



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: Sherburne County *County: Sherburne
(city, county, municipality, government agency or other entity)
*Mailing address: 13880 Business Center Drive
*City: Elk River *State: MN *Zip code: 55330
*Phone (including area code): 763-765-3000 *E-mail: admin@co.sherburne.mn.us

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

*Last name: Lewis *First name: Rhonda
(department head, MS4 coordinator, consultant, etc.)
*Title: County Engineer
*Mailing address: 425 Jackson Ave N.
*City: Elk River *State: MN *Zip code: 55330
*Phone (including area code): 763-765-3352 *E-mail: rhonda.lewis@co.sherburne.mn.us

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

Last name: Juricich First name: Mike
(department head, MS4 coordinator, consultant, etc.)
Title: ROW Permit Agent
Mailing address: 425 Jackson Ave N
City: Elk River State: MN Zip code: 55330
Phone (including area code): 763-765-3354 E-mail: mike.juricich@co.sherburne.mn.us

Verification

- 1. 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.). [X] Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. [X] 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: Rhonda Lewis
(This document has been electronically signed)

Title: County Engineer Date (mm/dd/yyyy): 12-26-13

Mailing address: 425 Jackson Ave N

City: Elk River State: MN Zip code: 55330

Phone (including area code): 763-765-3352 E-mail: rhonda.lewis@co.sherburne.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
Sherburne SWCD	MCM1, MCM2, VI
Townships of Sherburne County	MCM5

- 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*.

N/A

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: _____

- 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:

Section 17.1 Stormwater and Erosion Control Subdivision 14 Illicit Discharges

Direct link:

http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/3218650f9a88acff1b.pdf

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:

N/A

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:

Section 17 Subdivision 6 Controls during Construction and Section 15, Grading, Filling or Excavating Temporary.

Direct link:

http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/1094151798bae8822b.pdf

http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/3218650f9a88acff1b.pdf

- 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:

Sherburne County's construction site stormwater runoff control ordinance will be updated to be at least as stringent as the MPCA Construction Storm Water permit. This effort will be completed within 12 months of the date permit coverage is extended.

- 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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" 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:

Sherburne County will evaluate our construction site stormwater runoff control ordinance to ensure it will be at least as stringent as the MPCA Construction Storm Water permit. Items C3, C4, C6, and C8 (above) will be addressed and will be completed within 12 months of the date permit coverage is extended.

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:

Section 17 Subdivision 6 Controls during Construction and Section 15, Grading, Filling or Excavating Temporary.

Section 17.1 Stormwater and Erosion Control

Direct link:

http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/1094151798bae8822b.pdf

http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/3218650f9a88acff1b.pdf

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:

Sherburne County will need to fully develop a post construction ordinance. The ordinance will be updated to require no net increase in TSS and TP. The updates will also address limits on infiltration, mitigation procedures, maintenance agreements for non-county owned structural BMP's. The development of this ordinance will start immediately and will be completed within 12 months of the date permit coverage is extended.

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:
Sherburne County will incorporate into the stormwater ordinance, ERP's that meet the new permit conditions within 12 months of the date permit coverage is extended.
- B. Describe your ERPs:
SECTION 18--ADMINISTRATION AND ENFORCEMENT SUBDIVISION 8 Violations, Penalties and Enforcement
http://www.co.sherburne.mn.us/scip_web_files/zoning_upload/zoning/ordinance/917950aa9266c551f.pdf

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

- A. Describe how you manage your storm sewer system map and inventory:
We have GIS aerials for all County owned storm sewer structures and piping, for all pipes 12 inches or greater. The storm structures(catch basins, manholes, beehives,and outfalls), structural BMP's, receiving waters, and the DWSMA Vulnerability areas are labeled on the aerials. All of these items were obtained using GPS surveying equipment & GIS software. We have Xcel spreadsheets of all outfalls, structural BMP's and receieving waters with unique numbers and geopgraphic coordinates. We also have copies of Engineering plans of all the County owned storm sewer piping. The aerials are updated yearly in the fall/winter.
- 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:

N/A

- 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:

N/A

- 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 Planning and Zoning Department provides a quarterly newsletter that is mailed to all the residences of the County, which provides articles related to storm water issues. This newsletter also provides information related to recycling programs for household hazardous waste, waste oil, and composting facilities.

The Sherburne SWCD hosts annual presentations on water quality improvement practices; such as storm water reduction which emphasis on mitigation techniques. They have youth education in the form of Environmental Education Days, removing trash from the Elk River, and weekly Facebook posts for Sherburne SWCD and Mississippi River Watershed.

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
Environmental Educator	The Planning and Zoning Department produces and distributes a quarterly newsletter that is mailed out to 27,000 residences. This newsletter provides articles related to storm water issues and information related to recycling programs for hazardous waste, waste oil, and composting.
NEMO Land Use Impacts on Water Quality	30 Elected Officials & Decision Makers
Social Media	Sherburne SWCD (160 followers) and Mississippi River (St. Cloud) Watershed on Facebook (16 followers). Information is posted weekly.
Storm Water Reduction Practices	In response to TMDL's, the Sherburne SWCD has partnered with Briggs Lake Chain Association to identify properties contributing to storm water in the Briggs Lake Chain and to develop practices to mitigate. The SWCD also worked with the BLCA to write a Community Partners Clean Water Fund Grant to help pay for innovative storm water reduction practices. These policies were established in 2012 and are ongoing.
Annual Presentations	The Planning and Zoning & Sherburne SWCD hold annual presentations at Association of Township meetings. Topics focused on water quality improvement practices and upcoming water quality education events. Approximately 25 in attendance at each event.
Education	Presentation at the local school's on Environmental Education Days—600, 5 th and 6 th grade students learned about water conservation, watershed function and ground water function.
BMP categories to be implemented	Measurable goals and timeframes
Website	Design & Implement a storm water program with education opportunities, responsibilities of the departments, and the role of County residents and businesses. Record the number of visits to the site. Within 12 months of extension of permit coverage.
NEMO Land Use Impacts on Water Quality	Sherburne SWCD will coordinate a second Nonpoint Education for Municipal Officials (NEMO) workshop for elected officials and decision makers—Plans and Policies. The goal is to have a representative from each township in attendance.

Develop an Education Program	In partnership with the SWCD, Sherburne County will administer storm water related literature to developers and contractors, residents, County staff and business owners annually. Support local efforts for distribution of public education materials and activities annually. This will be established within 12 months of extension of permit coverage.
Citizen Survey	Starting in 2014 the Sherburne SWCD will send surveys to large animal owners in riparian areas. The survey will gauge each hobby farm owner's current practices and identify hardships to pasture and manure management. The goal is to work with the audience to manage manure and pasture land in order to reduce bacteria in the Elk River. A follow up contact will be made.
Education Program: Public Education and Outreach	Distribution of educational and informational flyers to County residents, business owners, developers, contractors, watershed organizations and others annually.
Provide educational material	Within 12 months of extension of permit coverage, we will provide additional information pertaining to protection of lakes and rivers and how storm water can adversely affect them; which will be attached to all land transfer documents within the shoreline district.
Applications and Permits	Within 12 months of extension of permit coverage, the County will distribute general information on storm water runoff in the form of a link to the County's website on all land use applications and permits. By doing this, this information is available to employees, residents, contractors, and builders.
Develop Educational Flyer	The flyer will contain information for any interested party pertaining to non-point source storm water runoff.

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

Zoning Specialist/SWCD-Water Resource 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:

Each spring we present and hear comments on our Stormwater Pollution Prevention Program. We put a notice of public hearing in the local newspaper 30 days prior to the meeting, which is held at one of the County Commissioners meetings. The Solid Waste Department provides many opportunities for the residents of Sherburne County to properly dispose of hazardous waste, waste oil, and vegetative debris. Throughout the Sherburne County SWCD there are programs established to engage the public in responsible use of the Waters of the State.

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
Annual Public Hearing	Held in the Spring/once per year—No comments or suggestions to date from the public.
Adopt-A-Highway	14 Active Groups—Video training on safety & Illicit Discharges.
Composting Sites	4 Sites—7673 Residents, 150 Non-residents, 44 Commercial
The Elk River Clean Up Event	20 Volunteers & 500lbs of trash recovered. This program began in 2007 and is ongoing.
Sherburne County Urban Forestry Program	Initiated in 2012. Sherburne County and the SWCD are partners in a collaborative effort to actively assess, plan for, and manage the urban forest resources of Sherburne County. Random stratified tree surveys were done in five cities. The storm water

mitigation services of these urban forests are valued at \$3,469,971 worth of storm water management that trees provide. There are 52 volunteers in the program.

BMP categories to be implemented	Measurable goals and timeframes
Website	Maintain links to the SWPPP and MS4 program information. Include information on how the public can report noncompliance concerns, provide input, give comments, and/or ask questions about the MS4. We will respond to all comments/suggestions/questions in a timely manner. We will record the number of visits to the site. Within 12 months of extension of permit coverage.
Coordination Meetings with Future MS4 Partners	Annual or Bi-annual Coordination Meetings
Program Review	Review education for effectiveness and future needs, annually. Quantitatively track cleanup events, hazardous material collected, and how many people participated.

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:

N/A

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

County Engineer/Environmental Specialist/Zoning Specialist/SWCD-Water Resource 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:

Sherburne County has an illicit discharge ordinance that prohibits illicit discharges and connections. As part of our annual stormwater BMP inspections, we also look for evidence of illicit discharges.

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 result in an illicit discharge. Yes No
- 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:

Sherburne County will develop written ERP's and continue improving our documented training for all field staff on recognizing and reporting illicit discharge(C.2.d/C.2.e/C.2.f) within 12 months of the date permit coverage is extended.

- 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/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
Identification of Illicit Discharges	County storm sewer inspectors are trained to identify & report Illicit Discharges to their supervisor. The supervisor then reports it to the ROW Permit Agent/Zoning Specialist.
Illicit Discharge Investigation	We determine the source by means of storm sewer televising &/or sampling, &/or following the flow upstream (using aerials) until clean; then look downstream to find the source and take the initiative to eliminate the source.
Hazardous Waste Collection Events	10 Events—1140 Households Participated in 2013
Used Oil & Anti-Freeze Collection Sites	7 Sites—25,533 gallons Used Oil & 990 gallons Used Anti-Freeze
Environmental Educator	Article on Illicit Discharge
BMP categories to be implemented	Measurable goals and timeframes
Website	Establish an Illicit Discharge Reporting Hot Line linked so the appropriate parties get the information by e-mail. Within 12 months of extension of permit coverage
Training for all County Field Inspectors	Develop and implement a new training program with up to date information & keep records of attendees.
Illicit Discharge Program Updates	Develop written procedures for illicit discharge inspections, investigations, and response actions. Develop a process to document information as described in the Permit (Part III.3.h) within 12 months following the date permit coverage is extended.
Illicit Discharge Ordinance Update	The County will review our Ordinance annually to ensure that it continues to meet the needs of the County and the legal requirements.
Prioritize Inspections	Identify permitted sites that are a high priority for inspections that are likely to have illicit discharges.

- 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:

Sherburne County will develop written procedures for record-keeping under our illicit discharge program and will follow the requirements of the Permit (Part III.D.3.h); within 12 months of the date the permit coverage is extended.

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

Zoning Specialist/Maint. Superintendent/Fire Dept's in Sherburne County

D. MCM 4: Construction site stormwater runoff control

- 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:

Sherburne County's construction site stormwater runoff control program includes an ordinance for erosion and sediment control. The County requires a stormwater and erosion control permit for all projects regulated by the NPDES

Construction Stormwater permit. These permitted sites are inspected and monitored by County staff for compliance with individual requirements of their SWPPP's.

For construction in the County ROW, the Public Works contract documents require that contractors either apply for their own NPDES permit OR accept the transfer of an existing NPDES permit from the Public Works; who is required to apply for one early for Federal Projects. Either way the contractor is required to follow all storm water regulations, and County Engineering Staff will be performing the inspections. If failure to comply occurs Public Works reserves the right to contact the MPCA, if 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.

Items 2.d.1) & 2.d.2) & 2.f; will be updated to meet the requirements of the Permit within 12 months of the date permit coverage is extended.

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
Ordinance	Completed ordinance revision in 2007 including illicit discharge, erosion and sediment control at construction sites for new development and redevelopment.
Procedures for Site Plan Inspection	Review site plans for projects which will disturb land over one acre in area.
BMP categories to be implemented	Measurable goals and timeframes
Update ordinance to meet new permit requirements	Within 12 months of extension of permit coverage, revise ordinance to meet permit requirements
Update written procedures for site plan review	Within 12 months of extension of permit coverage, develop site plan review procedures that will be completed prior to the start

	of construction activity.
Prioritize Inspections	Identify permitted sites that are a high priority for inspections (i.e. near sensitive receiving or impaired waters)
Update written procedures for site inspections	Within 12 months of extension of permit coverage, develop site plan review procedures that will be completed prior to the start of construction activity.

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

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:

Sherburne County ordinance requires the review and approval of construction site erosion and sediment control plans before land disturbances take place. The County will work with contractors and the local township engineer to ensure the proper erosion and sediment control BMP's are in place. While the construction sites are active they are inspected and monitored by the County Zoning Department to ensure all BMP's outlined in the plan are established. Once the construction site is established, the Townships of Sherburne County become the drainage authority.

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.

E.2., The County will develop written procedures for site plan reviews, as described in the Permit, and will be in place within 12 months following the date permit coverage is extended.

E.3., The County will create written procedures for documentation of post-construction stormwater management, as described in the Permit, and will be in place within 12 months following the date permit coverage is extended.

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
Zoning Ordinance	Completed ordinance revision in 2007 including illicit discharges, erosion and sediment control at construction sites for new development and redevelopment.

BMP categories to be implemented	Measurable goals and timeframes
Develop ordinance to meet new permit requirements	The development of this ordinance will start immediately and will be completed within 12 months following the date permit coverage is extended.
Develop written procedures for site plan review	Develop site plan review procedures that will be completed prior to the start of construction activity and will be completed within 12 months following the date permit coverage is extended.
Develop Long-term Operation and Maintenance of BMP's	Require maintenance agreements on new private BMP's during the development approval process in conjunction with City and water district permit programs. Establish private BMP Maintenance agreement tracking system (e.g. by location, BMP, etc.). These will be in place within 12 months following 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:

Zoning Specialist/The Townships of Sherburne County

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:

County vehicles and equipment are fueled at one of two operated fueling stations. These stations have two licensed operators and conduct inspections and maintain records as necessary to meet MPCA requirements. Washing of vehicles and equipment is performed within an enclosed wash bay where wash water does not enter the MS4 system. County vehicles and equipment are normally stored and maintained inside on a concrete surface. Used oil, lubricants, and anti-freeze are collected and recycled.

County facilities have dumpsters that are used for non-hazardous waste collection and disposal. Non-hazardous debris picked up from road ROW cleanup or around other county facilities are disposed of in these dumpsters or taken directly to a landfill or waste recovery/recycling station. Hazardous materials are disposed of at a county certified disposal operator.

Road salt and salt sand is stored inside covered structures with containment walls on three sides. Other material stockpiles are located away from storm drain inlets or conveyances and stockpile sites are graded and/or bermed to prevent run-off of stockpiled materials from the storage site.

Roadways that have storm drain inlets and parking lots at county facilities are typically swept in the spring and fall; and at other times when needed. Sweepings are taken to a licensed landfill site.

Usage of salt, salt brine, and salt sand are used in amounts as needed to meet the level of service required for the county road system and county facilities; to prevent vehicular accidents, and slips/falls.

The county's storm water system is inspected on a yearly basis. Cleaning and repairs are completed when warranted

Training is conducted for county personnel involved in street sweeping, salt application, storm sewer inspection and maintenance.

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:

N/A

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
Vehicle & equipment, storage, fueling, washing, and maintenance.	Ongoing review, updates, implementation, and utilization of BMP's for facilities and operations.
Waste Disposal	Ongoing collection and disposal of all waste as necessary.
Stockpiles and Material Handling	Ongoing inspection and maintenance of stockpiles and material handling sites to keep stockpiled material within the prescribed area.
Road and Parking Lot Sweeping	Sweeping in spring and fall. Maintain a sweeping recordkeeping log detailing where material was collected and disposed.
Snow and Ice Control	Snowplow operators are trained to use the prescribed amount of salt to achieve the level of service required for a safe traveling surface. Usage is determined by the unique circumstance of each snow/ice event, as well as the average daily traffic of the roadway.
MS4 Inspections & Maintenance	Ongoing regular inspections and maintenance when warranted.
BMP categories to be implemented	Measurable goals and timeframes
Employee Training	Ongoing reviews, updates, and implement training for employees commensurate with and relevant to their assigned duties in relation to requirements of this permit.
MS4 Inspections	Review and revise current procedures to meet the requirements of this permit. Annually: All Ponds Annually: 20% of outfalls Annually: 20% of all Storm Water BMP's Annually: All Structural Storm Water BMP's Quarterly: Stockpiles & Material Handling Areas Ongoing: Investigate reports of storm water issues
MS4 Maintenance	Ongoing: Perform maintenance as required from inspections or received reports

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:

F.5.b.2.)--No source water protection areas for surface intakes identified in the source water assessments for Sherburne County were found at this time.

F.5.,c.--We will develop BMP's to protect the source water protection area's within 12 months of the date permit coverage is extended.

F.6.--The County will develop a procedure for assessing ponds to determine TSS and TP effectiveness as described in the Permit (Part III.D.6.d.); which will be completed within 12 months of the date permit coverage is extended. This study will develop procedures for determining TSS and TP treatment effectiveness of county-owned ponds used for treatment of stormwater. A schedule will be implemented in years 2 thru 5.

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

Maintenance Superintendent/ROW Permit Agent

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

N/A