town intends to fully implement the conditions in this SWMP.

## **2.7. ENFORCEMENT AUTHORITY**

The Town will adopt and implement a local ordinance by September, 2018 that will provide adequate enforcement procedures that satisfy the requirements of the Permit to control pollutant discharges into its MS4. These enforcement procedures will, at a minimum, address the following:

- Prohibit and eliminate illicit connections and discharges to the MS4
- Control the discharge of spills, and prohibit dumping or disposal of materials other than stormwater into the MS4
- Require compliance with conditions in the ordinance, permits, contracts, or orders
- Require owners/operators of construction activities, new or redeveloped land, and industrial and commercial facilities to minimize the discharge of pollutants to the MS4 through the installation, implementation, and maintenance of stormwater control measures
- Allowable methods to enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Town's stormwater control ordinance/standards.
- Require violators to cease and desist illicit discharges or discharges of stormwater in violation of any ordinance or standard and/or cleanup and abate such discharges

- Provide for civil or criminal sanctions (including referral to a city or district attorney) and escalate corrective response, consistent with its enforcement response
- Identify departments within the Town’s jurisdiction that conduct stormwater-related activities and their roles and responsibilities under this permit.
- Identify any other administrative and legal procedures and ordinances available to mandate compliance with stormwater issues if applicable
- Describe how stormwater related-ordinances are implemented and appealed.

The Town will also develop an Enforcement Response Plan (ERP) that will specify how it will exercise its legal authority to comply with the Permit. The ERP will include a prioritization schedule that establishes escalated enforcement for non-compliance of illicit discharges and construction activities.

### 3.0 CONTROL MEASURES AND RESPONSIBILITIES

The Town has established six (6) required minimum control measures (MCM) to assist in reducing discharge of pollutants to the maximum extent practicable (MEP) to protect water quality. These control measures include:

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

Tables detailing each minimum control measure are provided in the following sections. The table below identifies the personnel/department responsible for the various control measures:

<b>NAME</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTROL MEASURE RESPONSIBILITY</b>
Gary Neiss	Town Administrator	Administration	1, 2, 3, 5
Stacey Bridge-Denzak	Planning Director	Planning	2, 3, 4, 5
Greg Crossman, P.E.	Town Engineer	Engineering	3, 4, 5, 6

### 3.1. PUBLIC EDUCATION AND OUTREACH

Goal: To implement an education program that includes educational goals on stormwater issues of significance within the Town’s MS4. This program will focus on pollutants of concern for Oak Creek which is identified as a not-attaining and OAW. The ultimate objective of this public education program is to increase knowledge and change behavior of the public so that pollutants in stormwater are reduced. The Town will modify any ineffective message or distribution technique as needed and document in each annual report the overall effectiveness of the education program.

Implementing Group: Town Administrator

<b>MCM #1</b>				
<b>Public Education and Outreach – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices/Department (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Brochures	Develop brochure for proper maintenance of washes (Town Administrator).	Develop a brochure by 9/17 for distribution to target residents. One time occurrence.	04/17	09/17
Brochures	Distribute wash brochure to residents (Town Administrator).	Distribute wash brochure to target residents. Distribute by 9/17 and conduct annually.	04/17	09/17 and Semi-Annual
Guidance Document	Develop a general stormwater guidance document on how to report dumping and/or littering (Town Administrator).	Develop a general stormwater guidance document by 9/17 that targets commercial businesses and residents. One time occurrence.	04/17	09/17
Guidance Document	Distribute general stormwater guidance document on how to report dumping and/or littering (Town Administrator).	Distribute general stormwater guidance document to commercial businesses, construction and residents. Distribute by 9/17 and conduct annually.	04/17	09/17, and annually

<b>MCM #1</b>				
<b>Public Education and Outreach – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices/Department (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Press Release	Develop and publish articles about stormwater through the Carefree Official Information Notification System (COINS) email to residents (Town Administrator).	Provide a notification through COINS to residents concerning Town stormwater issues. Target is commercial, residential and construction. Begin publishing articles by 9/17 and conduct annually.	04/17	09/17 and annually
Webpage	Publish stormwater information on Town website (Town Administrator).	Update the Town’s webpage to include stormwater information. Conduct annually.	04/17	Annually

### 3.2. PUBLIC INVOLVEMENT AND PARTICIPATION

Goal: To provide opportunities to engage the public to participate in the review and implementation of the Town’s SWMP.

Implementing Group: Planning Department, Town Administrator, Town Engineer

<b>MCM #2</b>				
<b>Public Involvement and Participation – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Public Involvement	Include a stormwater update to Town residents during a public meeting (Town Administrator).	Update the Town council and general public on the status of stormwater management. The purpose will be to provide information on accomplishments, upcoming activities, and general updates. An audio recording of the meeting will be posted on the Town’s website by 9/18 for access by the general public.	04/17	09/18
Public Participation	Post SWMP on Town website and provide opportunity for public to comment on it (Town Administrator).	Make the SWMP available to the public on the Town’s website by 9/17. The anticipated audience is residents, businesses and/or anyone looking for information about the Town. The measurable goal for this BMP is when the SWMP is posted to the website and any updates. This will be reported in the annual report.	04/17	09/18
Public Involvement	Town will notify via email local builders who typically work/build within Town of proposed stormwater ordinance related to construction and request comment (Town Administrator and/or Planning Director).	Provide an opportunity to local builders who typically work within the Town to comment on and give input to the proposed stormwater ordinance. One time occurrence by 9/18 prior to stormwater ordinance becoming final.	04/17	09/18
Public Involvement	Maintain signage and pet waste station within park area (Town Administrator).	The Town will maintain existing signage and pet waste stations within the public desert gardens (park) area. This program will target the public by enhancing awareness and encouraging participation. The program is conducted throughout the year. Program evaluation for effectiveness and opportunities for improvement will be conducted annually.	04/17	09/17 and annually



### 3.3. ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

Goal: To develop, implement, and enforce a program to systematically find and eliminate sources of non-stormwater into the Town’s small MS4.

Implementing Group: Town Administrator, Planning Director, and Town Engineer

<b>MCM #3</b>				
<b>Illicit Discharge Detection and Elimination Program – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Dry Weather Screening Form	Develop an outfall inspection form for conducting dry weather screening (Town Administrator).	Develop an outfall inspection form for conducting dry weather screening by 9/17. This will be a one-time occurrence.	04/17	09/17
Dry Weather Screening	Implement a program to conduct dry weather screening of outfalls (Town Administrator).	Inspect 20% of outfalls each year until all outfalls are completed at the end of the permit period in 9/20. This will be an annual occurrence.	04/17	09/20
Stormwater Sewer Mapping	Develop a stormwater system map that includes major outfall locations and municipal stormwater structures (Town Engineer and/or Planning Director).	Map 20% of the stormwater system annually until 100% completed by the end of the permit in 9/20.	04/17	09/20
Written IDDE Procedures	Develop written IDDE procedures (Town Engineer and/or Planning Director).	Develop an IDDE plan that will assist in finding and eliminating sources of non-stormwater to the MS4. To be completed by 9/17.	06/17	09/17
Training	Train Town personnel on IDDE procedures (Town Engineer and/or Planning Director).	Train Town personnel on implementation of written IDDE procedures. To be completed by 9/17.	06/17	09/17
IDDE Reporting	Develop an online tool for the public to report an IDDE (Town Administrator).	Develop an online reporting tool for the reporting of illicit discharges. To be completed by 09/17. One time occurrence.	06/17	09/17

<b>MCM #3</b>				
<b>Illicit Discharge Detection and Elimination Program – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Wet Weather Monitoring	Develop a wet weather visual monitoring program (Town Engineer).	The Town will develop a plan to conduct wet weather monitoring at 5 outfall or screening points. Conducted twice annually upon implementation starting 09/17.	09/17	09/17

### 3.4. CONSTRUCTION ACTIVITY STORMWATER RUNOFF CONTROL

Goal: To develop, implement, maintain and enforce a construction activity program stormwater runoff program to minimize or eliminate pollutant discharges to the MS4 from construction activities that will disturb one (1) or more acres of land, including sites less than one (1) acre that are part of a common plan of development or sale.

Implementing Group: Planning Department and Town Engineer

<b>MCM #4</b>				
<b>Construction Activity Stormwater Runoff Control – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Enforcement	Establish an ordinance that addresses construction site runoff control (Planning Director).	Develop, implement, and enforce a stormwater ordinance 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, and discharge into the Town’s MS4. Completion by 9/18.	04/17	09/18
Site Plan Review	Formalize plan review procedures for stormwater requirements (Planning Director).	Formalize a procedure for conducting plan review for compliance with the stormwater ordinance and MS4 Permit. The purpose of formalizing this procedure is to ensure that requirements for having a SWPPP and sediment erosion control are applied across the board to all development within the Town. One time occurrence to be completed by 9/18.	06/17	09/18
Inspections	Review and update construction site inspection procedures to include stormwater runoff control (Town Engineer and/or Planning Director).	The Town will review its current construction site inspection procedures and seek opportunities to update inspection of stormwater runoff controls. Initial review to be completed by 1/18 with annual reviews to occur and updates as needed.	04/17	01/18 with annual update reviews
Training	Provide training to construction inspectors on stormwater runoff requirements (Town Engineer and/or Planning Director).	Train construction inspectors to identify compliance/non-compliance with the stormwater ordinance requirements. Completion by 1/18.	06/17	On-going

<b>MCM #4</b>				
<b>Construction Activity Stormwater Runoff Control – Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Inventory	Develop a Construction and Post-Construction Permit Tracking Sheet (Town Engineer and/or Planning Director).	Develop a spreadsheet or database by 9/17 to keep an inventory of all construction/post construction activities that disturb or will disturb one (1) or more acres within the permitted area; including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.	06/17	On-going

### 3.5. POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Goal: To develop, implement, and enforce a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb one (1) or more acres of land or less than one (1) acre if part of a common plan of development that discharges in the Town’s MS4.

Implementing Group: Planning Department

MCM #5				
Post-Construction Stormwater Management in New Development and Redevelopment – Best Management Practices and Measurable Goals				
BMP Category	Best Management Practices (BMPs)	Measurable Goals	Implementation	
			Start Date	Target Date
Enforcement	Establish an ordinance that addresses post-construction site runoff control (Town Administrator and/or Planning Director).	Develop, implement and enforce a stormwater ordinance to address post-construction stormwater controls from new development and redevelopment projects. Completion by 9/18.	6/17	09/18
Site Plan Reviews	Formalize plan review procedures for stormwater requirements (Planning Director).	Formalize a procedure for conducting plan review for compliance with the stormwater ordinance and MS4 Permit. One time occurrence to be completed by 9/18.	04/17	09/18
Inspections	Review and update construction site inspection procedures to include stormwater runoff control (Planning Director).	The Town will review its current construction site inspection procedures and seek opportunities to update inspection of stormwater runoff controls. Initial review to be completed by 9/17 with annual reviews to occur and updates as needed.	04/17	09/17 with annual reviews
Training	Provide training to inspectors on stormwater post-construction requirements (Planning Director).	Train construction inspectors to identify compliance/non-compliance with the stormwater post-construction requirements. Completion by 9/17.	04/17	09/17 and on-going

### 3.6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Goal: To develop, implement and maintain an operations and maintenance program that includes a training component with the ultimate goal of preventing or reducing pollutant runoff and protecting water quality from municipal facilities and activities.

Implementing Group: Public Works Department

<b>MCM #6</b>				
<b>Pollution Prevention and Good Housekeeping</b>				
<b>– Best Management Practices and Measurable Goals</b>				
<b>BMP Category</b>	<b>Best Management Practices (BMPs)</b>	<b>Measurable Goals</b>	<b>Implementation</b>	
			<b>Start Date</b>	<b>Target Date</b>
Inventory	Conduct inventory of municipal operations (Town Engineer).	The Town will inventory its municipal operations and prioritize activities that have the potential to discharge stormwater to the MS4. Completion by 09/17.	04/17	09/17
Facility Prioritization	Develop a facility prioritization list for implementing and maintaining pollution prevention and good housekeeping measures (Public Works Director).	Prioritize Town maintenance yard, parking lots, catch basins and public streets for pollution prevention activities. Completion by 9/17 as a one time occurrence.	08/17	09/17, one time occurrence
Implement Controls	Develop an in-house inspection program (Public Works Director).	Develop and enforce the operation and maintenance programs through an in-house inspection program. One time occurrence completed by 9/17. Inspections conducted at least annually.	04/17	09/17 and annually
Inspections	Develop inspection program and protocols for Capital Improvement Projects (CIPs). Public Works Department, and Town Maintenance Division	Routinely inspect Capital Improvement Projects for compliance with their individual SWPPPs.	01/17	Annually

## **4.0 ANALYTICAL MONITORING**

The Permit requires monitoring for small MS4s that discharge to impaired waters with established Total Maximum Daily Load(s) (TMDLs). The Town's MS4 drains to various washes that are not listed on Arizona's 303(d) list and there is no established TMDL. Therefore, the Town's SWMP does not include provision for stormwater analytical monitoring. However, the Town will be conducting dry weather screening and visual wet weather monitoring as per MCM 3 under the IDDE program.

## **5.0 QUALIFYING STATE OR LOCAL PROGRAM**

The Town is not substituting any state or local stormwater pollution control program for compliance with one or more of the MCMs.

## **6.0 SHARING RESPONSIBILITY**

The Town has the responsibility to implement all measures within this SWMP. There are no shared responsibilities for MCM implementation.

## **7.0 PROGRAM ASSESSMENT, RECORDKEEPING, AND REPORTING**

The Town will conduct a program assessment, recordkeeping and reporting in accordance with Permit requirements.

### **7.1. PROGRAM EVALUATION**

The Town will annually self-evaluate its compliance with the terms and conditions of the Permit and maintain the annual evaluation documentation as part of the SWMP. The evaluation will include the appropriateness of its selected BMPs in achieving the objectives of each control measure and its defined measurable goals. If a BMP is determined to be ineffective the Town may replace it with an alternative BMP in accordance with Permit criteria. Should a BMP be replaced the Town will include the following information in the SWMP:

- Analysis of why the BMP is ineffective or infeasible
- Expectations on the effectiveness of the replacement BMP
- Analysis of why the replacement BMP is expected to achieve the defined goals of the BMP to be replaced

Any BMP changes or modifications will be discussed in the Annual Report.

### **7.2. RECORDKEEPING**

The Town will keep all records required by the Permit for a period of at least three (3) years. Records include information used in the development of any written program required by this permit, any monitoring results, copies of reports, records of screening, follow-up and elimination of illicit discharges; maintenance records; inspection records; enforcement actions; and data used in the development of the notice of intent, SWMP, plans, and annual reports. Additional records will include Discharge Monitoring Reports and the Annual Report.

### **7.3. REPORTING**

The Town will submit an annual report each year of the permit term to ADEQ. The reporting period is from July 1 through June 30 each year. The annual report is due to ADEQ on or before September 30 each year for the reporting period. The annual reports will include the following information:

- Status of compliance with the permit terms and conditions
- Updates regarding mapping requirements (see Part 4.1), including percent complete
- Assessment of the progress towards achieving the measurable goals and objectives of each control measure
- Description of the activities used to promote public participation
- Description of the activities related to implementation of the IDDE program
- Outfall screening and monitoring data



- Identification of all discharges determined to be causing or contributing to an exceedance of water quality standards and description of response
- BMPs used to address the pollutant identified as the cause of the impairment and assessment of the BMPs effectiveness at controlling the pollutant
- Status of the construction runoff management
- Status of stormwater management for new development and redevelopment
- Status of the operation and maintenance programs
- Description of any changes in identified BMPs or measurable goals
- Any additional reporting requirements as per the Permit conditions
- Description of activities to be conducted during the next reporting cycle

The Town will also provide a report to ADEQ should the following events occur:

- **Anticipated Noncompliance:** The Town will give advanced notice to ADEQ of any planned changes that may result in noncompliance with permit requirements.
- **Transfers:** The Town may not transfer the Permit to any person except after notice to the ADEQ Director. Additional modification or revocation may be needed to change the name of the permittee and incorporate other requirements that may be necessary to comply with the permit.
- **Other Information:** The Town will promptly notify ADEQ after becoming aware of a failure to submit any relevant facts or submitting incorrect information in the NOI or in any other report to ADEQ.

**ATTACHMENT A**  
**AZPDES General Permit Number AZG2016-002**

**ATTACHMENT B**

**Notice of Intent**

**ATTACHMENT C**

**Existing and Future Land Use Map**

**ATTACHMENT D**  
**Existing Land Use Map**

**ATTACHMENT E**  
**Existing Stormwater Facilities Map**

**ATTACHMENT F**  
**SWMP Modification Log**