



**Notice of Intent to Use National Pollutant Discharge Elimination
System (NPDES) Two-Step Generic Permit for Discharge of
Stormwater from Phase II Municipal Separate Storm Sewer Systems
DEP Form 62-621.300(7)(b)
Effective February 16, 2021**

Part I. Instructions

This Notice of Intent (NOI) form shall be completed and submitted to the NPDES stormwater program as part of the request for coverage under the NPDES Two-Step Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer (MS4) Systems subsection 62-621.300(7) (a), F.A.C. Applicants must be familiar with the Rule, Generic Permit, Appendix A, and instructions before completing this NOI form. **Attach information on separate sheets as necessary.**

- a. Submit this completed form, supporting documentation, and the permit fee to the NPDES Stormwater Notice Center, 2600 Blair Stone Rd., M.S. #3585, Tallahassee, FL 32399. Electronic submittal is preferred.
- b. Payment of the permit fee shall be in accordance with Rule 62-4.050(4)(d)(6), F.A.C., and may be mailed by check to the address listed above. Instructions for electronic payment of the permit fee can be obtained by contacting the NPDES Stormwater Notice Center at 850-245-7522 or 866-336-6312 (toll-free). **DEP will not process this form without submittal of the appropriate fee.**
- c. Provide public notice pursuant to subparagraph 62-620.550(3)(b), F.A.C.
- d. File the completed NOI by the appropriate deadline under subparagraph 62-624.800(1)(b), F.A.C.

Part II. MS4 Operator Information

MS4 Operator Name: City of Lynn Haven

Name of the Responsible Authority: Chris Lightfoot

Title: Public Works Director

Mailing Address (Street or P.O. Box): 1308 Illinois Avenue

City: Lynn Haven Zip Code: 32444 County Bay

Phone Number: 850-265-5989 E-mail Address: clightfoot@cityoflynnhaven.com

Name of the Designated Phase II MS4 Stormwater Management Program Contact:

Title:

Mailing Address (Street or P.O. Box):

City: Zip Code:

County:

Phone Number: E-mail Address:



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Part III. Location of the Phase II MS4

Physical Address (if different than the mailing address above):

City or Town: Lynn Haven Zip Code: 32444 County: Bay

Approximate Center of MS4: Latitude: 30° 19' 32" Longitude: -085° 37' 38"

Ownership Status: Public State Federal

Total resident population of the Phase II MS4: 18,805

Name of the U.S. Census Urbanized Area(s) the Phase II MS4 is located within (if applicable):

Part IV. Sharing Responsibility

1. Another entity, regulated under 62-624, F.A.C. has agreed to implement *all* permit obligations on my behalf. No Yes

1a. If yes, provide the following information:

Name of the entity implementing all permit obligations on my behalf:

Responsible Authority Name and Title:

Mailing Address (Street or P.O. Box):

City: Zip Code: County:

Phone Number: E-mail Address:

2. Another entity implements **one or more** of the minimum control measures (or component thereof) on my behalf. No Yes

2a. If yes, provide the following information:

Name of the entity implementing some of the permit obligations on my behalf:

Name and Title of Entity Representative:

Mailing Address (Street or P.O. Box):

City: Zip Code: County:

Phone Number: E-mail Address:



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Part V. Receiving Waters

Identify the named receiving waterbodies to which your Phase II MS4 discharges. Include all such waterbodies known to you at the time of this application. Attach additional pages as needed.

North Bay, FL

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Part VI. Minimum Control Measures

Use Appendix A to list Best Management Practices (BMP) for each minimum control measure described in Parts V.B and X of the generic permit. List all BMPs currently in place or planned for all elements under each minimum control measure. You must include a minimum of one BMP for each of the elements provided in the form, but more than one BMP for each element may be necessary to achieve the performance standard.

The following information must be provided for each BMP in Appendix A:

BMP Identification Number: Uniquely identify the BMP and organize it within the appropriate element of each minimum control measure.

BMP Description: Provide a narrative description of the activity that will be implemented. The BMP description can include the name of a program, publication, procedure, document, or other descriptor that indicates the name or action of the BMP.

Measurable Goal: Enter the information that will be collected and used to account for and document development and/or implementation of the BMP. The outcomes of measurable goals will be summarized¹ and provided in reports to the Department. Examples of measurable goals are provided throughout Appendix A. Note: Some BMPs, such as ordinance adoption, standard operating procedure development, etc. once developed, will not require a measurable goal, unless a change to that item is planned and requires a schedule.

Schedule for Implementation (and/or completion for the development of new BMPs): Specify timeframes in which each BMP will be developed. Once developed, indicate the schedule by which it will be implemented thereafter, (e.g. Years 1, 2, 3, etc.) during the permit term. Where it is feasible and preferred, you may enter a frequency, e.g. “annually”, “quarterly”, etc. to specify when the BMP will be implemented and/or how often it will be documented.

Responsible Entity: Indicate the individual, position or division within the permittee’s organization that will implement the BMP. If an entity outside of the permittee’s organization will implement the BMP, specify that fact both in Appendix A and in Part IV of this NOI.

Attach all pages of Appendix A to your NOI, as this will serve as written documentation of your required stormwater management program and constitute the second step for obtaining coverage under the two-step Phase II MS4 generic permit. Unless submitting monitoring data and/or information requested by the Department, do not submit any other materials with your NOI.

¹ The Department requires summarized information in reports, but the permittee must keep detailed records of BMP implementation. Detailed information is generally reviewed upon request and/or confirmed during compliance assessments, such as audits.

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Indicate the number of BMPs listed in Appendix A for each minimum control measure:

Public Education and Outreach: 4

Public Involvement/Participation: 4

Illicit Discharge Detection and Elimination: 4

Construction Site Stormwater Runoff Control: 7

Post-Construction Stormwater Management: 3

Pollution Prevention/Good Housekeeping: 4

Basin Management Action Plans and/or Reasonable Assurance Plans: 0

Total Maximum Daily Loads without a BMAP: 0

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Part VII. Certification²

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision, and in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. 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 fine and imprisonment for knowingly committing violations.

Name of the Phase II MS4 Responsible Authority (type or print): Lynn Haven, FL / FLR04E008
Title: Public Works Director

Signature:



Date signed: 4/20/22

Phone Number: 850-265-5989

Email Address: clightfoot@cityoflynnhaven.com

² Signatory requirements are contained in Rule 62-620.305, F.A.C.
DEP Form 62-621.300(7)(b) incorporated in Rule 62-621.300(7), F.A.C.
Effective February 16, 2021

**NPDES Phase II MS4 Notice of Intent
Appendix A-Stormwater Management Program**

Appendix A-Stormwater Management Program

1. Public Education and Outreach Minimum Control Measure [Part V.B.1 of the Phase II MS4 generic permit]

- a. Implement a program to distribute educational materials to the community, and/or conduct equivalent outreach activities, about the impacts of stormwater discharges on water bodies, and the steps that the public can take to reduce pollutants in stormwater runoff.

BMP Description and/or Subject or Topics: May include, but are not limited to the following: General Stormwater Information, Pesticide and Fertilizer Application, Pet Waste Management, Recycling, Residential Yard Waste Management (e.g. onsite leaves and grass clippings), Riparian Corridor Protection/Restoration, Storm drain Marking, Trash Management.

Delivery Methods: May include, but are not limited to the following: Brochures, Contests, Displays/Posters/Kiosks, Government Event, Local Public Service Announcement, Meetings, Newspaper Articles, Publication of MS4 Annual Report(s), Publication of Stormwater Management Program, School Programs, Social Media, Special Events/Fairs, Targeted Group Training, Videos, Website.

Target Audiences: May include, but are not limited to: Agricultural, Businesses, Contractors, Industries, Public, Public Employees, Residential, Restaurants, etc.

Measurable Goal: Indicate the information you will collect and use to describe implementation of the corresponding BMP, (e.g. number of web hits, attendees, etc.)

Schedule for Implementation: Provide the permit year(s) and/or frequency at which you will develop and/or implement the BMP (e.g. quarterly, monthly, etc.)

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Appendix A-Stormwater Management Program

Table 1. Public Education and Outreach BMPs

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Appendix A-Stormwater Management Program**

BMP #	BMP Description and/or Subject or Topic	Target Audience	Delivery Method	Measurable Goal	Schedule for Implementation	Responsible Entity
1a01	Install tributary signage to increase public awareness of local water resources.	Public	Signage	Document and report the number of signs installed.	Years 1-5	Public Works
1a02	Concise review of the city MS4 permit will be presented and stormwater information provided at a public city meeting once a year. Public response will be solicited.	Public	Presentation	<ol style="list-style-type: none"> 1. Document and report the number of public meetings. 2. Document and report the number of attendees. 	Years 1-5	Public Works
1a03	Update the city's stormwater website periodically with BMPs relevant to public interest / needs.	1. Public	Website	<ol style="list-style-type: none"> 1. Document and report the number of hits to the website. 2. Document and report the number of updates to the website. 	Years 1-5	Public Works

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BMP #	BMP Description and/or Subject or Topic	Target Audience	Delivery Method	Measurable Goal	Schedule for Implementation	Responsible Entity
1a04	Promote prevention of personal pollution by providing an “information booth” at city community festivities such as the Jazz Festival, Block Party, Cruise on the Florida Avenue Car Show, Farmer’s Market and Winter Wonderland.	Public	Presentatio n	Document and report the number of festivities attended.	Years 1-5	Public Works

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2. Public Involvement/Participation Minimum Control Measure [Part V.B.2 of the Phase II MS4 Generic Permit]

- a. Implement a public participation/involvement program that includes delivery methods to participants and complies with state and local public notice requirements.

BMP Description and/or Subject or Topics: May include, but are not limited to the following: General Stormwater Information, Green Infrastructure/Better Site Design/Low Impact Development, Illicit Discharge Detection and Elimination, Infrastructure Maintenance, Pesticide and Fertilizer Application, Pet Waste Management, Recycling, Residential Yard Waste Management (e.g. onsite leaves and grass clippings), Riparian Corridor Protection/Restoration, Storm drain Marking, Transportation/Commuting (e.g., commuter reduction, carpooling, leaky cars), Trash Management.

Delivery Methods: May include, but are not limited to the following: Citizen Committee Meetings, Government Meeting (e.g. public hearing, Council meeting), Involvement in Development of Stormwater Program Annual Report, Involvement in Development of Stormwater Management Program, Involvement in Development of Ordinances to Control Discharges of Stormwater to MS4, Public Workshop, Volunteer Event.

Target Participants: May include, but are not limited to: Agricultural, Businesses, Contractors, Industries, Public, Public Employees, Residential, Restaurants.

Measurable Goal: Indicate the information you will collect and use to describe implementation of the corresponding BMP, (e.g. number of workshops, events, attendees, etc.)

Schedule for Implementation: Provide the permit year and/or frequency at which you will develop and/or implement the BMP, (e.g. quarterly, monthly, etc.)

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Appendix A-Stormwater Management Program**

Table 2. Public Involvement/Participation BMPs

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Appendix A-Stormwater Management Program**

BMP #	BMP Description and/or Subject or Topic	Target Audience	Delivery Method	Measurable Goal	Schedule for Implementation	Responsible Entity
2a01	Public notice in the form of signs will be placed on parcels within the city that petition for a development order or land use change. The number of responses to noticing and subsequent action taken will be documented.	Public	Signage	<ol style="list-style-type: none"> 1. Number of parcels noticed per year. 2. Document and report the number of comments/calls received related to public notice. 3. Document the responses and the city response. 	Years 1-5	Public Works / Development & Planning
2a02	Participate in educational activity with local elementary / middle schools to promote stormwater discharge awareness.	Students	Presentation	<ol style="list-style-type: none"> 1. Document and report the number of presentations held. 2. Document and report the number of students. 	Years 1-5	Public Works

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BMP #	BMP Description and/or Subject or Topic	Target Audience	Delivery Method	Measurable Goal	Schedule for Implementation	Responsible Entity
2a03	The <i>Adopt a Waterway</i> and <i>Adopt a Roadway</i> community programs will be continued.	Civic organizations	Event	<ol style="list-style-type: none"> 1. Document the number of participants annually. 2. Document the number of posted signage annually. 	Years 1-5	Public Works
2a04	Trash/Litter program: Involve volunteers from residential property owners, neighborhood groups or other civic groups to address trash/litter in open spaces and along roadways.	Public	Event	<ol style="list-style-type: none"> 1. Number of volunteers. 2. Number of trash bags filled. 	Years 1-5	Public Works / Community Services

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3. Illicit Discharge Detection and Elimination (IDDE) Minimum Control Measure [Parts V.B.3.a-d of the Phase II MS4 Generic Permit]

- a. Develop, if not already completed, a storm sewer system map showing the location of all outfalls, and the names and locations of all surface waters of the State that receive discharges from those outfalls. Include *multiple* BMPs for element 3a as follows, and add additional BMPs as needed:

3a-01 BMP Description: [Development of] Phase II MS4 Outfall Map.

Measurable Goal: Once the map is developed, the most recent date the map was updated will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the map is not yet developed, provide the anticipated permit year the Phase II MS4 Outfall Map will be completed. If the map is developed, enter the most recent date the map was updated.

3a-02 BMP Description: Maintain and update outfall information the Phase II MS4 Outfall Map.

Measurable Goal: Indicate that you will record the total number of Phase II MS4 outfalls mapped and provide in reports to the Department.

Schedule for Implementation: Provide the frequency at which you will update the Phase II MS4 Outfall map.

- b. To the extent allowable under state or local law, effectively prohibit, through ordinance or other regulatory mechanism, non-stormwater discharges into the MS4. Illicit discharges are defined in subsection 62-624.200(2), F.A.C.

BMP Description: [Development of] regulatory mechanism, e.g. ordinance, policy, instruction, etc. (If developed and effective, enter the name and/or citation of the regulatory mechanism as the BMP Description.

Measurable Goal: Once the mechanism is in place, the date it was most recently updated will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the regulatory mechanism is not yet developed, provide the permit year the mechanism is expected to become effective. If the regulatory mechanism is in place, enter the effective date.

- c. Develop and implement a plan to detect and address non-stormwater discharges, including illicit discharges, illegal connections, illegal dumping, and improper disposal to the storm sewer system, and implement appropriate enforcement actions consistent with Part V.B.3.a of the Phase II MS4 generic permit. Include *multiple* BMPs for element 3c as follows:

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3c-01 BMP Description: [Development of] a Standard Operating Procedure (SOP) per Part V.B.3.c of the Phase II MS4 generic permit. (If developed and effective, enter the name and/or location SOP).

Measurable Goal: Once the SOP is in place, the effective date will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the SOP is not yet developed, provide the permit year the SOP is expected to become effective. If the SOP is in place, enter the effective date.

3c-02 Illicit Discharge Detection Program: Utilize the SOP required under 3c-01 to perform illicit discharge detection and elimination activities. Subdivide the BMP to include the following BMP descriptions and associated measurable goals:

3c-02(a) BMP Description: Planned, scheduled or proactive screenings and/or inspections.

Measurable Goal: Indicate that you will summarize the number of scheduled screenings or inspections performed.

Schedule for Implementation: You may refer to the effective SOP for this schedule.

3c-02(b) BMP Description: Investigations based on complaints and/or conditions observed in the field.

Measurable Goal: Indicate that you will summarize the number of reactive investigations performed.

Schedule for Implementation: The timeframe for response once the report of a potential illicit discharge, non-stormwater discharge or illegal dumping incident is received should be provided in the SOP.

3c-03 BMP Description: Illicit Discharge Elimination

Measurable Goal: Indicate that you will summarize the number of investigations performed in reports to the Department.

Schedule for Implementation: The timeframe for response once a potential illicit discharge, non-stormwater discharge or illegal dumping incident is confirmed should be provided in the SOP.

- d. Inform public employees, businesses and the general public of hazards associated with illicit discharges, illegal connections, illegal dumping and the improper disposal of waste. Include *multiple* BMPs for element 3d. In all cases, the schedule for implementation will be the timeframes in which you implement the BMP, and thus is not listed here.

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Instructions for entering information for this element in Table 3 are provided below the BMP descriptions:

3d-01 BMP Description: Illicit discharge information (subject or topic) provided to public employees. The measurable goal is the number of employees informed.

3d-02 BMP Description: Illicit discharge information (subject or topic) provided to businesses. The measurable goal is the number of businesses informed.

3d-03 BMP Description: Illicit discharge information (subject or topic) provided to members of the general public. The measurable goal is the number of members of the general public informed.

BMP Description/Subject or Topics: May include, but are not limited to the following: Hazards Associated with illicit discharges (General), Pesticide and Fertilizer Application, Pet Waste Management, Residential Yard Waste Management (e.g. onsite leaves and grass clippings), Storm Drain Marking, Trash Management.

Delivery Methods: May include, but are not limited to the following: Brochures, Business or Tax Records Correspondence, Displays/Posters/Kiosks, Government Event, Local Public Service Announcement, Meetings, Newspaper Articles, Publication of MS4 Annual Report(s), Publication of Stormwater Management Program, Publication of Ordinance, School Programs, Social Media, Special Events/Fairs, Targeted Group Training, Utility Bill Insert, Videos, Website, Other (specify).

Target Audiences: Include a minimum of one BMP for each of the following:

Public Employees;

Businesses (e.g. Contractors, Restaurants, Landscaping Companies, Automotive Facilities, Industries, etc.); and

General Public (e.g. Residential, Schools, Clubs, Homeowners Associations).

Measurable Goal: Indicate that you will summarize the number of activities performed (e.g. number of workshops, employees trained, inserts included with business license documents, etc.)

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Appendix A-Stormwater Management Program

Table 3. Illicit Discharge Detection and Elimination (IDDE) BMPs

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Appendix A-Stormwater Management Program**

BMP #	BMP Description / Subject or Topic for Element 3d	Target Audience for Element 3d	Delivery Method for Element 3d	Measurable Goal	Schedule for Implementation	Responsible Entity
3a01	Maintain the city storm sewer systems and outfalls discharge/inventory map. The map includes the location of discharges into the following waters of the State: McKitchin's, Mill, Beaty, Anderson, Maxwell, Lynn Haven, and Upper Goose bayous and City Old Canal.	Public	Website	<ol style="list-style-type: none"> 1. Document the number of new outfalls. 2. Document and record the total number of outfalls. 3. Document and report the total number of retention/detention ponds. 4. Document and report the total number of inlet/catch basins. 5. Document the length of conveyance systems (pipe or swales). 	Years 1-5	Public Works
3b01	Maintain the city ordinance Chapter 26.32, Litter Control and Illegal Dumping.			<ol style="list-style-type: none"> 1. Document and report any changes to the ordinance annually. 	Years 1-5	Public Works

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BMP #	BMP Description / Subject or Topic for Element 3d	Target Audience for Element 3d	Delivery Method for Element 3d	Measurable Goal	Schedule for Implementation	Responsible Entity
3c01	<p>Illicit discharges detection and elimination will be investigated pursuant to Chapter 26.32 and the city Drainage System Maintenance Standard Operating Procedures (SOP). The illicit discharge “hot line” phone number (directly to public works) is provided on the city website. Proactive inspections of the MS4 will be conducted.</p>	Public	Website	<ol style="list-style-type: none"> 1. Document and report the number of proactive inspections 2. Document and report the number of reactive inspections 3. Document and report the number of illicit discharges identified 4. Document and report the number of illicit discharge eliminated 5. Review the SOP annually 	Years 1-5	Public Works

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BMP #	BMP Description / Subject or Topic for Element 3d	Target Audience for Element 3d	Delivery Method for Element 3d	Measurable Goal	Schedule for Implementation	Responsible Entity
3d01	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Public awareness information will be added to the city business license billing annually.	Public	Mailings	<ol style="list-style-type: none"> 1. Document the number of billings issued to local business. 2. Document the type of illicit discharge information provided. 	Years 1-5	Public Works

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Appendix A-Stormwater Management Program**

4. Construction Site Stormwater Runoff Control Minimum Control Measure [Part V.B.4.a-f of the Phase II MS4 Generic Permit]

- a. Develop and implement, to the extent allowable under State or local law, an ordinance or other regulatory mechanism to require erosion and sediment controls, and control of wastes, as well as sanctions to ensure compliance, to reduce pollutants in any stormwater runoff to the Phase II MS4 from construction activities that will result in a land disturbance of greater than or equal to one acre. Reduction of pollutants associated with stormwater discharges from construction activity disturbing less than one acre must also be included if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

BMP Description: [Development of] regulatory mechanism, e.g. ordinance, policy, instruction, etc. (If developed and effective, enter the name and/or citation of the regulatory mechanism as the BMP Description.

Measurable Goal: Once the mechanism is in place, the date it was most recently updated will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the regulatory mechanism is not yet developed, provide the permit year the mechanism is expected to become effective. If the regulatory mechanism is in place, enter the effective date.

- b. Develop and implement requirements for construction site operators to implement appropriate erosion and sediment control best management practices.

BMP Description: Utilize a tracking system to record the location and operator information for construction sites regulated under the mechanism described in element 4a. Note: A single tool and/or process may be used to execute BMP(s) under Elements 4b and 4c.

Measurable Goal: Indicate you will collect and report the number of active construction sites that are required to adhere to local erosion and sediment control requirements within the specified time period.

Schedule for Implementation: Once developed and in place, provide the frequency at which you will collect information in order to implement the BMP (e.g. annually, quarterly, etc.).

- c. Develop and implement requirements for construction site operators to control wastes such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.

BMP Description: Utilize a tracking system to record the location and operator information for construction sites regulated under the mechanism described in element 4a.

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Measurable Goal: Indicate you will collect and report the number of construction sites that are required to adhere to local requirements to control wastes generated from construction activities during the specified time period.

Schedule for Implementation: See guidance for Element 4b.

- d. Develop and implement procedures for site plan reviews that incorporate considerations of potential water quality impacts. Include *multiple* BMPs for element 4d as follows:

4d-01 BMP Description: Review plans for compliance with the regulatory mechanism described in element 4a.

Measurable Goal: Indicate you will collect and report the number of site plans reviewed during the specified time period.

Schedule for Implementation: Once procedures for site plan review are developed, indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of site plans reviewed).

4d-02 BMP Description: Notify operators of qualifying construction sites, such as those who must comply with the mechanism described in element 4a, that coverage may be required under Environmental Resource Permits (ERP) pursuant to Rule 62-621.300(4), F.A.C. and/or Chapter 62-330. F.A.C.

Measurable Goal: Indicate you will collect and report the number of operators notified. Note: The tools and/or process identified in 4d-01 may be used to account for this BMP.

Schedule for Implementation: See guidance for Element 4d-01.

- e. Develop and implement procedures for receipt and consideration of information submitted by the public.

BMP Description: Utilize a tracking system to receive comments/complaints received from the public.

Measurable Goal: Indicate you will collect and report number of comments received from the public during the specified time period.

Schedule for Implementation: Once procedures for receiving and tracking comments and/or complaints is in place, indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of comments received).

- f. Develop and implement procedures for site inspection and enforcement of control measures. Include *multiple* BMPs for element 4f as follows:

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4f-01 BMP Description: Develop and/or implement a SOP as required in Part V.B.4.f of the Phase II MS4 generic permit.

Measurable Goal: Once the SOP is in place, the effective date will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the SOP is not yet developed, provide the permit year the SOP is expected to become effective. If the SOP is in place, enter the effective date.

4f-02 BMP Description: Conduct inspections of construction sites for compliance with the mechanism described in Element 4a. The measurable goal is the number of construction site stormwater runoff control inspections performed.

Measurable Goal: Indicate that you will summarize the number of inspections performed.

Schedule for Implementation: Once inspections are underway, indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of inspections performed).

4f-03 BMP Description: Track enforcement actions taken to address non-compliance with the regulatory mechanism described in element 4a.

Measurable Goal: Indicate that you will summarize the number of enforcement actions taken.

Schedule for Implementation: Indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of enforcement actions).

4f-04 BMP Description: Verify construction site operator has obtained coverage under ERP pursuant to subparagraph 62-621.300(4)(a), F.A.C. and/or Chapter 62-330, F.A.C., if required.

Measurable Goal: Indicate that you will summarize the number of sites and/or operators for which ERP coverage was verified.

Schedule for Implementation: Indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of sites for which coverage was verified).

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Appendix A-Stormwater Management Program**

Table 4. Construction Site Stormwater Runoff Control BMPs

**NPDES Phase II MS4 Notice of Intent
Appendix A-Stormwater Management Program**

BMP #	BMP Description	Measurable Goal	Schedule for Implementation	Responsible Entity
4a01	The city will maintain an ordinance requiring erosion and sediment control as well as sanctions to ensure compliance to reduce pollutants in any stormwater runoff to the Phase II MS4 from construction activities that result in land disturbance of greater than or equal to one acre.	The ordinance will be reviewed annually.	Years 1-5	Public Works
4a02	Construction activities that result in land disturbance of greater than or equal to one acre will be periodically monitored for compliance with city ordinance.	Document the number of inspections conducted following a greater than or equal to 1 inch of rain event.	Years 1-5	Public Works

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BMP #	BMP Description	Measurable Goal	Schedule for Implementation	Responsible Entity
4b01	Implementation of appropriate stormwater erosion and sediment control measures at construction sites. Provide erosion control flyers to each permittee: <i>Brochure on the Florida NPDES Stormwater Permitting Program for Construction Activity and Erosion Control for Home Builders.</i>	Track and report the number of erosion control flyers issued.	Years 1-5	Public Works Building
4c01	The city requires all construction sites to implement effective waste control measures pursuant to Ordinance 54.32.	Track and report the number of active construction sites operation under waste control ordinance	Years 1-5	Public Works Building

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BMP #	BMP Description	Measurable Goal	Schedule for Implementation	Responsible Entity
4d01	Annual site plan review of proposed land development projects will continue by the city technical review committee.	<ol style="list-style-type: none"> 1.Document the number of stormwater management plans reviewed / approved. 2. Document the number of proposals deemed to require SWERP permitting and/or CGP 	Years 1-5	Public Works / Planning
4e01	Maintain city public “hot line” advertised on the city website under NPDES. Illicit discharge reporting will be investigated upon discovery. Maintain reporting and investigation process.	<ol style="list-style-type: none"> 1.Track and report the number of call/complaints. 1.Document investigation results annually. 	Years 1-5	Public Works
4f01	Building site inspection and enforcement of control measures will continue to be accomplished pursuant to the city Sediment and Silt Erosion Control Measures guidelines.	<ol style="list-style-type: none"> 1. Report the number of sites inspected per year. 2. Document and report the number of enforcement actions. 3. Document and report the number of sites with ERP/ CGP. 4. Review the guidelines annually. 	Years 1-5	Public Works Building

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**5. Post-Construction Stormwater Management in New Development and Redevelopment
Minimum Control Measure [Part V.B.5.a-c of the Phase II MS4 Generic Permit]**

Qualifying Alternative Program (QAP). If the Department and/or Water Management District(s) is serving to meet the requirements of this minimum control measure through the implementation of environmental resource permits (ERP), enter the following information into Appendix A:

BMP Description for BMPs 5a-5c:

BMPs under this minimum control measure are implemented through a Qualifying Alternative Program (QAP) pursuant to Part IV, Chapter 373, F.S. and Chapter 62-330, F.A.C. for the regulation of construction and operation of stormwater management and treatment systems (post-construction BMPs) within their jurisdictional boundaries.

Measurable Goal *Reserved*

Schedule for Implementation *Reserved*

Responsible Entity(s): Department of Environmental Protection *and appropriate Water Management District(s)* as follows:

Qualified Alternative Program, in accordance with Part IX of the Phase II MS4 generic permit, includes the following for implementing Chapter 62-330, F.A.C. includes:

- The Florida Department of Environmental Protection

Qualified Alternative Programs, in accordance with Part IX of the generic permit, include the following for implementing Part IV, Chapter 373, F.S.:

- Northwest Florida Water Management District
- Suwannee River Water Management District
- St. Johns River Water Management District
- Southwest Florida Water Management District
- South Florida Water Management District

If the permittee chooses to locally implement a program *in addition* to ERPs issued by the QAP, the requirements for Elements 5a-5c are as follows:

- a. To the extent allowable under state or local law, use an ordinance or regulatory mechanism to establish a program that addresses post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the

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Phase II MS4. The program must require that controls are in place that would minimize water quality impacts from new development or redevelopment, such as those which are developed to meet Part V.B.5.b of the Phase II MS4 generic permit.

BMP Description: [Development of] regulatory mechanism, e.g. ordinance, policy, instruction, etc. (If developed and effective, enter the name and/or citation of the regulatory mechanism as the minimum control measure BMP Description for purposes this generic permit.)

Measurable Goal: Once the mechanism is in place, the date it was most recently updated will serve as the measurable goal in reports to the Department.

Schedule for Implementation: If the regulatory mechanism is not yet developed, provide the permit year the mechanism is expected to become effective. If the regulatory mechanism is in place, enter the effective date.

- b. Develop and implement strategies that include a combination of structural and/or non-structural BMPs, appropriate for the community, and that align with the regulatory mechanism identified in element 5a.

BMP Description: List and describe the strategy(s) you will implement.

Example strategies include:

- Assessment of ordinances, policies, programs and studies that address stormwater runoff quality, including opportunities for the public to participate in development of a program.
- Participation in local watershed planning efforts which attempt to involve a diverse group of stakeholders, including interested citizens;
- SOPs for: permitting (if imposing local requirements separately from ERP as described in Part V.B.5.a of the Phase II MS4 generic permit), conducting pre-construction design plan review, performing inspections during construction to verify post construction BMPs are built as designed, penalty provisions associated with non-compliance with design, construction or operation and maintenance of post-construction stormwater management BMPs;
- Maintain an inventory of post-construction stormwater management BMPs relative to the area served by the regulated Phase II MS4;
- Comprehensive, Master Planning or Zoning Ordinance that identify post-construction stormwater management program goals, such as minimizing water quality impacts from post-construction runoff from new development and redevelopment;

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- Implementation strategies such as the use of site-based, infiltration, vegetative or other structural or non-structural post-construction stormwater management BMPs; and/or
- Perform periodic review to ensure that existing requirements are responsive to changing technologies in stormwater management.

Measurable Goal: Indicate that you will collect and summarize information on the chosen strategy(s) to implement the BMP.

Schedule for Implementation: If enacting a policy and/or plan, provide the permit year it is expected to be in place. For BMPs that are implemented on an ongoing basis, indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (e.g. site plans reviewed, update the inventory, notices to owners, etc.)

- c. Require adequate long-term operation and maintenance of BMPs. Develop operation and maintenance policies, procedures and enforcement procedures. Include *multiple* BMPs for element 5c as follows:

5c-01 BMP Description: Develop and implement standard operating procedures for inspection of stormwater management controls and/or post-construction stormwater management BMPs for proper operation and compliance with the regulatory mechanism identified in element 5a. The inspections may include those performed by the regulated Phase II MS4 operator, or by the property owner and tracked by the regulated Phase II MS4 operator.

Measurable Goal: Indicate that you will summarize the number of inspections performed and/or tracked.

Schedule for Implementation: Once inspections are underway, indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of inspections performed).

5c-02 BMP Description: Track enforcement actions taken to ensure compliance with the regulatory mechanism identified in element 5a.

Measurable Goal: Indicate that you will summarize the number of enforcement actions taken.

Schedule for Implementation: Indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of enforcement actions).

5c-03 BMP Description: Develop and implement procedures to maintain post-construction stormwater controls and/or BMPs where a property owner fails to do so, or

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an approach through which maintenance shall be performed or tracked by the regulated Phase II MS4 operator.

Measurable Goal: Indicate that you will summarize the number of number of stormwater management controls and/or BMPs maintained.

Schedule for Implementation: Indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect summarized information (number of enforcement actions).

Table 5. Post-Construction Stormwater Management in New Development and Redevelopment BMPs

BMP #	BMP Description	Measurable Goal	Schedule for Implementatio	Responsible Entity
05a-c	Utilize qualifying alternative program: City of Lynn Haven relies on the current NFWMD and FDEP regulatory criteria by providing stormwater treatment for department projects.	Continue to maintain compliance with FDEP and NWWMD criteria.	Years 1-5	Public Works

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6. Pollution Prevention/Good Housekeeping in Municipal Operations Minimum Control Measure [Part V.B.6.a-b of the Phase II MS4 Generic Permit]

- a. Develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. At a minimum, the program must be consistent with Parts V-B.6.a(1-5). Include *multiple* BMPs for Element 6a. Examples of BMP descriptions and measurable goals are provided below. In all cases, the schedule for implementation will be the timeframes in which you implement the BMP, and thus is not listed here.

BMP Descriptions for Structural Controls: Stormwater Control Inspection and Maintenance (list each type of control as a separate BMP, e.g. 6a-01, 6a-02, 6a-03, etc.)

Structural Controls: Include but are not limited to: Dry Retention, Underdrain Filter Systems, Exfiltration Trench/French Drain, Grass Treatment Swale, Dry Detention Systems, Wet Detention Systems, Alum Injection Systems, Pollution Control Boxes, Pump Stations, MS4 Outfalls, Weirs or Other Control Structures, Pipes/Culverts, Canals, Inlets/Grates/Catch Basins, Ditches/Conveyance Swales.

Number of Structures: Amount of each type of structural control within the Phase II MS4 that is inventoried, inspected and maintained.

Units of Measure: The increments by which components of your MS4 are measured. Includes but are not limited to acres, linear feet, etc.

Training Topic: The topics you will use to train municipal employees, such as spill prevention, pollution prevention, etc.

Measurable Goal: The number of activities, such as inspections and/or maintenance, performed to implement the BMP.

- b. Use training materials that are available from EPA, the Department, or other organizations, conduct employee training in the prevention and reduction of stormwater pollution from MS4 operator activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. Include *multiple* BMPs for element 6b as follows:

6b-01 BMP Description: Develop and/or implement a SOP as required in Part V.B.6.b of the Phase II MS4 generic permit.

Measurable Goal: Once the SOP is in place, the effective date will serve as the measurable goal in reports to the Department.

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Schedule for Implementation: If the SOP is not yet developed, provide the permit year the SOP is expected to become effective. If the SOP is in place, enter the effective date.

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6b-02 BMP Description: Conduct training on the topics of stormwater pollution prevention and reduction in accordance with SOP.

Measurable Goal: Indicate you will summarize the number of employees/contractors trained.

Schedule for Implementation: Indicate the frequency (e.g., annually, quarterly, etc.) at which you will collect.

Table 6. Pollution Prevention/Good Housekeeping in Municipal Operations BMPs

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BMP #	BMP Description	Number of Structures (for structural controls/ BMPs)	Units of measure (for structural controls/ BMPs) or Training Topic	Measurable Goal	Schedule for Implementation	Responsible Entity
6a01	The current fleet maintenance BMPs include monitoring the city yard fueling and wash rack facilities. The BMPs will be reviewed annually. The vehicle washing and fueling areas will be inspected monthly.	2	1	<ol style="list-style-type: none"> 1. Review BMPs annually. 2. Document the vehicle wash, catch tank volume disposal. 3. Document and report the number of inspections conducted. 	Years 1-5	Public Works

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BMP #	BMP Description	Number of Structures (for structural controls/ BMPs)	Units of measure (for structural controls/ BMPs) or Training Topic	Measurable Goal	Schedule for Implementation	Responsible Entity
6a02	Maintain the city permitted stormwater management systems. Inspect ponds, inlets/catch basins, pipes, ditches and swales.	3 2,057 511, 508	Systems Inlets / catch basins Ft.	1. 3 city stormwater management systems will be inspected/ maintained per year. 2. Document and report the number of city inlets/catch basins inspected/ maintained. 3. Document and report the amount of city conveyances inspected/ maintained.	Years 1-5	Public Works

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BMP #	BMP Description	Number of Structures (for structural controls/ BMPs)	Units of measure (for structural controls/ BMPs) or Training Topic	Measurable Goal	Schedule for Implementation	Responsible Entity
6a03	The city will continue open space maintenance / litter removal and pet waste bag dispensers/ awareness signage. The city will maintain existing and new city parks, open spaces and the Bailey Bridge.			Document and report the number of pet waste bags dispensed.	Years 1-5	Public Works

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BMP #	BMP Description	Number of Structures (for structural controls/ BMPs)	Units of measure (for structural controls/ BMPs) or Training Topic	Measurable Goal	Schedule for Implementation	Responsible Entity
6b01	Conduct employee training on best management practices to prevent and reduce stormwater pollution from entering the city MS4 systems		Illicit discharge elimination.	<ol style="list-style-type: none"> 1. Conduct annual employee training, document the number of employees that are trained. 2. Train newly hired employees. Document the number of employees trained. 	1. Years 1-5	Public Works

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7. Identification of Activities to Address Total Maximum Daily Load (TMDL) and/or Reasonable Assurance Plans to Address Impaired Waters Under Section 403.067, F.S. (Required for renewal of coverage) [Part X.B of the Phase II MS4 Generic Permit]

Indicate the activities that are implemented accordance with Part X.B of the Phase II MS4 generic permit in Tables 7 and 8.

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a. BMAPs and/or RAPs

Indicate whether you participate in Basin Management Action Plan (BMAP) and/or Reasonable Assurance Plans (RAP) in accordance with Section 403.067, F.S., as a result of stormwater discharges from your MS4.

- The operation of the Phase II MS4 does not require participation in any BMAP or RAP. (Skip Table 7.)
- As the operator of the Phase II MS4, we are participating in a BMAP or RAP. (Complete Table 7.)

Use Table 7 to summarize information on your participation in BMAPs or RAPs to meet Part X.B.1 of the generic permit. Replicate the table and attach separately if you will participate in more than one (1) BMAP or RAP during the permit cycle.

Table 7. BMAP and/or RAP Information

BMAP or RAP Name	Click or tap here to enter text.
Date BMAP or RAP was Adopted	Click or tap here to enter text.
Description of Activity(s)	Click or tap here to enter text.
Schedule for Implementation and/or Completion	Click or tap here to enter text.

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b. TMDL Without a BMAP

Determine whether your Phase II MS4 discharges to waterbody(s) for which the Department adopted a TMDL pursuant to Chapter 62-304, F.A.C. and for which a wasteload allocation has been established for regulated Phase II MS4s.

- The Phase II MS4 does not discharge to any waterbody for which the Department adopted a TMDL in accordance with Chapter 62-304, F.A.C. (Skip Table 8.)
- The waterbody(s) will be prioritized in Year 4 in accordance with Part X.B.2.a of the generic permit. (Skip Table 8.)
- The Phase II MS4 discharges to waterbody(s) for which the Department adopted a TMDL and a BMAP has not been developed or planned. The waterbody(s) have been prioritized in accordance with Part X.B.2.a of the generic permit and proposed activities that will be implemented to meet Part X.B.2.b of the generic permit are listed in Table 8.

Use Table 8 to summarize information on the activity(s) you will implement to address the TMDL(s) without BMAP in accordance with Part X.B.2 of the generic permit. Replicate the table and attach separately if you will prioritize more than one (1) TMDL without a BMAP for the permit cycle.

The Department developed tools to assist permittees with analyses of the MS4's stormwater and pollutant loading contributions, in order to effectively focus BMPs, implementation measures, and activities that will result in reductions of pollutants of concern to a TMDL waterbody. You may contact the NPDES Stormwater Program at (850) 245-7522, or by writing the Department of Environmental Protection, NPDES Stormwater Program, 2600 Blair Stone Rd. Mail Station 3585, Tallahassee, Florida 32399-2400 for more information.

The following list includes activities which could be undertaken to meet the requirement. The list is provided as guidance and does not preclude you from selecting technologies or projects other than those listed.

Possible Projects and Activities for TMDL without BMAP

- Agricultural BMPs
- Aquatic Vegetation Harvesting
- Capital Improvement Project (describe)
- Control Structure
- Creating/Enhancing Living Shoreline
- Dry Detention Pond
- Targeted Education Efforts (TMDL waterbody-specific, pollutant of concern (POC)-focused)
- Exfiltration Trenches

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Filter Marsh
Floating Islands/Managed Aquatic Plant Systems
Floodplain Restoration
Florida Friendly Fertilizer Ordinance
Florida Friendly Landscaping Ordinance
Hydrologic Restoration
Land Acquisition
Land Development Code Change-100% On-site Retention
Land Development Code Change-Alum Injection Systems
Land Development Code Change-Baffle Boxes-First Generation (hydrodynamic separators)
Land Development Code Change-Baffle Boxes-Second Generation
Land Development Code Change-BMP Cleanout (private systems)
Land Development Code Change-BMP Treatment Train
Land Development Code Change-Catch Basin Inserts/Inlet Filter Cleanout
Land Development Code Change-Hybrid Wetland Treatment Technology
Land Development Code Change-Hydrodynamic Separators
Land Development Code Change-Low Impact Development-Rain Gardens
Land Development Code Change-Low Impact Development & Green Infrastructure to reduce contributions of POC
Land Development Code Change-On-line Retention BMPs
Land Development Code Change-Regional Stormwater Treatment
Land Development Code Change-Restrict Additional Loadings of (POCs) in New Development
Land Development Code Change-Stormwater Treatment Areas
Land Development Code Change-Mandatory Stream/waterway Buffers
Land Preservation
Land Use Change Restrict to land use with lower Estimated Mean Concentrations of POC
Muck Removal/Restoration
On-site Sewage Treatment Disposal System Phase Out
Pet Waste Ordinance
Pet Waste Program
Promotion of Infiltration BMPs to Reduce Discharge Volumes (and loads)
Shoreline Stabilization
Source Identification/Elimination activities (similar to IDDE or DEAR Bacteria Toolkit)
Stormwater Retrofit
Stormwater Reuse
Stormwater Study
Stormwater System Rehabilitation (describe)
Street Sweeping
Swale/Inlet Replacement
Targeted Water Quality Monitoring to identify/estimate MS4 or potential source
Targeted Water Quality Monitoring to indicate of MS4's effectiveness in addressing impairment
Wet Detention Pond
Wetland Treatment

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Table 8. Prioritized TMDL (without BMAP)

Prioritized TMDL Report Name	Click or tap here to enter text.
Activity(s) to Address TMDL without BMAP	Click or tap here to enter text.
Measurable Goals (if applicable)	Click or tap here to enter text.
Schedule for Implementation and/or Completion	Click or tap here to enter text.
Responsible Entity(s)	Click or tap here to enter text.