

# Appendix A

**National Pollutant Discharge Elimination System Municipal  
Separate Storm Sewer System Permit**



# FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**Ron DeSantis**  
Governor

**Jeanette Nuñez**  
Lt. Governor

**Noah Valenstein**  
Secretary

March 2, 2020

Sent via E-post

Paul Carlisle  
City Manager  
City of Sebastian  
1225 Main Street  
Sebastian, FL 32958

Subject: City of Sebastian Phase II Municipal Separate Storm Sewer System (MS4)  
NPDES Permit ID Number FLR04E124 (Cycle 4)  
**Notice of Renewed Permit Coverage - FINAL**

Dear Paul Carlisle:

The Florida Department of Environmental Protection has received and processed your submittal of the *Notice of Intent to Use Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems* (NOI), Appendix A and the applicable permit processing fee for renewal of coverage under the Phase II MS4 Generic Permit.

This letter serves to acknowledge that your NOI and Appendix A is complete. The determination of a complete NOI means that your MS4 continues to be covered under the Phase II MS4 Generic Permit. **Your renewed coverage under this permit is effective as of March 2, 2020 and will expire on March 1, 2025.** Your permit identification number remains the same.

Coverage under the Phase II MS4 Generic Permit allows your MS4 to discharge stormwater provided that you implement the Stormwater Management Program (SWMP) included as Appendix A of your NOI annually and comply with all requirements of the Phase II MS4 Generic Permit.

The implementation of the SWMP must occur based on the Schedule of Implementation specified in Appendix A of the approved NOI. Annual Reports are due within six months of the anniversary date of permit coverage. Please note that unless the department requires more frequent reports, annual reports summarizing your SWMP implementation efforts are required for Years 2 and 4 of your five-year permit coverage term, as follows:

- The Year 2 Annual Report should cover the 12-month period from **March 2, 2021 through March 1, 2022 and is due by September 1, 2022.**
- The Year 4 Annual Report should cover the 12-month period from **March 2, 2023 through March 1, 2024 and is due by September 1, 2024.**

If you have any questions, please contact Borja Crane-Amores phone at (850) 245-7520 or by email at [Borja.CraneAmores@floridadep.gov](mailto:Borja.CraneAmores@floridadep.gov).

Executed in Tallahassee, Florida.

STATE OF FLORIDA DEPARTMENT  
OF ENVIRONMENTAL PROTECTION

A handwritten signature in black ink that reads "Borja Crane-Amores". The signature is written in a cursive style and is positioned above a horizontal line.

Borja Crane-Amores  
Environmental Administrator  
NPDES Stormwater Program  
Division of Water Resource Management

Enc: Approved NOI for Cycle 4

cc:

Kimberly Haigler; Environmental Technician

Lisa Frazier; Community Development Director



# NOTICE OF INTENT TO USE GENERIC PERMIT FOR DISCHARGE OF STORMWATER FROM PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-621.300(7)(b), F.A.C.)

For FDEP Internal Use Only  
Permit ID: FLR 04E124

**INSTRUCTIONS:**

- This NOI must be completed and submitted to the Department to authorize use of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP"), provided in Rule 62-621.300(7)(a), F.A.C.
- The type of municipal separate storm sewer system that qualifies for coverage under the MS4 GP and the applicable Phase II MS4 stormwater management program requirements are specified in the permit. You should familiarize yourself with the MS4 GP before completing this NOI.
- Submit this fully completed NOI, permit fee, and required attachments by mail to the address in the box at right. **DO NOT SUBMIT any materials not in the checklist in Section V. of this NOI.**
- Please print or type information in the appropriate areas below and complete each section.

**Submit NOI, permit fee, and required attachments to:**  
 NPDES Stormwater Notices Center  
 M.S. # 3585  
 Florida Department of  
 Environmental Protection  
 2600 Blair Stone Road  
 Tallahassee, FL 32399-2400

SECTION I. PHASE II MS4 OPERATOR INFORMATION			
	Name of the Phase II MS4 Operator: City of Sebastian		
	Name of the Phase II MS4 Responsible Authority: Paul Carlisle		
	Title: City Manager		
	Mailing Address: 1225 Main Street		
	City: Sebastian	Zip Code: 32958	County: Indian River
	Telephone Number: 772-388-8203		
	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Tim Walker		
	Title: Stormwater Utilities Director		
	Department: Stormwater Utilities		
	Mailing Address: 1225 Main Street		
	City: Sebastian	Zip Code: 32958	County: Indian River
	Telephone Number: 772-228-7056		
	E-mail Address: twalker@cityofsebastian.org		
	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):		
	Street Address: 1225 Main Street		
	City: Sebastian	Zip Code: 32958	County: Indian River
	Approximate center of the Phase II MS4:		
	Latitude: 27. ° 783 ' 854 "	Longitude: -80. ° 475 ' 915 "	
	Phase II MS4 ownership status (check one): <input checked="" type="checkbox"/> Public <input type="checkbox"/> State <input type="checkbox"/> Federal		
<b>G.</b>	Total resident population of the Phase II MS4: 24,772		Florida Department of Environmental Protection
<b>H.</b>	Name of the urbanized area(s) the Phase II MS4 is located within (if applicable): NA		Received: 8/23/2019 Notices Center
<b>I.</b>	Name of the Water Management District the Phase II MS4 is located within (check all that apply):		
	<input type="checkbox"/> Northwest Florida Water Management District	<input type="checkbox"/> Southwest Florida Water Management District	
	<input type="checkbox"/> Suwanee River Water Management District	<input checked="" type="checkbox"/> St. John's River Water Management District	
	<input type="checkbox"/> South Florida Water Management District		

**SECTION II. SHARING RESPONSIBILITY**

You may rely on another entity to satisfy some or all of your permit obligations if the conditions in Part IX of the MS4 GP are met. Another entity may implement one or more of the measures and/or a component of a measure on your behalf. You may rely on another entity to satisfy all permit obligations (including annual reporting) but only if the entity is permitted under Chapter 62-624, F.A.C. Note the following:

- You will remain responsible for compliance with your permit obligations if the other entity(ies) fails to implement the control measure(s) or a component thereof on your behalf. You must establish a written agreement with the other entity(ies) before submitting this NOI.
- Relying on another entity, or entities, either partially or fully does not preclude you from the obligation to fully complete this NOI, including the information required in Section IV.

A.	1.	Has another entity, regulated under Chapter 62-624, F.A.C., agreed to implement <u>all</u> of your permit obligations on your behalf? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	If yes, complete Section II.A.2. If no, skip to Section II.B.			
2.	Name of Entity:			
	Contact Name:			
	Title:			
	Department:			
	Mailing Address:			
	City:	Zip Code:	County:	
	Telephone Number:			
	E-mail Address:			

B.	1.	Has another entity agreed to implement one or more of the minimum control measures (or a component thereof) on your behalf? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	If yes, complete Sections II.B.2. and II.B.3. (See the note below for any additional entities)				
2.	Control measure(s) or component of a control measure to be implemented by the other entity:				
	3.	Name of Entity:			
		Contact Name:			
		Title:			
		Department:			
		Mailing Address:			
		City:	Zip Code:	County:	
		Telephone Number:			
		E-mail Address:			

**Note:** For each additional entity sharing stormwater management program responsibilities with you, provide on a separate sheet the information requested in Sections II.B.2. and II.B.3. Title the sheet "Section II.B: Additional Entities Information" and attach it to this NOI.

**SECTION III. RECEIVING WATERS**

Identify the named receiving waterbodies to which your Phase II MS4 discharges. Include all such waterbodies known to you at the time of this application:

Indian River Lagoon	_____	_____
San Sebastian River	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION IV. MINIMUM CONTROL MEASURES**

**A.** Complete the Phase II MS4 Stormwater Management Program (SWMP) Elements Form in Appendix A for each minimum control measure described in Part VI. of the MS4 GP, except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.

Include in the SWMP Elements Form all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the number of BMPs you may include. Make copies of the form as necessary to accommodate all of your BMPs. The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach all completed forms to this NOI.

**B.** Provide the total number of pages of SWMP Elements Forms that are attached to this NOI for each minimum control measure:

<u>Minimum Control Measure</u>	<u># of Pages</u>
Public Education and Outreach as to Stormwater Impacts	2
Public Involvement/Public Participation	1
Illicit Discharge Detection and Elimination	1
Construction Site Stormwater Runoff Control	2
Post-construction Stormwater Management in New Development and Redevelopment	0
Pollution Prevention/Good Housekeeping for Municipal Operations	2

**SECTION V. MATERIALS TO BE SUBMITTED WITH THIS NOI**

Only the following materials are to be submitted to the Department along with your fully completed and signed NOI (check the appropriate box to indicate whether the item is attached or is not applicable):

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <u>Attached</u>                     | <u>N/A</u>                          |  |
| <input checked="" type="checkbox"/> |                                     | The permit application fee, as prescribed by Rule 62-4.050(4)(d)(6), F.A.C. Make all check and money orders payable to the Florida Department of Environmental Protection.   |
| <input checked="" type="checkbox"/> |                                     | A fully completed Phase II MS4 Stormwater Management Program Elements Form (see Appendix A) for <u>each</u> minimum control measure except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the MS4 GP. |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Additional entities information, as required under the note in Section II.B. of this NOI.  |

**DO NOT SUBMIT ANY OTHER MATERIALS**

(such as your complete Stormwater Management Plan, ordinances, storm sewer map, public outreach, etc.)

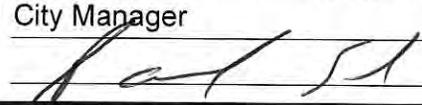
**SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE**

The Responsible Authority listed in Section I.B. of this NOI must sign the following certification statement:<sup>1</sup>

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Phase II MS4 Responsible Authority (type or print): Paul Carlisle

Title: City Manager

Signature:  Date: 8/25/19

<sup>1</sup> Signatory requirements are contained in Rule 62-620.305, F.A.C.

**INSTRUCTIONS FOR APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**General Instructions**

- Complete this form for each minimum control measure described in Part VI. of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP") provided in Rule 62-621.300(7)(a), F.A.C., except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.
- Include all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the total number of BMPs you may include.
- Make copies of the form as necessary to accommodate all of your BMPs.
- The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach the forms to the NOI and submit to the Department at the address provided on the NOI.
- **Please print or type information in the appropriate areas of this form.**

**Section A.I: MINIMUM CONTROL MEASURE**

- Indicate which minimum control measure the BMPs in Section A.II. address. Check only one measure. Use a separate form for each measure.

**Section A.II: BEST MANAGEMENT PRACTICES**

- Include BMPs only for the measure you have identified in Section A.I. The Department encourages the use of the Florida Land Development Manual: A Guide to Sound Land and Water Management (FDER, 1988) and the U.S. Environmental Protection Agency's National Menu of Best Management Practices for Storm Water Phase II in developing Phase II stormwater management programs. Both are available from the Department.
- Element ID: Table 1 below includes all the minimum control measure elements required under Part IV. of the MS4 GP. Using Table 1, identify which element of the minimum control measure each BMP addresses. For example, a BMP addressing the procedures for site plan review under the Construction Site Stormwater Runoff Control Minimum Control Measure would be labeled as "4d." You must include at least one BMP for each element.
- BMP Number: For each minimum control measure, number the BMPs starting with 01 and continue the numbering in sequential order on any additional forms for the measure. The numbering of the BMPs is for reference purposes only and does not provide additional weight to, nor prioritize, one BMP over another.
- Measurable Goals: List the measurable goal(s) for each BMP. You must include at least one measurable goal for each BMP and may include as many as necessary for the BMP – you are not limited to the four lines provided on the form.
- Schedule for Implementation/Completion: For each measurable goal, include the year each action will be implemented and, as applicable, the interim milestones, completion date, or planned frequency of the action.
- Responsible Entity/Department: Include the name of the entity (if other than the Phase II MS4 Operator) or of the internal department (if it is the Phase II MS4 Operator) responsible for implementing or coordinating each BMP.

**Page Numbering**

- Once this form has been completed for each minimum control measure, place the forms in an order corresponding to the order of the measures in Table 1 (below) and number the forms accordingly at the bottom of each.

**Table 1: Minimum Control Measure Required Elements**

Element ID	Description of Minimum Control Measure Required Elements
1a	<b>1. Public Education and Outreach Minimum Control Measure:</b> a) Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.
2a	<b>2. Public Participation/Involvement Minimum Control Measure:</b> a) Comply with State and local public notice requirements when implementing a public involvement/public participation program.
3a	<b>3. Illicit Discharge Detection and Elimination Minimum Control Measure:</b> a) Develop, if not already completed, a storm sewer system map, showing the location of all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls.
3b	b) To the extent allowable under State or local law, effectively prohibit through ordinance, or other regulatory mechanism, of non-stormwater (i.e., "illicit") discharges into the storm sewer system and implement appropriate enforcement procedures and actions.
3c	c) Develop and implement a plan to detect and eliminate non-stormwater discharges, including illegal dumping, to the MS4.
3d	d) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
4a	<b>4. Construction Site Stormwater Runoff Control Minimum Control Measure:</b> a) Develop and implement, to the extent allowable under State or local law, an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to reduce pollutants in any stormwater runoff to the Phase II MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of pollutants associated with stormwater discharges from construction activity disturbing less than one acre must also be included if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.
4b	b) Develop and implement requirements for construction site operators to implement appropriate erosion and sediment control best management practices.
4c	c) Develop and implement requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
4d	d) Develop and implement procedures for site plan review that incorporate consideration of potential water quality impacts.
4e	e) Develop and implement procedures for receipt and consideration of information submitted by the public.
4f	f) Develop and implement procedures for site inspection and enforcement of control measures.
5a	<b>5. Post-construction Stormwater Management in New Development and Redevelopment Minimum Control Measure: NOT REQUIRED IF USING QUALIFIED ALTERNATIVE PROGRAM</b> a) Use an ordinance or other regulatory mechanism, to the extent allowable under State or local law, to address from post-construction runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the Phase II MS4. The program must require that controls be in place that would prevent or minimize water quality impacts from new development or redevelopment.
5b	b) Develop and implement strategies that include a combination of structural and/or non-structural best management practices (BMPs) appropriate for the community.
5c	c) Require adequate long-term operation and maintenance of BMPs.
6a	<b>6. Municipal Operation Pollution Prevention and Good Housekeeping Minimum Control Measure:</b> a) Develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from MS4 operator activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.
6b	b) Using training materials that are available from EPA, the Department, or other organizations, include employee training to prevent and reduce stormwater pollution from MS4 operator activities.

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation         | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
1a.	01	<b>City Stormwater Website</b> Information and links on: Clean Water Program/NPDES, Public Education, History & Restrictions, Comments & Complaints. Educational materials are available for download. Site is updated regularly. A "Contact Us" button prompts residents to email the City regarding their stormwater questions or concerns.	1. Document and report the number of visitors to pages with stormwater specific information.	1. Year 1- Year 5	MIS Department
			2. Document and report the number of material downloads.	2. Year 1- Year 5	
			3. Document and report communications received through the website.	3. Year 1- Year 5	
			4.	4.	
1a.	02	<b>City Natural Resources Board Website</b> Information on: Florida Friendly Landscaping, Stormwater, Composting, Landscaping and Fertilizer Ordinance. Site is updated regularly and promoted through the City's Facebook page and on all outreach materials. A "Contact Us" button prompts residents to email the City regarding their environmental questions or concerns.	1. Document and Report the number of website visitors.	1. Year 1- Year 5	MIS Department
			2. Document and report communications received through the website.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
1a.	03	<b>Outreach Brochures and Flyers</b> Developed to educate residents on locally relevant stormwater topics, which are determined through the documentation of citizen request line calls and emails. Materials are distributed throughout the City (Library, City Hall, Building Department, and Community Events.	1. Document and report the number of brochures distributed.	1. Year 1- Year 5	Environmental Technician
			2. Document and report the number of distribution points.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
1a.	04	<b>Community Presentations</b> Guest speakers present at Board and Council Meetings on environmental and stormwater topics. Public Meetings are held monthly at City Hall and televised throughout the month on local government channel, and available for streaming through the City's Website. All meeting agendas are available on City's website one week prior.	1. Document and report number of presentations informing the public of the impacts of stormwater discharges on waterbodies and the steps that the public can take to reduce pollutants in stormwater.	1. Year 1- Year 5	Environmental Technician
			2. Document and report number attendees at meetings featuring stormwater specific information.	2. Year 1- Year 5	
1a.	05	<b>Community Events</b> Educate the public through an onsite booth, with presentations and distribution of outreach materials on stormwater topics. There will be photo documentation of booth and presentations.	1. Document and report the number of events where stormwater information was presented and distributed.	1. Year 1- Year 5	Environmental Technician & Stormwater Department
			2. Document and report the number of materials distributed.	2. Year 1- Year 5	
			3. Document and report the number of stormwater presentations conducted at community events.	3. Year 1- Year 5	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> 1. Public Education and Outreach | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation         | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
1a.	06	<b>Local Government Channel</b> 24 hour television channel, which is also streamed live on City's website. Live Streams and replays Council and Board Meetings. Displays public notices and stormwater outreach videos and PowerPoint slides. Promotes websites and Citizen Request Line.	1. Document and report SWMP relevant materials posted and duration posted.	1. Year 1- Year 5	MIS Department
			2.	2.	
			3.	3.	
			4.	4.	
1a.	07	<b>City Facebook Page</b> Updates public on current stormwater projects, outreach information, and addresses frequently asked questions and concerns. Streams all public meetings live. Promotes City websites, educational programs, and Citizen Request Line.	1. Document and report "likes" and reposts on stormwater topics.	1. Year 1- Year 5	MIS Department
			2. Document and report number of page followers.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
1a.	08	<b>Community Oyster Garden Project</b> Cost-share Grant Project designed to educate visitors and volunteers of all ages. Community groups can register for interactive site tours, which engage volunteers and participants of all ages in hands on water quality data collection, species identification and the role of the City's MS4 in maintaining a healthy lagoon.	1. Document and report all volunteer and participant sign-in sheets.	1. Year 1- Year 5	Environmental Technician
			2. Document and report the number of classes presented at site.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
1a.	09	<b>New Homeowner Folder</b> Folder delivered at final inspection for all new residential development. Includes materials on stormwater, Florida Friendly Landscaping, water conservation, swale maintenance, IPM, and City Landscaping Ordinances.	1. Document and report the number of new homeowner folders distributed.	1. Year 1- Year 5	Environmental Technician
			2.	2.	
			3.	3.	
			4.	4.	
1a.	10	<b>Community Events</b> Stormwater Booth manned by Stormwater Staff available to answer resident questions and to educate on current projects.	1. Document and report number of booth visitors.	1. Year 1- Year 5	Environmental Technician & Stormwater Department
			2.	2.	
			3.	3.	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1. Public Education and Outreach               | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input checked="" type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
2a.	01	<b>Public Input</b> Resolution NO. R-15-09 requires that all appointed Boards and Committees include a section for solicitation of "Public Input" on meeting agendas. It will be documented when an agenda features items related to the City's SWMP. All agendas are posted one week prior to the meetings on the City's Website and Facebook Page.	1. Document and report number of public meetings held where the City's SWMP is discussed.	1. Year 1- Year 5	City Clerk
			2. Document and report number of attendees at public Board Meetings where the City's SWMP is discussed.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
2a.	02	<b>MS4 Cleanup Events</b> City partners with local organizations to host two volunteer waterway clean-up events per year. Selection of clean-up sites will be focused on those areas with a direct impact on stormwater quality. Volunteer sign-in sheets will be used to track participants. The events are marketed through the City's Facebook page, website, television channel, community flyers, and the Chamber of Commerce's website, Facebook page, and newsletter.	1. Document and report number of events.	1. Year 1- Year 5	Environmental Technician
			2. Document and report number of volunteers.	2. Year 1- Year 5	
			3. Document and report weight of litter collected.	3. Year 1- Year 5	
			4. Document and report the names of clean-up events.	4. Year 1- Year 5	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1. Public Education and Outreach    | <input checked="" type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control        | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
3a.	01	<b>Storm Water System Map</b> GIS Map of City's stormwater system indicates all outfalls, receiving surface water bodies, stormwater structures and retention areas. Any changes in conveyance channels, outfalls, or structural assets will be amended in the map.	1. Document and report any new outfalls.	1. Year 1- Year 5	Stormwater Department & Environmental Technician
			2.	2.	
			3.	3.	
			4.	4.	
3b.	01	<b>Illicit Discharge Ordinance</b> City Ordinance, Article VI: Urban Stormwater Quality Management and Discharge Control, prohibits non-stormwater discharges into the MS4 system and implements inspection, reporting, and enforcement procedures.	1. City will maintain the Ordinance and report any changes, or amendments, if applicable.	1. Year 1- Year 5	Stormwater Department
			2.	2.	
			3.	3.	
			4.	4.	
3c.	01	<b>Illicit Discharge Detection and Inspection</b> Staff performs daily inspections and review of potential illicit discharges, hazardous disposals, or illegal dumping. Potential illicit discharges are reported to the Police Department Code Enforcement Office for enforcement.	1. Document and report any "Notice of Violations" issued by Code Enforcement.	1. Year 1- Year 5	Police Department Code Enforcement Office
			2. Document and report the penalty and procedure required of each violator.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
3d.	01	<b>Illicit Discharge Education: Public</b> City provides illicit discharge educational materials to residents. Materials are posted on City's Website and distributed through various community events, City Hall, and in new homeowners' packets.	1. Document all educational materials utilized and their distribution points.	1. Year 1- Year 5	Environmental Technician
			2. Document and report the number of materials distributed.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
3d.	02	<b>Illicit Discharge Education: Business</b> City provides industry specific illicit discharge educational materials to businesses. Materials are posted on City's Website and distributed through community events, and at City Hall as they apply for new or renewal licensing.	1. Document and report all educational materials created, and distribution points.	1. Year 1- Year 5	Building Department
			2. Document and report the number of materials distributed.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1. Public Education and Outreach    | <input checked="" type="checkbox"/> 3. Illicit Discharge Detection/Elimination | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control        | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
3d.	03	<b>Illicit Discharge Education: Employees</b> City requires all new employees view a training video on the proper storage and disposal of waste and hazardous materials. All current staff members are required to attend annual refresher class, which also includes this video.	1. Document and report the number of new employees receiving this training.	1. Year 1- Year 5	Human Resources
			2. Document and report the number of existing employees receiving additional training.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1. Public Education and Outreach    | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination                | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input checked="" type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
4a.	01	<b>Surface Water Management Ordinance</b> Article XII requires that any land development, which disturbs the soil, implement an erosion and sediment control plan. Such sites are subject to frequent inspections. Chapter 1, Article I and II provides for the general administration of violation and enforcement procedures for non-compliance to the Land Development Code.	1. Document and report any changes or amendments to the ordinance, if applicable.	1. Year 1- Year 5	Planning and Zoning Department
			2.	2.	
			3.	3.	
			4.	4.	
4b.	01	<b>Erosion and Sediment Control on Construction Sites</b> Article XVIII Sec.54-4-18.4 requires that sites greater than an acre, submit a SWPPP as part of their site plans that meets all City Land Development Ordinances, as well as apply for an NOI with the FDEP. The SWPPP, or Erosion and Sediment Control Plan will be reviewed for BMPs as they relate to the proposed construction	1. Document and report any changes or amendments to the ordinance, if applicable.	1. Year 1- Year 5	Planning and Zoning Department
			2. Document and report the number of NOIs received.	2. Year 1- Year 5	
			3. Document and report the number of active sites.	3. Year 1- Year 5	
			4.	4.	
4c.	01	<b>Construction Site Waste Management</b> The Surface Water Management Ordinance requires that all construction site operators control discarded materials and provide a sanitary waste facility. Waste management on each site is inspected as part of the scheduled "Erosion Control" inspections.	1. Document and report any changes or amendments to the ordinance, if applicable.	1. Year 1- Year 5	Stormwater Department
			2. Document and report number of sites operating under waste control requirement.	2. Year 1- Year 5	
			3. Document and report number of compliance issues pertaining to waste controls.	3. Year 1- Year 5	
			4.	4.	
4d.	01	<b>Site Plan Review</b> Article XVII outlines the site plan review procedures. Site plans are thoroughly reviewed by a committee of staff to ensure no adverse effects on water quality or environmentally sensitive areas.	1. Document and report any changes or amendments to the ordinance, if applicable.	1. Year 1- Year 5	Planning and Zoning Department
			2. Document and report number of site plans reviewed for construction.	2. Year 1- Year 5	
			3. Document and report the number of site plans that require special environmental permitting.	3. Year 1- Year 5	
			4. Document and report the number of site plans approved for construction.	4. Year 1- Year 5	
4e.	01	<b>Public Input</b> The public may provide input on active/proposed construction activities at any time by website submissions, or calls to the Citizen Request Line, which is advertised on the stormwater website, all stormwater educational material, new homeowner packets, and the public television channel. All stormwater related communications are monitored and recorded on spreadsheet by stormwater administrative support staff.	1. Document and report all complaints on potential site violations received through stormwater website or citizen request line.	1. Year 1- Year 5	Stormwater Department
			2. Document and report the number of emails received.	2. Year 1- Year 5	
			3. Document and report the number of phone calls received to the citizen request line.	3. Year 1- Year 5	
			4. Document and report the number of follow-up actions.	4. Year 1- Year 5	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

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|--|--|--|
| <input type="checkbox"/> 1. Public Education and Outreach    | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination                | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input checked="" type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping             |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
4f.	01	<b>Construction Site Inspections</b> City staff will be scheduled through the Building Department to inspect all development sites following initial land clearing activities. Supplemental inspections will be conducted weekly and within 24 hours of a rain event of .5 inch, or greater. Failure of inspection will result in a re-inspection fee, which increases with each additional re-inspection.	1. Document and report number of erosion control inspections performed.	1. Year 1- Year 5	Building Department
			2. Document and report all erosion control re-inspections.	2. Year 1- Year 5	
			3. Document and report all re-inspection fees charged.	3. Year 1- Year 5	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

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|--|---|---|
| <input type="checkbox"/> 1. Public Education and Outreach    | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input checked="" type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping                        |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
5a.	01	<b>Alternative Program</b> City of Sebastian relies on the St. John's River Water Management District and Florida Department of Environmental Protection regulatory criteria by providing stormwater treatment for Environmental Resource Program.	1. Continue to maintain compliance with Florida Department of Environmental Protection and St. John's River Water Management District criteria.	1. Effective upon issuance of MS4 Permit	Florida Department of Environmental Protection & St. John's River Water Management District
			3.	3.	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

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| <input type="checkbox"/> 1. Public Education and Outreach    | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input checked="" type="checkbox"/> 6. Pollution Prevention/Good Housekeeping  |

**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
6a.	01	<b>Fleet Maintenance</b> All waste oil, hydraulic fluids, antifreeze, and oil filters from the City's equipment/ fleet maintenance division are properly stored for recycling.	1. Document and report the number of gallons per year of waste oil and hydraulic fluid recycled each year.	1. Year 1- Year 5	Public Works Department
			2. Document and report the number of gallons per year of antifreeze recycled each year.	2. Year 1- Year 5	
			3. Document and report the number of oil filters disposed of each year.	3. Year 1- Year 5	
			4.	4.	
6a.	02	<b>Catch Basin and Baffle Box Maintenance</b> The City regularly cleans debris from it catch basins and baffle boxes with a vacuum truck.	1. Document and report the number of baffle boxes cleaned each year and how often.	1. Year 1- Year 5	Stormwater Department
			2. Document and report the total amount of debris collected from baffle boxes each year.	2. Year 1- Year 5	
			3. Document and report the number of catch basins cleaned each year and how often.	3. Year 1- Year 5	
			4. Document and report the total amount of debris collected from catch basins each year.	4. Year 1- Year 5	
6a.	03	<b>Culvert Pipe Maintenance</b> Road crossing and driveway culvert pipes are regularly cleared of debris by various methods.	1. Document and report the total number of road crossing culvert pipes cleared each year.	1. Year 1- Year 5	Stormwater Department
			2. Document and report the total amount of debris collected from road crossing culverts each year.	2. Year 1- Year 5	
			3. Document and report the total number of driveway culvert pipes cleared each year.	3. Year 1- Year 5	
			4. Document and report the total amount of debris collected from driveway culverts each year.	4. Year 1- Year 5	
6a.	04	<b>Pet Waste Collection</b> The City provides pet waste collection stations at many of its parks and open spaces	1. Document and report the number disposable pet waste bags purchased each year.	1. Year 1- Year 5	Parks and Recreation Department
			2.	2.	
6a.	05	<b>Basin Management Plan (BMAP) for Adopted TMDL</b> In accordance with Section 403.067, F.S., the City of Sebastian must comply with the adopted provisions of the Central Indian River Lagoon BMAP that specify activities to be undertaken by the City of Sebastian. If a BMAP is in development and scheduled to be adopted within two years by DEP and watershed stakeholders, the City of Sebastian shall continue to participate in the BMAP process and comply with the adopted provisions of the BMAP that specify activities to be undertaken by the City during the permit cycle.	1. Continue to participate and implement the scheduled activities defined in the adopted BMAP.	1. Year 1- Year 5	Florida Department of Environmental Protection & Central Indian River Lagoon Stakeholders
			2.	2.	
			3.	3.	
			4.	4.	

**APPENDIX A  
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

**SECTION A.I. MINIMUM CONTROL MEASURE (check only one)**

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| <input type="checkbox"/> 1. Public Education and Outreach    | <input type="checkbox"/> 3. Illicit Discharge Detection/Elimination     | <input type="checkbox"/> 5. Post-construction Stormwater Management (optional) |
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**SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form**

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
6a.	06	<b>Swales and Ditches Maintenance</b> The City will inspect and maintain all city-maintained swales, ditches, and canals in order to remove debris and particle matter once per month and additionally as necessary.	1. Document and report the number of miles of swales, ditches, and canals maintained.	1. Year 1- Year 5	Stormwater Department
			2. Document and report the amount of debris collected.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
6b.	01	<b>Stormwater Pollution Prevention Training</b> All City field staff members are required to attend the Green Industries BMP Course. Taught annually by the County's IFAS Extension Office, the class is designed as a water quality and water conservation program. It instructs how MS4 operator activities should be conducted to prevent runoff and leaching of chemicals and fertilizers into water bodies.	1. Document and report the number of new employees receiving training.	1. Year 1- Year 5	Human Resources Department
			2. Document and report the number of current employees receiving refresher courses.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	
6b.	02	<b>Stormwater Inspectors Training</b> Stormwater Department Staff are encouraged to attend stormwater inspector training class as it pertains to their duties. The Stormwater Department will pay any fees associated with classes and/or certifications.	1. Document and report the number of employees who attend classes.	1. Year 1- Year 5	Human Resources Department
			2. Document and report the number of employees who are currently certified.	2. Year 1- Year 5	
			3.	3.	
			4.	4.	