



**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](mailto: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](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

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

\*MS4 permittee name: City of Apple Valley \*County: Dakota  
(city, county, municipality, government agency or other entity)  
 \*Mailing address: 7100 West 147<sup>th</sup> Street  
 \*City: Apple Valley \*State: MN \*Zip code: 55124  
 \*Phone (including area code): 952-953-2400 \*E-mail: pubworks@ci.apple-valley.mn.us

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

\*Last name: Kehrer \*First name: Jeff  
(department head, MS4 coordinator, consultant, etc.)  
 \*Title: Natural Resources Coordinator  
 \*Mailing address: 7100 West 147<sup>th</sup> Street  
 \*City: Apple Valley \*State: MN \*Zip code: 55124  
 \*Phone (including area code): 952-953-2461 \*E-mail: jkehrer@ci.apple-valley.mn.us

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

Last name: Byron First name: Jane  
(department head, MS4 coordinator, consultant, etc.)  
 Title: Water Quality Technician  
 Mailing address: 7100 West 147<sup>th</sup> Street  
 City: Apple Valley State: MN Zip code: 55124  
 Phone (including area code): 952-953-2462 E-mail: jbyron@ci.apple-valley.mn.us

## Verification

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

## Certification (All fields are required)

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- 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: Todd Blomstrom  
*(This document has been electronically signed)*

Title: Public Works Director Date (mm/dd/yyyy): 12/20/2013

Mailing address: 7100 West 147<sup>th</sup> Street

City: Apple Valley State: MN Zip code: 55124

Phone (including area code): 952-953-2400 E-mail: tbloomstrom@ci.apple-valley.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

- 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*.

*The City of Apple Valley engages in a number of partnerships with other organizations, both regulated MS4s and non-regulated entities, to perform work related to management of its stormwater system; however, the City is not relying on these entities to satisfy MS4 permit requirements. Partnerships are generally limited to participation in education consortiums and inter-jurisdictional water quality improvement projects/efforts.*

## 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:

*The Apple Valley Code of Ordinances can be accessed at <http://cityofapplevalley.org/index.aspx?nid=357> by selecting the link for American Legal Publishing. Select frames. Applicable ordinances are as follows:*

*under General Provisions: 10.18 & 10.99*

*under Public Works: 50.06, 50.07, 51.20 & 51.21*

*under General Regulations: 94.01, 94.15 & 94.17*

*under Land Usage: 152.02, 152.16(A)(2) & 152.55(D)*

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

2. If **no**:

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

## Construction site stormwater runoff control

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

1. If **yes**:

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

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

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

Citation:

*The Apple Valley Code of Ordinances can be accessed at <http://cityofapplevalley.org/index.aspx?nid=357> by selecting the link for American Legal Publishing. Select frames. Applicable ordinances are as follows:*

*under General Regulations: 94.01, 94.15 & 94.17*

*under Land Usage: 152.15-152.25, 152.55(C)*

*The Apple Valley Surface Water Management Plan can be accessed at <http://cityofapplevalley.org/index.aspx?nid=371>. Applicable policies are as follows:*

*Policy 5.8 on page 24*

*Example of general conditions for erosion and sediment control for contracted construction services is attached.*

Direct link:

- 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:

*Please note, section 152.55(C)(1) of the City of Apple Valley Minnesota Code of Ordinances states the following: "All projects requiring an NRMP, regardless of disturbance size, shall, at a minimum, meet the construction activity requirements specified in the Minnesota Pollution Control Agency NPDES Permit for construction activity. Such minimum standard shall not prohibit the city from requiring further protection measures as deemed necessary to prevent pollution or protect human health, welfare, or safety as set forth in this chapter." This section of Code is the basis by which we answer yes to the above.*

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

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

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

*Please note, section 152.55(C)(1) of the City of Apple Valley Minnesota Code of Ordinances states the following: "All projects requiring an NRMP, regardless of disturbance size, shall, at a minimum, meet the construction activity*

requirements specified in the Minnesota Pollution Control Agency NPDES Permit for construction activity. Such minimum standard shall not prohibit the city from requiring further protection measures as deemed necessary to prevent pollution or protect human health, welfare, or safety as set forth in this chapter." This section of the Code is the basis by which we answer yes to the above.

## 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:

*The Apple Valley Code of Ordinances can be accessed at <http://cityofapplevalley.org/index.aspx?nid=357> by selecting the link for American Legal Publishing. Select frames. Applicable ordinances are as follows:*

*under Land Usage: 152.02, 152.15, 152.16, 152.55 & 155.350*

*The Apple Valley Surface Water Management Plan can be accessed at <http://cityofapplevalley.org/index.aspx?nid=371>. Applicable policies are as follows:*

*Policy 5.2 on page 22*

*Policy 5.4 on page 23*

*Standard Maintenance Agreements. Attached as City of Apple Valley\_PostCSWreg-1*

*Standard Development or Ponding Agreements. Attached as City of Apple Valley\_PostCSWreg-2*

Direct link:

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:
    - 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. Yes  No
  
  - 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:
    - 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. Yes  No
  
  - 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:
    - 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. Yes  No
  
  - 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
  Yes  No

structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.

- 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:

*It should be noted, that while the City currently does not have some of the conditions listed above written into the current regulatory mechanisms, most are currently being implemented in practice.*

*B.3.a.1), B.3.a.2), B.4.a., B.4.c., and B.4.f., are currently being practiced by the City of Apple Valley but are not yet written in to its existing regulatory mechanisms beyond the Wellhead Protection Program. Within 12 months of approval by the Commissioner, the City will incorporate these existing procedures into City plans, policies and/or and construction standards.*

*B.3.a.3): Within 12 months of written approval the City will incorporate these standards into City plans, policies and/or standards. It should be noted that the City does not have permitting authority over County or State roads; however, expanded discharges from county or state roads generally require City approval of which conditions and terms for said expanded discharge are laid out primarily through joint powers or agreements or other contracts.*

*B.4.d: Within 12 months of written approval the City will incorporate this standard into City plans, policies and/or standards. In the past, mitigation of this nature has been incorporated into regional facilities. At least since the inception of Phase II requirements, regional facilities have been designed prior to construction of the first contributing facility and installation has been concurrent with contributing development.*

### 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:

*ERPs are incorporated into existing ordinances 152.19-152.24, 152.55(A) & (B), and 94.01; however, enforcement communications incorporate more than is listed therein. As such, the City will review existing policies to determine if changes and additions are needed. Updates will be made within the mandated 12 month time period.*

- B. Describe your ERPs:

*In nonemergencies, the City contacts the property owner, contractor or permit holder about the violation via phone, email, or letter. The correspondance lists the violation, corrective action needed, and timeline for completion. Most parties are responsive in a timely manner. Upon failure to implement corrections, the City will assess if penalties are warranted. Possible penalties include termination of construction activity, revocation of permits, citations, drawing on securities, abatement and assessment, and civil action.*

*In emergency situations, efforts are made to contact the property owner and the City will initiate corrective measures and either assess costs back to the property or draw on the security. Civil or criminal action may also be pursued if applicable.*

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

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

*The geodatabase is updated once a year based on inspections, permits, and projects that have occurred throughout the year. All public components are mapped and many private components are mapped.*

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

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes.  Yes  No

- 2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate.  Yes  No
- 3. Structural stormwater BMPs that are part of the permittee's small MS4.  Yes  No
- 4. All receiving waters.  Yes  No

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

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172, Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
- 1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances.  Yes  No
  - 2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances.  Yes  No
- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
- 1. A unique identification (ID) number assigned by the permittee.  Yes  No
  - 2. A geographic coordinate.  Yes  No
  - 3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment.  Yes  No

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

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

*Within 12 months from when permit coverage is extended, the City will update its inventory and map. Please note, all features are mapped; however, they have not been categorized and the geographic coordinates have not yet been calculated.*

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*.  Yes  No

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

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

### A. MCM1: Public education and outreach

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

*The City of Apple Valley focuses on being available to residents/groups to answer questions and provide information; makes use of the materials and outlets we have available to us; tries to avoid duplication with other groups providing information in the area; enters into informal partnerships when prudent; and keeps its citizenry and officials informed of upcoming projects, studies, and issues related to water quality and the stormwater program.*

*Our central themes focus on promoting clean water habits at home, streets to streams, illicit discharge prevention, yard improvements for clean water, opportunities to participate, the need for permits, erosion and sediment control, general water quality information, and upcoming studies and improvement projects. Staff and officials are trained in IDDE, ESC, their role in promoting good habits to the public, and the elements of the City SWPPP.*

*The City of Apple Valley tries to remain flexible in its approach and makes note of trends in comments, questions, and violations so that its education and outreach program can be tailored to current needs. The City also tries to stay current on available resources and look for new ways to educate the public.*

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
Quarterly Newsletter	This program is ongoing and is expected to continue into the future. The City tracks articles included. An effort is made to include at least one article per newsletter. A copy is distributed to every household, and extra copies are available at City facilities.
Presentations	This program is ongoing and is expected to continue into the future. The City tracks presentations given. The goal is to be available at request. The City advertises its availability through its website, brochures, and booth.
City Website and Social Media	This program is ongoing and is expected to continue into the future. A 2012 redesign of the website allowed the City to set up a notification listserv that is linked to Facebook and Twitter postings. The City updates content regularly, tracks changes, and tracks listserv based notifications. The goal is to review and update website content at least once annually.
Brochures and Flyers	This program is ongoing and is expected to continue into the future. The City tracks brochures available for distribution or in its current catalog, locations where brochures are made available, and other occasions during which brochures are made available. The goal is to make them available for use at events and in correspondence as needed and appropriate.
Pet Waste Signs	This program is ongoing and is expected to continue into the future. The City tracks locations of signs located in City parks. Signs are replaced or added as needed.
Evaluation of Materials Available	This program is ongoing and is expected to continue into the future. Sources of materials are tracked. The goal is to evaluate materials available at least once annually and develop new materials as needed.
Long and Farquar Lake Direct Drainage Newsletter	This program is ongoing and is expected to continue through the first phase of implementation of the Long and Farquar Lakes Nutrient TMDL. The newsletter may continue after the first phase of implementation if an assessment determines it is needed but will not continue after the City has met its WLA. The City tracks the distribution list, relative timing of mailing, and drafts sent. The goal is to send out at least one newsletter annually.
BMP categories to be implemented	Measurable goals and timeframes
Program Evaluation	Review and update the SWPPP as necessary within 12 months of the date permit coverage is extended to come into compliance with Part III.D.1. Ensure education program review is incorporated into annual SWPPP review.

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

*Natural Resources Coordinator, Public Works Director, Water quality Technician*

## B. MCM2: Public participation and involvement

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

*The City annually holds a standalone meeting on its stormwater program in the spring. The meeting is noticed at least 30 days prior to its scheduled date in the official city newspaper and on the website. A hard copy of the SWPPP is made available at the Central Maintenance Facility and a copy of the SWPPP is available on the website. Nearly all pages of the City website have a spot to report a concern and links to contact information.*

The City also offers several water resources related volunteer activities for residents and groups.

- 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
Stormdrain stenciling	This program is ongoing and is expected to continue into the future. The City tracks drains marked and volunteers participating. The City advertises the availability of the kit through its website, newsletters, brochures, and booth. The goal is to provide public participation in stormwater education and to increase awareness of the connection between streets and surface waters.
Annual Meeting Notice	This program is ongoing and is expected to continue into the future. The City tracks the date of the notice and publications/locations in which it is posted. The notice is posted at least 30 days prior to the meeting per 2006 MS4 permit requirements. The goal is to provide adequate notice of the opportunity to provide comment on the SWPPP.
Annual Meeting	This program is ongoing, and the City will evaluate whether to continue the annual meeting as the official venue for the public to provide input into the SWPPP. The City tracks number of attendees, date, and comments provided. The goal is to provide at least one opportunity for comment on the SWPPP annually.
Booth	This program is ongoing and is expected to continue into the future. The City tracks events at which the booth is used and information available for distribution at the booth. The goal is to use the booth at least once per year at a public event and have it available if needed for additional events.
CAMP – Citizen Assisted Monitoring Program	CAMP is a program of the Met Council; this program is ongoing and the City will continue to participate so long as the Met Council continues to offer it. The City tracks lakes monitored and volunteers. The goal is to provide public participation on water quality monitoring to increase public knowledge and awareness of impacts to local waterbodies.
WHEP – Wetland Health Evaluation Program	WHEP is a program of Dakota and Hennepin Counties; the program is ongoing and the City will continue to participate so long as the County continues to offer it in a cost effective manner. The City tracks wetlands monitored. The goal is to provide public participation on wetland assessment and to increase public knowledge and awareness of impacts to local water bodies. The program is advertised in the quarterly newsletter.
Household Cleanup Day	This program is ongoing and is expected to continue into the future. The City tracks the date and number of vehicles dropping off items. The goal is to provide one day annually for convenient disposal of non-hazardous wastes to residents. The City advertises the event in the quarterly newsletter and on the website.
BMP categories to be implemented	Measurable goals and timeframes
Booth	Make a copy of the SWPPP available for viewing at the Natural Resources booth at community events and provide a comment card. The City will track items listed in Part III.D.2.b.
Public Meetings	Changes to ordinances, changes to management plans, and capital improvement projects go through a public approval process. This includes changes that affect the SWPPP and improvement projects implemented in response to the SWPPP and TMDLs. Incorporate this existing avenue for participation

	into the SWPPP. The City will track the items listed in Part III.D.2.b.
Website	Add a "make a comment on the SWPPP" link on the SWPPP page of the City website. The City will track items listed in Part III.D.2.b.

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:

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

*Natural Resources Coordinator, Public Works Director, Water Quality Technician*

**C. MCM 3: Illicit discharge detection and elimination**

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

*The IDDE program covers multiple departments of the City. Large spills and spills reported to 911 are handled jointly by the Fire Department and Public Works. The Duty Officer is notified and appropriate cleanup measures are taken. Enforcement is followed by the Public Works Department if applicable.*

*The City maintains a map of the public system, and has adequate regulation in place prohibiting illicit discharges and connections.*

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:

*Within 12 months of the date that permit coverage is extended, the City will review its policies, plans, procedures, and regulations and update accordingly to incorporate any of the above standards and procedures that are not currently included therein.*

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

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/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
Spill Reduction and Response Program for Municipal Operations	This program is ongoing and is expected to continue into the future. The City tracks number of employees trained, number of spills draining to the storm system, and number of spills over 5 gallons in size draining to the sanitary system. The goal is to train applicable City staff in MSDS annually and reduce illicit discharges from municipal operations.
Septic System Maintenance Program	This program is ongoing and is expected to continue into the future. The City tracks number of systems inspected, number of reported failures, number of inspection reminder letters sent, and number of systems removed/connected to the sanitary system. The goal is for septic systems to be inspected and repaired/maintained once every three years.
Stormwater System Map	This program is ongoing and is expected to continue into the future. The City tracks when the map is update. The goal is to update the map annually as needed.
Illicit Discharge and Illicit Connection Ordinance and Enforcement Ordinance	This Program is ongoing and is expected to continue into the future. The goal is to review the umbrella of ordinances, policies, procedures, and plans that prohibit and prevent illicit discharges and connections at least once per permit term and update accordingly. The City tracks changes made.
Pond and Outfall Inspection Program	This program is ongoing and is expected to continue into the future. The City tracks dry weather flows during inspections, sources of flows if found, and enforcement if applicable. The goal is to locate and eliminate illicit discharges and connections.
BMP categories to be implemented	Measurable goals and timeframes
Structural Pollution Control Device Inspection and Cleaning	Update this ongoing program to track instances of dry weather flow during inspection and maintenance. Develop procedures to investigate sources and follow up with enforcement when applicable. The goal is to locate and eliminate illicit discharges and connections. Track dry weather flows during inspections, sources of flows found, and enforcement if applicable.
IDDE staff training	Update IDDE training for staff. Review groups receiving training and topics covered and expand as needed. The City will track dates of training, employees trained, and topics covered. The goal is to train all applicable field staff in IDDE.
Spill Response Program	Incorporate this existing program into the SWPPP. Update all applicable policies and plans to meet Part III.D.3 as needed. The City will track items listed in Part III.D.3.h.
IDDE Priority Area Identification	The goal will be to review IDDE inspection and enforcement information and land use data to determine if priority areas for IDDE inspection exist within the City. The City will track information evaluated and designated high priority areas.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)?  Yes  No
- If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
- Fleet Supervisor, Code Compliance Specialist, Public Works Director, Utilities Superintendant, Natural Resources Coordinator, Fire Chief*

**D. MCM 4: Construction site stormwater runoff control**

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

The City requires a Natural Resources Management & Grading Permit for construction activities. The disturbance threshold level is less than the 1 acre threshold required by NPDES Permits. All ECS plans are reviewed and must come into compliance with City requirements prior to issuance. The City keeps permanent records of applicable plans and inspection information. The City uses an electronic permit tracking program that serves as a checklist for inspections and records permit information.

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.

*Within 12 months of the date that permit coverage is extended, the City will review its policies, plans, procedures, and regulations and update accordingly to incorporate any of the above standards and procedures that are not currently included therein.*

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
Preconstruction Meetings	This program is ongoing and is expected to continue into the future. The City tracks meeting dates and attendees. The goal is for development and redevelopment projects to have a preproject meeting to go over requirements.
Construction Site ESC Signage	This program is ongoing and is expected to continue into the future. The goal is for every project requiring an ESC permit to have a sign posted. The City tracks projects where signs are posted.
Erosion and Sediment Control Plan Review Process	This program is ongoing and is expected to continue into the future. The goal is to review ESC plans for every project requiring an ESC related permit from the City. The City tracks plans reviewed.
Erosion and Sediment Control BMP Requirements	This program is ongoing and is expected to continue into the future. The goal is to provide a handout to contractors present at precon meetings. The City tracks updates to the handout and precon meetings.

ESC Inspections and Enforcement	This program is ongoing and is expected to continue into the future. The City tracks communications related to issues of noncompliance and enforcement actions. The goal is to inspect every permitted site at least once during construction.
Ordinance	This program is ongoing and is expected to continue into the future. The City tracks updates made to the ordinance. The goal is to review the ordinance and make updates if needed at least once per permit term.
Construction Site Waste Control	This program is ongoing and is expected to continue into the future. The City tracks letters sent and enforcement actions. The goal is to inspect construction site waste control when inspecting ESC.
Financial Securities	This program is ongoing and is expected to continue into the future. The City tracks financial securities and withdrawals on financial securities. The goal is to have adequate resources to bring sites into compliance.

<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Site Plan Review Written Procedures	The City currently reviews ESC plans for all projects requiring ESC related permits. The City will develop a written procedure for review. The goal will be to review the procedure and make updates at least once per permit term. The City will track changes to the written procedure.
Public Input Written Procedures	The City currently has processes by which public input is accepted. The City will develop a written procedure for accepting public input. The goal will be to review the procedure and make updates at least once per permit term. The City will track valid complaints and plan changes arising from public comment.
Inspection Written Procedures	The City currently has processes by which sites are inspected. The City will update written procedures to be compliant with Part III.D.4.d. The goal will be to review the procedure and make updates at least once per permit term. The City will track changes to the written procedure.

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

Natural Resources Coordinator, City Engineer, Public Works Director

#### **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:

*The City requires BMP implementation for new and re/development projects. On sites where the volume standard can not be met, TP and TSS are evaluated to determine water quality water quality treatment performance. Payments received in lieu of facility construction onsite are used to construct BMPs concurrent with development and benefitting the same downstream waterbody. All projects are reviewed by a qualified individual. The City provides long term maintenance of facilities through easements, agreements, and other dedications depending on specifics of the project.*

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.

*Within 12 months of the date that permit coverage is extended, the City will review its policies, plans, procedures, and regulations and update accordingly to incorporate any of the above standards and procedures that are not currently included therein.*

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
Pond Maintenance Procedures	This program is ongoing and is expected to continue into the future. The City tracks financial securities and withdrawals on financial securities prior to acceptance. The goal is to have adequate resources to bring sites into compliance and to establish rights of entry for future maintenance and inspection.
Zoning Ordinance	This program is ongoing and is expected to continue into the future. The City tracks changes made to the drainage section of the Zoning Ordinance. The goal is to promote BMP implementation for new and re/development and protect surface water quality.
Plan Review and Approval Procedures	This program is ongoing and is expected to continue into the future. The City tracks plans reviewed. The goal is to ensure compliance with City ordinances, protect water quality, conserve storage capacity, and protect sites of historical and environmental significance.
Waterbody Buffers	This program is ongoing and is expected to continue into the future. The City tracks updates to city ordinance. The goal is to promote filtration of runoff to waterbodies and protect surface water quality.
Tree Preservation Requirements	This program is ongoing and is expected to continue into the future. The City tracks updates to city ordinance. The goal is to promote tree preservation and minimize habitat loss.
Surface Water Management Plan	This program is ongoing and is expected to continue into the future. The City tracks updates to the plan. The goal is to provide standards for development and City operations that minimize impacts to water resources and provide flood protection.
Sanitary Sewer Comprehensive Plan	This program is ongoing and is expected to continue into the future. The City tracks updates to the plan. The goal is to provide standards for development and City operations that minimize illicit discharges.
Post Construction Stormwater Design Standards	This program is ongoing and is expected to continue into the future. The City tracks updates to design and construction standards for retention, detention, in/filtration, rate control, pretreatment, and other post construction stormwater facilities. The goal is to, if appropriate, review and update standards during the permit term.
Maintenance Agreements	This program is ongoing and is expected to continue into the future. The City tracks agreements established and changes to agreement template provisions. The goal is to ensure long term maintenance of stormwater BMPs.
Stormwater Utility Fee	This program is ongoing and is expected to continue into the future. The City tracks changes to the stormwater utility fee. The goal is to provide stable financing for system improvements, maintenance, and operation.

BMP categories to be implemented	Measurable goals and timeframes
Standards Guidance	The City currently develops design and construction standards for permanent stormwater BMPs. The City will track references it uses as guidance to develop a standard for permanent stormwater BMPs. The goal is to review available references once annually.
Site Plan Review Written Procedures	The City currently reviews site plans for all projects requiring permanent stormwater BMPs. The City is expected to develop a written procedure for review. The goal will be to review the procedure and make updates at least once per permit term and comply with MS4 Permit tracking requirements. The City will track changes to the written procedure and the components of Part III.D.5.c.
Site Plan Review Documentation	The City currently documents review information. The City will update its documentation procedures to be compliant with Part III.D.5.c. The goal will be to review the procedure and make updates at least once per permit term. The City will track changes to the documentation procedure.

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

*City Engineer, Natural Resources Coordinator, Utilities Superintendent, Public Works Director, Water Quality Technician*

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

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

*The City inspects 20% of all its outfalls and ponds annually per the guidelines of the 2006 MS4 Permit. Stockpile, storage, and material handling areas are inspected annually. Structural pollution control devices are inspected and maintained annually with the exception of the over 2000 sumps operated by the City. Sumps have a tiered system for inspection and maintenance. Sumps along major roads are inspected annually. All other sumps are inspected every other year. All sumps are cleaned at the time of inspection. The sump inspection and maintenance schedule reflects the amount of debris typically found in the sumps per previous inspection history. The City has a system for documenting inspections and maintenance.*

*The City uses best practices when applying chemicals for roadway and landscape maintenance. Chemicals and materials are stored in a manner that reduces the potential for stormwater pollution.*

*City maintenance staff receives training on the SWPPP annually. Training includes but is not limited to ESC, IDDE, their role in communication, and measures taken by the City to reduce pollution from municipal operations.*

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:

*Within 12 months of the date that permit coverage is extended, the City will initiate an inventory of facilities it owns and operates that contribute pollutants to stormwater. Most facilities are already identified.*

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
Pond and Outfall Inspections	This program is ongoing. The City tracks ponds and outfalls inspected. The goal is to inspect at least 20% of ponds and outfalls annually.
Structural Pollution Control Device Inspection and	This program is ongoing and expected to continue into the



Cleaning – Non-sumps	future. The City tracks structures inspected and cleaned. The goal is to inspect public non-sump structural pollution control devices once annually.
Structural Pollution Control Device Inspection and Cleaning – Sumps	This program is ongoing and expected to continue into the future. The City tracks sumps inspected and the relative amount of sediment removed. The goal is to inspect and clean sumps on major roads once annually and all other sumps every other year as supported inspection frequency adjustments previously determined during the 2006 MS4 Permit.
Street Deicing Program	This program is ongoing and expected to continue into the future. The City tracks amount of salt, sand, and other deicing chemicals applied to streets. The goal is to limit sand and chemical application to the minimum needed to maintain safe driving conditions and to remain aware of the newest technologies.
Fertilizer Application Program	This program is ongoing and expected to continue into the future. The City tracks the amount of fertilizer applied and employees trained on fertilizer application. The goal is to minimize the amount of fertilizer applied, stay compliant with State phosphorus fertilizer regulations, and stay up to date on new technologies and application recommendations.
Pesticide Application Program	This program is ongoing and expected to continue into the future. The City tracks the amount of pesticides applied, licensed employees, and new products and recommendations. The goal is to minimize the amount of pesticides applied and stay up to date on new technologies and application recommendations.
Fleet and Building Maintenance Program	This program is ongoing and expected to continue into the future. The City tracks vehicle maintenance. The goal is to regularly maintain vehicles in a manner that reduces illicit discharges.
Hazardous Material Storage and Recycling Program	This program is ongoing and expected to continue into the future. The City tracks changes to the program. The goal is to safely store and dispose of materials so as to minimize impacts to water resources while remaining compliant with other regulations.
Municipal Street Sweeping Program	This program is ongoing and expected to continue into the future. The City tracks lane miles swept, loads collected, and loads collected from special sweeping districts. The goal is to sweep streets at least twice per year.
Sanitary Sewer Maintenance Program	This program is ongoing and expected to continue into the future. The City tracks footage inspected, footage televised, and number of sanitary sewer overflows. The goal is to minimize illicit discharges.
Municipal Turf Maintenance Program	This program is ongoing and expected to continue into the future. The City tracks employees trained. The goal is to minimize illicit discharges.
Stockpile, Storage, and Material Handling Program	This program is ongoing and expected to continue into the future. The City tracks locations of applicable areas and inspections conducted. The goal is to minimize illicit discharges.
Discharges Affecting Source Water Protection Areas	This program is ongoing and expected to continue into the future. The City tracks updates to the Wellhead Protection Program, changes to the DWSMA, and changes to guidance on infiltration practice review. The goal is to minimize groundwater contamination.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Pond and Outfall Inspections	The City currently inspects 20% of ponds and outfalls annually. The City will switch to a goal of inspecting all ponds and outfalls at least once during the permit term to provide scheduling flexibility. The City will continue to track ponds and outfalls inspected.

Pond Assessment Procedure and Schedule	The City will develop a procedure for determining the TP and TSS treatment effectiveness for stormwater ponds it owns and operates. The goal will be to develop procedures and a schedule that fit in well with revisions of its required local surface water management plan. The City will track assessments and revisions to procedures and schedules.
Stockpile, Storage, and Material Handling Program	The City will update current procedures to conduct inspections of applicable areas once per quarter. The city will continue to track locations of applicable areas and inspections conducted with the goal of limiting illicit discharges.
Employee training program	The City will review its existing employee training program during within the first 12 months after permit coverage is extended. The City will add any groups or topic areas as necessary to comply with Part III.D.6.g. The City will track the items listed in Part III.D.6.h.(5).
Facilities Inventory	The City currently keeps records of all facilities it owns and operates. The City will endeavor to initiate a review of operations occurring on facilities it owns and operates within the first 12 months after permit coverage is extended. The City will determine if additional BMPs are needed to address stormwater impacts. The City will track facilities reviewed and BMPs added. The goal is to review operations at City facilities by the end of the permit term.

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:

*Within 12 months of the date that permit coverage is extended, the City will review its policies, plans, procedures, programs, and regulations and update accordingly to incorporate any of the above standards and procedures that are not currently included therein.*

Please note, "no" was chosen for question 5.b.2) because there are no surface intakes in the City, nor has an MDH assessment shown that Apple Valley is in the source water protection area for a surface intake.

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

*Natural Resources Coordinator, Utilities Superintendent, Streets Superintendent, Parks Maintenance Superintendent, Fleet Supervisor, Golf Course Supervisor, Public Works Director, Parks Director, Water Quality Technician*

## 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

# TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information \*\*\* items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	Numeric WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
Apple Valley City	MS400074	Crystal, Keller, and Lee Lakes Nutrient Impairment TMDL	19-0025-00	Individual	0.312	lbs/day		N/A	Keller Lake	Phosphorus	9/30/2011
Apple Valley City	MS400074	Lower Vermillion River Watershed Turbidity TMDL	07040001-504	Individual	75	kg/day			Vermillion River/Vermillion Slough, Hasting dam to Mississippi River	TSS	9/29/2009
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	5.99	10 <sup>12</sup> organisms/month		High	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	1.57	10 <sup>12</sup> organisms/month		Moist	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	0.36	10 <sup>12</sup> organisms/month		Mid-Range	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	**	10 <sup>12</sup> organisms/month		Dry	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	**	10 <sup>12</sup> organisms/month		Low	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	8.62	10 <sup>12</sup> organisms/month		High	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	3.09	10 <sup>12</sup> organisms/month		Moist	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	1.57	10 <sup>12</sup> organisms/month		Mid-Range	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	0.30	10 <sup>12</sup> organisms/month		Dry	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	**	10 <sup>12</sup> organisms/month		Low	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Apple Valley City	MS400074	Long and Farquar Lakes Nutrient TMDL	19-0022-00	Individual	0.13	lbs/day		N/A	Long Lake	Phosphorus	4/8/2009
Apple Valley City	MS400074	Long and Farquar Lakes Nutrient TMDL	19-0023-00	Individual	0.17	lbs/day		N/A	Farquar Lake	Phosphorus	4/8/2009

## Compliance Schedule PART II.D.6.f.-g.

Is your MS4 currently meeting its WLA for any approved TMDLs?

- NO (Complete Table 1, Strategies for continued BMP implementation beyond the term of this permit, and Table 2 below)  
 YES (Provide the following information below)

Go to:  
[Table 1](#)

Go to:  
[Strategies...](#)

Go to:  
[Table 2](#)

If YES, indicate the WLAs (may be grouped by TMDL Project) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide a narrative strategy for the long-term continuation of meeting each WLA. PART II.D.6.g.(1)-(2)

**- Lower Vermillion River Watershed Turbidity TMDL: 75 Kg/day TSS**

No reduction (0% reduction) in loading from MS4s was called for in this TMDL; therefore, we will continue to implement a stormwater management program that reduces TSS in accordance with the City's SWPPP.

**Table 1**

Fill in the following table with your Interim Milestones, BMP IDs, and Implementation Dates. Replace "TMDL Project Name & Pollutant" Columns with each TMDL Project Name and the corresponding pollutant. Then put an "X" in the boxes for the TMDL that corresponds with each BMP. PART II.D.6.f.(1)-(2)

**NOTE:**

It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Interim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including those ID numbers at the time of application may be useful in tracking implementation efforts. If a pond that will be included in the pond inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the pond inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MPCA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	Long and Farquar Lakes Nutrient TMDL - Phosphorus	Crystal, Keller, and Lee Lakes Nutrient Impairment TMDL - Phosphorus	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL - Fecal Coliform
Alum application EVR-P12	TBD	6/20/2014	x		
Alum application EVR-P12	TBD	6/20/2015	x		
Feasibility Study: Enhancement Possibilities for KL-P1	TBD	6/20/2014		x	
Feasibility Study: Enhancement Possibilities for KL-P2.1	TBD	6/20/2015		x	
Feasibility Study: Infiltration/Bioretenion Possibilities in on Public Lands in the Keller Lake Untreated Area	TBD	6/20/2016		x	
Feasibility study: Redwood Drive Pipe Extension	TBD	6/20/2017		x	
Install at least one feasible project in the Keller Lake watershed per 2014-2017 studies	TBD	6/20/2018		x	
Monitor E. coli from McNamara Pond (WVR-P443): 1 summer calendar month sampling round at discharge pipe, at least 5 samples taken per calendar month that is sampled, compare results to state e. coli standard	TBD	6/20/2014			x
Public education focus on raingardens	TBD	6/20/2015	x	x	x
Evaluate buffer and mowing policies on City owned properties located in the EVR & WVR watersheds	TBD	6/20/2016	x		x
Public education focus on pet waste	TBD	6/20/2017	x	x	x
Public education focus on pond buffers	TBD	6/20/2018	x	x	x

**Strategies for continued BMP implementation beyond the term of this permit. PART II.D.6.f.(3)**

The City will track load reductions through a combination of modeling and monitoring. The City intends to explore opportunities to implement additional best management practices and projects in future years until modeling or monitoring shows that WLAs have been met or the subject waterbody is meeting State water quality standards for the pollutant in question. The City will continue to implement its SWPPP.