



**CDPS MS4 Phase II**

**STORMWATER MANAGEMENT**

**PROGRAM DESCRIPTIONS**

**FOR CITIES AND COUNTIES**

**March 2008 – March 2013**  
**(Due to WQCD by June 10, 2008)**

Agency Name	City of Arvada
Permit Certification Number	COR - 090013
MS4 Location Description <i>(most permit certifications will cover a single city or county)</i>	City(s) Permitted: City of Arvada County Permitted: NA Non-Standard MS4(s) Permitted (including location descriptions): Apex Center at 13,150 W 72 <sup>nd</sup> Ave
Map	Attach MS4 Boundary Map Showing: <ul style="list-style-type: none"> <li>• Jurisdictional Boundary (including all city, county and non-standard MS4s covered under your certification)</li> <li>• Permit Boundary (refer to Page 1 of your permit)</li> </ul>
CDPS Program Descriptions	Attached
Program Implementation Area (Counties only)	<input type="checkbox"/> Permitted Area <input type="checkbox"/> Entire Jurisdiction
Joint Submittal	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes



**Certification:** The following certification must be signed by the Legally Responsible Person. The signer must be either a principal executive officer, ranking elected official or other duly authorized employee.

"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 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 knowing violations."

Name (printed): James M. Sullivan

Title: Utilities Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## CDPS Stormwater Management Program Descriptions Instructions

### A. Applicability

This template is applicable for all permittees covered under the MS4 general permits COR-080000 and COR-090000. This template is **not** applicable to non-standard MS4s permitted under the COR-070000 general permit.

### B. Filling out the Template

This template is intended to be filled out electronically, with additional lines added to the sections as descriptions are entered.

### C. Submitting the Program Description

A complete program description, including the original signed certification on page 2, must be submitted to the Water Quality Control Division by **June 10, 2008**.

The submittal must include an original signature. E-mailed or faxed copies will **not** be accepted.

### D. Completeness

The form must be completed accurately and in its entirety, or it will be deemed incomplete. This template is intended to be a summary of all of the content for the CDPS Stormwater Management Program Submittal required by Part I.A.6 of the MS4 general permits, COR-080000 and COR-090000. The descriptions provided must be detailed enough for the Water Quality Control Division to determine the permittee's general strategy for complying with the required items in each of the six CDPS Stormwater Management Program Minimum Control Measures (Parts I.B.1-6 of the general permits).

### E. Cited Permit Requirements

Subsection B of this template for each of the six Minimum Control Measures includes citations of the specific permit requirements. Where permit requirements have been significantly modified from the previous versions of the general permits, the new language is identified in the template as either a "Clarified" or "New" permit requirement. Refer to Part II.H of the permit rationales for additional information on these changes.



MS4 NAME	<b>Overall CDPS Stormwater Management Program Perspective</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 - 2013
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Summary description of the overall water quality concerns, priorities, and goals specific to the permittee that were considered in the development of the CDPS Stormwater Management Program:

<p><i>Add Description Here</i></p> <p>The City of Arvada is located in the northwest portion of the Denver metropolitan area. The geographic area covered by the permit includes all property within the City limits totaling 33 square miles. North boundaries include Standley Lake and W 88<sup>th</sup> Avenue. Eastern boundaries include Sheridan Boulevard and, in areas south of W 68<sup>th</sup> Avenue, Tennyson Street. The southern boundary is generally defined as Interstate 70 or 76, and the western boundary varies and is delineated on the Permit Application Location Map.</p> <p>Also included under this Permit Application is North Jeffco Parks and Recreation District's Apex Center, a recreational facility located at 13,150 W 72<sup>nd</sup> Ave in Arvada.</p> <p>State waters within the permitted area include Clear Creek, Ralston Creek, Leyden Creek, Little Dry Creek, and Van Bibber Creek. The City is located within a transition zone at the base of the foothills, with the eastern boundary lower topographically than the west. Light industrial activity is primarily limited to the eastern border of the City and within areas of unincorporated Adams and Jefferson Counties.</p> <p>Pollutants of concern considered in the development of the stormwater program include commonly recognized constituents in urban runoff such as trash and litter, sediment, nutrients from lawn care, pathogens, and toxics from illegal dumping.</p> <p>The Stormwater Program is funded through a Stormwater Utility fee and oversight for the program is carried out by the Stormwater Division. The Stormwater Utility funds flood control projects, billing support, a portion of the street sweeping, needed environmental assistance, storm drainage maintenance, recycling and mosquito control programs. Although the Stormwater Division is responsible for oversight of the program, nearly all City departments are key to successful program implementation.</p>
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MS4 NAME	<b>PUBLIC EDUCATION &amp; OUTREACH</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 – 2013
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**A. Program Perspective**

The goal of the Public Education and Outreach Program is to increase public knowledge of local water quality problems caused by urban runoff in order to maintain public support for local stormwater quality programs. This support ranges from individuals changing their daily actions to community backing for all stormwater program elements. The program should take into account pollutants commonly associated with the urban environment.

**B. Permit Requirements**

*The permittee must implement a public education program in an effort to promote behavior change by the public to reduce water quality impacts associated with pollutants in stormwater runoff and illicit discharges that includes: **(Clarified permit requirement)***

- 1) *targeting specific pollutants and pollutant sources determined by the permittee to be impacting, or to have the potential to impact, the beneficial uses of receiving waters;*
- 2) *conducting 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; and **(Clarified permit requirement)***
- 3) *informing businesses and the general public of the municipality’s prohibitions against, and/or the water quality impacts associated with, illegal discharges and improper disposal of waste.*

**C. Program Elements**

By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

1. Forming Partnerships

	Public Education Program Element - Partnerships <i>List each program element, briefly describe. Provide the year(s) for implementation or state “ongoing” for currently implemented programs.</i>	Implementation Year or “Ongoing”
1.a	North Jeffco Parks and Recreation District’s Apex Center provides educational outreach to the Apex Center’s staff and visitors. The Apex Center is considered a non-standard MS4 and is covered under this Permit Application.	Ongoing



1.b	<b>Colorado Stormwater Council (CSC)</b> - The CSC acts as a forum for MS4 permit holders to aid in the development and implementation of stormwater programs at a local level. Arvada is a member.	Ongoing
1.c	<b>Rooney Road Recycling Center (RRRC)</b> - RRRC is a multi-jurisdictional supported facility that provides household chemical disposal, yard waste recycling, household chemical reuse (Used But Useful) and small quantity generator programs. Arvada is a founding and current board member.	Ongoing
1.d	<b>Adopt-A-Street</b> – The City partners with civic-minded volunteers who have adopted several City streets and open areas, where the parties agree to patrol and pick up litter from both sides of a specified segment of street for a minimum of two years. The City provides trash bags and orange safety vests to volunteers and picks up bagged litter collected by the volunteers. A blue and white sign is installed along the adopted route crediting the adopting organization.	
1.e	<b>Majestic View Nature Center</b> - The Stormwater Program continues to partner with the City of Arvada’s Majestic View Nature Center to provide environmental education and water conservation through programs developed for school-age children.	Ongoing
1.f	<b>Civic Groups</b> - Whenever possible, the City of Arvada partners with local civic organizations, such as the Optimist Clubs, Rotary Clubs, Kiawanas, and Fire Districts to assist in public education and outreach.	Ongoing
1.g	<b>Northern Colorado Alliance of Stormwater Coordinators (NCASC)</b> - NCASC is a regionally defined group of MS4 Phase II permittees who support each other through information sharing and <b>leveraging existing educational resources</b> . Arvada is a founding member.	Ongoing

2. Using Educational Materials and Strategies

	Public Education Program Element – Educational Materials and Strategies <i>List each program element, briefly describe. Provide the year(s) for implementation or state “ongoing” for currently implemented programs.</i>	Implementation Year or “Ongoing”
2.a	<b>Fillup A Can Day (formerly Arvada Pride Day)</b> – Each year in the spring, the City hosts a half-day event to give residents and civic groups an opportunity to cleanup trash in the City’s parks and right-of-ways. The City then hosts a picnic for all the volunteers.	Ongoing
2.b	<b>Website</b> – The Arvada website contains information on storm drain marking, recycling, and how you can protect City waterways. The <b>Annual Stormwater Utility and Water Quality Reports</b> are also posted.	Ongoing
2.c	<b>Brochures</b> - The City produces and distributes educational materials as appropriate to the topic and audience. Distribution of materials may occur at City offices, the Apex Center, public events, direct mailings, through schools, and/or upon request. The City develops its own materials or uses materials developed by others, when appropriate.	Ongoing



2.d	<b>Arvada Report</b> - A bimonthly newsletter produced by the City and distributed to every Arvada address and is available on the City’s website. The newsletter is used to inform citizens of various topics relevant to the City, including the stormwater program.	Ongoing
2.e	<b>Utility Bill Inserts</b> - The Stormwater Division generates inserts for over 32,000 utility bills to notify residents of program events and information.	Ongoing
2..f	<b>Pet Waste Program</b> – The Stormwater Division will continue to educate the public on the need to pick up and properly dispose of pet waste through brochures, articles, signs, and pet waste bag dispensers, which are installed in various City parks.	

3. Signage and Stenciling

	Public Education Program Element – Signage and Stenciling <i>List each program element, briefly describe. Provide the year(s) for implementation or state “ongoing” for currently implemented programs.</i>	Implementation Year or “Ongoing”
3.a	<b>Storm Drain Marking</b> - The City has been stenciling and marking storm drains for years prior to the first permit term. The program continues to engage school-age children and scouting groups to conduct the marking because the environmental education that accompanies this effort is considered much more relevant than simply marking the drains by City crews. City crews do, however, replace as necessary storm drain markers.	Ongoing

4. Reaching Diverse Audiences

<i>Add Description Here</i>		
The City’s Public Education and Outreach Program reaches diverse audiences by utilizing materials in languages other than English when available, or by including a statement in Spanish that the information is important and to ask for assistance in translating it. The City also offers household pick-up service for household chemical disposal through the Rooney Road Recycling Center. Public events the City participates in are well-advertised, free and open to the public. Finally, information and materials distributed by the City are free and available to anyone who inquires about related topics.		

5. Illicit Discharge Education to Businesses and the Public

	Public Education Program Element – Illicit Discharge to Business and the Public <i>List each program element, briefly describe. Provide the year(s) for implementation or state “ongoing” for currently implemented programs.</i>	Implementation Year or “Ongoing”
5.a	<b>Business Outreach</b> - The Stormwater Division creates and distributes educational materials specific to businesses which includes stormwater information, potential stormwater impacts and ways to reduce them. Brochures and flyers currently distributed include restaurant, landscaping, automotive, and asphalt/concrete coring.	Ongoing



5.b	<b>Public Outreach</b> - Educational outreach materials to the public contain information on what is considered an illegal discharge. Presentations identify spills that the Stormwater Program commonly encounters. If a discharge occurs, the City contacts the homeowner or renter to discuss the illegal discharge and how they need to clean it up.	Ongoing
5.c	<b>Rooney Road Recycling Center (RRRC)</b> – The City supports the RRRC, which offers a legal alternative for safe disposal of common household chemical waste. Additionally, the Center offers disposal for small quantity generators geared specifically to safe disposal of chemical waste generated by businesses.	Ongoing
5.d	<b>Pet Waste Program</b> – The Stormwater Division will continue to educate the public on illicit discharges associated with pet waste through brochures, articles, signs, and pet waste bag dispensers installed in various City parks.	

6. Additional Requirements - Cherry Creek Reservoir Basin discharges (COR-080000 only)

<i>Add Description Here</i>
Not applicable.

**D. Measurable Goals**

Inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.



MS4 NAME	<b>PUBLIC PARTICIPATION / INVOLVMENT</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 - 2013
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**A. Program Perspective**

Public participation/involvement is often discussed in the context of the public education measure because they share a common goal – reaching out to citizens to improve awareness and achieve program compliance. The distinction between the two programs is that public participation/involvement provides a conduit for citizens to participate in the development and implementation of the publicly funded stormwater program.

**B. Permit Requirements**

*Public involvement/participation. The permittee must implement a public involvement program as follows:*

- 1) The permittee must comply with the State and local public notice requirements when implementing the CDPS Stormwater Management Programs required under this permit. Notice of all public hearings should be published in a community publication or newspaper of general circulation, to provide opportunities for public involvement that reach a majority of citizens through the notification process.*
- 2) The permittee must provide a mechanism and process to allow the public to review and provide input on the CDPS Stormwater Management Program.*

**C. Program Elements**

By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

1. Public Notices

<i>Add Description Here</i>
According to the City’s charter, a notice must be published at least 10 days in advance of public meetings or hearings. The City publishes its notice of public meetings and hearings on a Publication Board located at the entrance to City Hall and also in the police department lobby. Legal notices are published in the “Legal” section of a local newspaper and on the City’s website.



2. Mechanism and Processes for Public Involvement/Feedback

	Public Involvement/Participation Program Element – Public Feedback <i>List each program element, briefly describe. Provide the year(s) for implementation or state “ongoing” for currently implemented programs.</i>	Implementation Year or “Ongoing”
2.a	<b>Ask Arvada</b> – This Program provides residents and businesses a venue to electronically submit a question to the City using e-mail.	Ongoing
2.b	<b>Arvada Website</b> – The City posts the Stormwater Permit Application on its website.	Ongoing
2.c	<b>Stormwater Hotline</b> – The Hotline is advertised in brochures and on the City’s website as a way to submit questions or concerns, or to report illegal discharges or dumping.	Ongoing
2.d	<b>Growth Area Requirements</b> – Areas within the City limits that are located outside the EPA-designated urbanized area are included in the Public Participation / Involvement minimum Control Measure.	Ongoing

Discontinued elements implemented during first permit term:	
Reference	Summary of element and reason for discontinuing in second term.
I.B.1.a	The City does not currently have a Stormwater Permit Implementation Task Force. Instead, the website has been used to publicly solicit comments on Arvada’s program. Further, citizens are encouraged to call in or visit City Hall to discuss with a City representative any of their water quality concerns.

**D. Measurable Goals**

Inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.



MS4 NAME	<b>ILLICIT DISCHARGE DETECTION AND ELIMINATION</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 - 2013
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**A. Program Perspective**

The goal of the Illicit Discharge Detection and Elimination Program is, to the maximum extent practicable, to reduce the frequency and environmental impact of illicit discharges in which pollutants are intentionally or accidentally discharged into the storm sewer system.

**B. Permit Requirements**

*The permittee must develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 61.2) into the permittee’s MS4. Illicit discharges do not include discharges or flows from fire fighting activities, or other activities specifically authorized by a separate CDPS permit.*

*The permittee must:*

- 1) *Develop and maintain a current storm sewer system map, showing the location of all municipal storm sewer outfalls and the names and locations of all state waters that receive discharges from those outfalls.*
- 2) *To the extent allowable under State or local law, effectively prohibit, through ordinance or other regulatory mechanism, illicit discharges (except those identified in subparagraph 5 and 6 of this section) into the storm sewer system, and implement appropriate enforcement procedures and actions. (Clarified permit requirement)*
- 3) *Develop, implement, and document a plan to detect and address non-stormwater discharges, including illicit discharges and illegal dumping, to the system. The plan must include the following three components: procedures for locating priority areas likely to have illicit discharges, including areas with higher likelihood of illicit connections; procedures for tracing the source of an illicit discharge; and procedures for removing the source of the discharge.*
- 4) *Develop and implement a program to train municipal staff to recognize and appropriately respond to illicit discharges observed during typical duties. The program must address who will be likely to make such observations and therefore receive training, and how staff will report observed suspected illicit discharges. (New permit requirement)*
  - i) ***Specific Deadline for Renewal Permittees:** Renewal Permittees must comply with the requirement of subparagraph (4) by no later than December 31, 2009.*



- 5) *Address the following categories of non-stormwater discharges or flows (i.e., illicit discharges) only if the permittee identifies them as significant contributors of pollutants to the permittee’s MS4: landscape irrigation, lawn watering, diverted stream flows, irrigation return flow, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), uncontaminated pumped ground water, springs, flows from riparian habitats and wetlands, water line flushing, discharges from potable water sources, foundation drains, air conditioning condensation, water from crawl space pumps, footing drains, individual residential car washing, dechlorinated swimming pool discharges, and water incidental to street sweeping (including associated side walks and medians) and that is not associated with construction. (Clarified permit requirement)*

*The permittee may also develop a list of occasional incidental non-stormwater discharges similar to those in the above paragraph, (e.g., non-commercial or charity car washes, etc.) that will not be addressed as illicit discharges. These non-stormwater discharges must not be reasonably expected (based on information available to the permittee) to be significant sources of pollutants to the MS4, because of either the nature of the discharges or conditions the permittee has established for allowing these discharges to the MS4 (e.g., a charity car wash with appropriate controls on frequency, proximity to sensitive water bodies, BMPs, etc.). The permittee must document in their program any local controls or conditions placed on the discharges. The permittee must include a provision prohibiting any individual non-stormwater discharge that is determined to be contributing significant amounts of pollutants to the MS4.*

- 6) *The following sources are excluded from the prohibition against non-stormwater discharges and the requirements of subsections (2) and (3) above:*
- i) Discharges resulting from emergency fire fighting activities. Such discharges are specifically authorized under this permit (see Part I.A.2).*
  - ii) Discharges specifically authorized by a separate CDPS permit.*

**C. Program Elements**

By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2 of the permit.

1. Outfall Map

<p><i>Add Description Here</i></p> <p>The City’s outfall map was completed as required. When new features are approved, outfalls are updated when as-builts, which are plans that include new construction information, are submitted. Field verifications are made to assure outfalls are added as needed. If new areas are annexed, outfalls are generally part of the subsequent development and outfalls are added as a result of the as-built submission requirement.</p>
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## 2. Regulatory Mechanism

*Add Description Here*

Non-stormwater discharges are prohibited in accordance with Chapter 50, Section 50-52 of the Arvada City Code, “Unlawful discharges into storm drainage system” adopted in 1992 and revised in 2007. Under the Code, exceptions are listed, including discharges falling under a permit issued by the State Colorado’s Permit Discharge System. Chapter 1, Section 1-5, adopted in 1960 and revised in 1981, 1985, 1986, 1989, 1995, and 2001, Arvada City Code, contains the General Penalty provisions and provides limits to liability, civil fines, and imprisonment.

## 3. Illicit Discharge Detection and Elimination Plan

*Add Description Here*

- Sanitary and storm sewer inspections are conducted as required. In addition, the Stormwater Division inspects outfalls into State Waters. These inspections and mandatory building inspections are methods used to locate illicit connections.
- The “Storm Crew” is equipped with pipeline televising equipment and vacuum equipment to review storm sewer pipe and remediate its contents if needed.
- Field employees are trained to identify and report illicit discharges.
- The Stormwater Division replies to spill and possible contamination reports to address illicit discharges.
- When discovered, the City responds appropriately to remove illicit discharges or connections as the situation warrants.
- Penalties include those available under the General Penalties provision of the Arvada City Code described above, requirements to clean up and remediate the discharge, or invoicing the responsible party for reimbursement of City costs for the clean up and remediation.
- Storm drain marking is described under the Public education / Outreach Minimum Control Measure.
- “Ask Arvada”, a way for residents to submit a complaint via the City’s website, is described under the Public Participation / Involvement Minimum Control measure.
- Education of citizens is ongoing and the City offers opportunities for proper disposal of chemical waste through the Rooney Road Recycling Center.

## 3. Staff Education

*Add Description Here*

The Stormwater Program holds informal training of appropriate field employees through the use of the facility Runoff Control Plans. The Municipal Operations video is used to remind employees of best management practices to incorporate in fulfilling their job duties. Indeed, many of our reported concerns are received from municipal staff, especially engineering inspectors and streets personnel. Training on pollution prevention and good housekeeping practices will continue on an ongoing basis. These typically occur during briefings at Department and/or Division meetings.



**D. Measurable Goals**

Measurable Goals are required for Staff Education as per Part I.B.3(a)(4) of the permit (Permit Requirement (4), in Part B, above), unless this new permit condition is already being met. Additional measurable goals should not be necessary if the elements described in Part C, above, constitute full program implementation and a commitment to continue these elements for all additional permit requirements.

**Check Box 1 or 2, below. The Table in Part 3 must be filled out if you check Box 2.**

1. Staff training program(s) listed in Part C.4, above, have been fully implemented and are ongoing.  
 **(It is not necessary to complete Part 3 below if you check this box.)**
  
2. One or more staff training program(s) have **NOT** been fully implemented and measurable goals have been provided in Part 3 below for each of the pending programs.  
 **(You must complete Part 3 below if you check this box.)**
  
3. Illicit Discharge Detection and Elimination Measurable Goals: Include those staff training program(s) that have **NOT** already been fully implemented, and provide the year by which implementation will occur. **Measurable Goals must be completed by 2009.**

	Illicit Discharge Detection and Elimination Measurable Goals - Training <i>List each program element, briefly describe. Provide the year(s) for implementation</i>	Implementation Year
3.a	Not applicable	



MS4 NAME	<b>CONSTRUCTION SITES RUNOFF CONTROL</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 - 2013
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**A. Program Perspective**

The goal of the Construction Sites Runoff Control Program is to reduce, to the maximum extent practicable, sediment and other construction-related pollutants from entering the municipal separate storm sewer system.

**B. Permit Requirements**

*The permittee must:*

- 1) *Develop, implement, and enforce a program to reduce pollutants in any stormwater runoff, and to reduce pollutants in, or prevent when required in accordance with I.B.3, non-stormwater discharges that have the potential to result in water quality impacts (e.g., construction dewatering, wash water, etc.), to the MS4 from construction activities that result in a land disturbance of one or more acres. Reduction of pollutants in discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one or more acres. If the Division waives requirements for stormwater discharges associated with a small construction activity in accordance with 61.3(2)(f)(ii)(B) (the “R-Factor” waiver), the permittee is not required to develop, implement, and/ or enforce its program to reduce pollutant discharges from such a site. **(Clarified permit requirement)***
  
- 2) *Develop and implement the program to assure adequate design, implementation, and maintenance of BMP’s at construction sites within the MS4 to reduce pollutant discharges and protect water quality. The program must include, at a minimum, the development, implementation, and documentation of:*
  - i) *Program Requirements, including:*
    - A) *An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions and procedures adequate to ensure compliance, to the extent allowable under State or local law.*
  
    - B) *Requirements for construction site operators to implement appropriate erosion and sediment control BMP’s.*



C) *Requirements for construction site operators to implement BMP's to control waste such as discarded building materials, concrete truck washout, chemicals, litter, sanitary waste, and other non-stormwater discharges including construction dewatering and wash water, at the construction site that may cause adverse impacts to water quality. (**Clarified permit requirement**)*

ii) *Compliance Assessment, including:*

A) *Procedures for site plan review which incorporate consideration of potential water quality impacts.*

B) *Procedures for construction site compliance assessment, including:*

1) *Site inspections; and*

2) *Receipt and consideration of information submitted by the public.*

iii) *Compliance Assurance, including:*

A) *Procedures for enforcement of control measures that includes documented procedures for response to violations of the permittee's program requirements. Procedures must include specific processes and sanctions adequate to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures. (**New permit requirement**)*

1) *Specific Deadline for Renewal Permittees: Renewal Permittees must comply with the requirement of subparagraph (A) to develop, document and implement response procedures that specifically address chronic and recalcitrant violators by no later than December 31, 2009.*

B) *An education and training program for municipalities, their representatives and/or construction contractors. At a minimum, the program must include an information program for construction site operators unfamiliar with the reviewing authority's regulatory requirements.*

## C. Program Elements

By using existing, on going program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

North Jeffco Parks and Receptions District's Apex Center does not anticipate any construction occurring on that property within the next five years.



1. Regulatory Mechanism to require BMPs and sanctions to ensure compliance

*Add Description Here*

Section 50-70 through 50-79, Article IV of Chapter 50 of the Arvada City Code, adopted in 2007, entitled Site Development Permit, revised Article IV in its entirety that pertained to erosion and sediment control.

- Section 50-73 requires sites be permitted and a security deposit submitted.
- Section 50-75 (g) allows City staff to inspect the site.
- Section 50-76 describes the Site Development Permit Compliance and Enforcement authority.

2. Requirements for construction site operators to implement appropriate erosion and sediment control BMPs and materials handling BMPs

*Add Description Here*

The City of Arvada’s Land Development Code requires that site plans be submitted for review and that proposed development in the City be reviewed and approved before permits are issued.

The following references are used in reviews:

- Section 50-70 through 50-79, Article IV of Chapter 50 of the Arvada City Code, adopted in 2007, entitled Site Development Permit, revised Article IV in its entirety that pertained to erosion and sediment control.
- Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban Drainage and Flood Control District.
- City of Arvada’s Engineering Code of Standards and Specifications, revised 2007.
- City of Arvada’s Land Development Code, revised and adopted October 2005.
- Small Site Construction Erosion and Sediment Control pamphlet, developed 2006.

3. Requirements for construction site operators to control waste including discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste

*Add Description Here*

- Non-stormwater discharges are prohibited in accordance with Chapter 50, Section 50-52 of the Arvada City Code, “Unlawful discharges into storm drainage system” adopted in 1992 and revised in 2007.
- Section 50-70 through 50-79, Article IV of Chapter 50 of the Arvada City Code, adopted in 2007, entitled Site Development Permit, revised Article IV in its entirety that pertained to erosion and sediment control.
- Erosion and Sediment Control Plan notes contained in City of Arvada’s Engineering Code of Standards and Specifications, revised 2007.
- Section 38-121 through 38-161 of the Arvada City Code of Article II entitled Nuisances, adopted 2007.
- City of Arvada’s Land Development Code, revised and adopted in October 2005.



4. Procedures for site plan review which incorporate consideration of potential water quality impacts
  - a. Site Plan Development
  - b. Site Plan Review

*Add Description Here*

4.a Site Plan Development

- Goal R-3 of the Arvada Comprehensive Plan adopted on 9/12/2005 requires that the City “promote improved water quality in stream corridors.”
- City of Arvada’s Land Development Code, revised and adopted October 2005, requires that those wanting to develop within the City limits must submit plans to be reviewed and that those plans address “Stormwater Drainage and Erosion Control”, including providing permanent stormwater quality control” under Section 6.12.2.
- Arvada requires a Site Development Permit. The Permit requires sites greater than one acre to develop a SWMP pursuant to the laws or regulations of the State.
- Stormwater BMPs are developed using Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban Drainage and Flood Control District, or proposed BMPs subject to City review and approval. City of Arvada Engineering Code of Standards and Specifications also refers to Volume 3 as the specifications to follow.

4.b Site Plan Review

- The City of Arvada’s Land Development Code requires that site plans be submitted for review and that proposed development within the City limits be reviewed and approved before permits are issued. Water quality impacts are considered in the plan review and approval process.
- Community Development uses a routing sheet on which Stormwater is listed.
- Stormwater Division uses a Site Development Permit database to submit comments on developments and to track the status of plans.
- Plans are reviewed as needed during construction to verify adequacy and compliance. Approval for minor revisions in response to ineffective BMPs is not required, while approval for major revisions may be required.

5. Procedures for receipt and consideration of information submitted by the public.

*Add Description Here*

Information submitted by the public is received by, or forwarded to, the Stormwater Program. Such information may warrant a field inspection, notification to a permittee or site personnel or other follow-up actions as appropriate to the situation. The information is documented in a database.

In addition, “Ask Arvada”, a way for residents to submit a complaint via the City’s website, is described under the Public Participation / Involvement Minimum Control measure.



6. Procedures for site inspection and enforcement of control measures
  - a. Inspections
  - b. Enforcement

*Add Description Here*

6.a Inspections

The City’s Stormwater staff uses standard inspection forms for site inspections and tracks inspections schedules manually. Information for which an inspection form is completed are entered into a database. The City relies heavily on a strong field presence. Regular site inspections occur on any activity resulting in a total disturbed area equal to, or greater than 10,000 square feet. Sites may receive additional inspections due to complaint responses or violations. All inspectors observe construction sites while conducting regular reconnaissance.

Smaller sites may or may not have more inspections than larger sites, depending on the compliance status of the site. Inspections are not scheduled with the site operator and occur without notice. Construction inspections begin when the Site Development Permit is issued.

6.b Enforcement

- Section 50-76, Article IV of Chapter 50 of the Arvada City Code, adopted in 2007, entitled Site Development Permit Compliance and Enforcement describes the enforcement protocol that is followed.
  - Enforcement tools used include: verbal warning, written warning, notice of non-compliance, revocation of permits, denial of further review of plans, denial of future inspections and/or permits, stop work order, using the performance security collected at the time of permit issuance to perform corrective work.
- a. Enforcement actions are generally escalated in the order described above. However, flexibility is utilized to ensure that enforcement actions are carried out in a manner appropriate to the violation(s) and to the phase of construction. For example, chronic or recalcitrant violators may need to be in compliance before City services such as permits or inspections are provided.

7. Training and Education for Construction Site Operators – This program element must, at a minimum, include an informational program for construction site operators unfamiliar with the MS4’s (reviewing authority’s) regulatory requirements.

*Add Description Here*

7.a The City uses several avenues to educate construction site operators:

- A Site Development Permit Application Packet that includes a Permit Application form and general information concerning submittals and pre-development document requirements is distributed as part of the development application process.
- A SWMP template is available for larger sites.
- Small Construction Site Sediment and Erosion Control Brochure is provided to smaller developments.
- The Clear Choices for Clean Water Construction Site brochure is provided at all front counters.
- Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban



- Drainage and Flood Control District is referred to in the Site Development Permit Ordinance.
- Plan notes are provided in the City Engineering Code of Standards and Specifications.
  - City’s Site Development Permit webpage that contains documents needed to respond to City requirements.
  - The City meets with developers upon request to provide additional information on requirements.

**D. Measurable Goals**

Measurable Goals are required for the requirement in Part I.B.4(a)(2)(iii) of the permit (Permit Requirement (2)(iii) in Part B, above) unless this new permit requirement is already being met. Additional measurable goals should not be necessary if the elements described in Part C, above, constitute full program implementation and a commitment to continue these elements for all additional permit requirements.

**Check Box 1 or 2, below. The Table in Part 3 must be filled out if you check Box 2.**

1. Procedures, as listed in Part C.6.b, above, have already been fully implemented to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures.  
 **(It is not necessary to complete Part 3 below if you check this box.)**
  
2. Procedures have **NOT** already been fully implemented to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures.  
 **(You must complete Part 3 below if you check this box.)**
  
3. Construction Sites Program Measurable Goals: Two Measurable Goals have been provided.
  - a. Include the year by which full implementation of procedures will be achieved to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures will be implemented.
  - b. Include the Growth Area Requirements for this Program.

**Measurable Goals must be completed by the end of 2009.**

	Construction Sites Program Measurable Goals <i>Provide the year for implementation</i>	Implementation Year
3.a	<b>Chronic and Recalcitrant Violators</b> - Fully Implement procedures to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures.	2009
3.b	<b>Growth Area Requirements</b> – Areas within the City limits that are located outside the EPA-designated urbanized area will be included in the Construction Sites Runoff Control Minimum Control Measure.	2009



MS4 NAME	<b>POST-CONSTRUCTION STORMWATER MANAGEMENT</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 – 2013
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**A. Program Perspective**

The goal of the Post-Construction Stormwater Management program is to implement planning procedures and enforcement mechanisms to reduce, to the maximum extent practicable, stormwater impacts resulting from areas of new development and significant redevelopment.

**B. Permit Requirements**

*Post-construction stormwater management in new development and redevelopment.*

*The permittee must develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the MS4. The program must ensure that controls are in place that would prevent or minimize water quality impacts. The permittee must:*

- 1) Develop, implement, and document strategies which include the use of structural and/or non-structural BMPs appropriate for the community that address the discharge of pollutants from new development and redevelopment projects, and/or that maintain or restore hydrologic conditions at sites to minimize the discharge of pollutants and prevent in-channel impacts associated with increased imperviousness; **(Clarified permit requirement)***
- 2) Use an ordinance or other regulatory mechanism to address post- construction runoff from new development and redevelopment projects to the extent allowable under State or local law;*
- 3) Develop, implement, and document procedures to determine if the BMPs required under Item (1), above, are being installed according to specifications. (This may be developed in conjunction with the Construction program area, as described in Part I.B.4);*
- 4) Develop, Implement, and document procedures to ensure adequate long-term operation and maintenance of BMPs, including procedures to enforce the requirements for other parties to maintain BMPs when necessary; **(Clarified permit requirement)***
- 5) Develop, implement, and document an enforcement program, which addresses appropriate responses to common noncompliance issues, including those associated with both installation (subparagraph (3), above) and long term operation and maintenance (subparagraph (4), above) of the required control measures; **(Clarified permit requirement)***



- 6) *Develop and implement procedures and mechanisms to track the location of and adequacy of operation of long-term BMPs implemented in accordance with the program. (**Clarified permit requirement**)*

**C. Program Elements**

By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

1. Regulatory Mechanism

<i>Add Description Here</i>
<p>Stormwater quality must be addressed in submittal of plans. Any new development or redevelopment that has the potential to increase the quantity of Stormwater runoff is regulated through:</p> <ul style="list-style-type: none"> <li>▪ Section 50-70 through 50-79, Article IV of Chapter 50 of the Arvada City Code, adopted in 2007, entitled Site Development Permit, revised Article IV in its entirety that pertained to erosion and sediment control.</li> <li>▪ Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban Drainage and Flood Control District.</li> <li>▪ City of Arvada’s Engineering Code of Standards and Specifications, revised 2007.</li> <li>▪ City of Arvada’s Land Development Code, revised and adopted October 2005.</li> </ul>

2. Design Criteria and Standards

<i>Add Description Here</i>
<p>Any new development or redevelopment that has the potential to increase the quantity of runoff is regulated through:</p> <ul style="list-style-type: none"> <li>▪ Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban Drainage and Flood Control District.</li> <li>▪ City of Arvada’s Engineering Code of Standards and Specifications, revised 2007.</li> </ul>

3. Review and Approval Procedures

- a. Plan Review
- b. Field verification
- c. If different procedures are used for municipal projects or roadway construction, include a description here.

<i>Add Description Here</i>
<p>3.a Plan review</p> <p>Plan review procedures are established by the Land Development Code. A routing sheet accompanies site plans to guide the review process through appropriate departments. The Stormwater Division plan reviews and approvals are tracked in a database.</p>



3.b Field verification

Field verification by the Stormwater and Engineering Divisions is performed to confirm correct installation once features are constructed. Enforcement tools used include: written correction request, compliance order, revocation of permits, denial of further review of plans, denial of future inspections and/or permits and/or Certificate of Occupancy and/or Certificate of Acceptance of public improvements, stop work order, using the performance security to hire a contractor to perform corrective work. Flexibility is utilized to ensure that enforcement actions are carried out in a manner appropriate to the corrections needed and to the phase of construction.

3.c Different procedures

Municipal projects must be designed and built in conformance with the City of Arvada's Engineering Code of Standards and Specifications. Public improvements are not accepted until after a warranty period.

4. Tracking

*Add Description Here*

The Stormwater Division tracks permanent BMP locations and inspections using an Access database. A history of maintenance conducted at a site is also tracked in this database.

5. Requiring long-term operation and maintenance of BMPs

*Add Description Here*

Maintenance of private, permanent stormwater quality BMPs is required per the following mechanisms:

- Volume 3 – “Best Management Practices, Urban Storm Drainage Criteria Manual” by Urban Drainage and Flood Control District.
- City of Arvada's Engineering Code of Standards and Specifications, revised 2007.
- City of Arvada's Land Development Code, revised and adopted October 2005.
- “Stormwater Facilities: Maintenance Requirements”, developed by the City's Stormwater Division.

For private stormwater quality BMPs, the City provides inspection reports and requests for maintenance to the property owner or responsible party to perform identified maintenance. In the event that maintenance is not completed, the City will take the necessary action to ensure that the work is completed, in accordance with the City code.

Routine maintenance is performed on publicly owned storm drainage systems. This maintenance program is supported by the City's Stormwater Utility.



- 6. Monitor long-term compliance
  - a. Inspections
  - a. Enforcement

<i>Add Description Here</i>
<p>6.a Inspections  Routine inspections are conducted on all BMPs in the City that were constructed after the beginning of the first permit term (2003). Additional inspections are conducted if a complaint is received.</p>
<p>6.b Enforcement  Compliance and enforcement responses may include: verbal request, written request, charging the owner for corrective work and issuing a summons. Flexibility is utilized to ensure that enforcement actions are carried out in a manner appropriate to the corrections needed.</p>

**D. Measurable Goals**

Post-Construction Stormwater Management: The Measurable Goal has been provided to include the Growth Area Requirements for this Program. **Measurable Goals must be completed by 2009.**

	Post-Construction Stormwater Management <i>List each program element, briefly describe. Provide the year(s) for implementation or state "ongoing" for currently implemented programs.</i>	Implementation Year or "Ongoing"
	<b>Growth Area Requirements</b> – Areas within the City limits that are located outside the EPA-designated urbanized area will be included in the Post-Construction Stormwater Management Minimum Control Measure.	2009



MS4 NAME	<b>POLLUTION PREVENTION/ GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS</b>	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008 - 2013
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**A. Program Perspective**

The goal of the Pollution Prevention/Good Housekeeping for Municipal Operations program is to reduce, to the maximum extent practicable, the amount and type of pollution that is generated by municipal operations or from municipally-owned property.

**B. Permit Requirements**

*The permittee must develop and implement an operation and maintenance program that includes an employee training component and has the ultimate goal of preventing or reducing pollutants in runoff from municipal operations. The program must also inform public employees of impacts associated with illegal discharges and improper disposal of waste from municipal operations. The program must prevent and/or reduce stormwater pollution from facilities such as streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations and snow disposal areas operated by the permittee, and waste transfer stations, and from activities such as park and open space maintenance, fleet and building maintenance, street maintenance, new construction of municipal facilities, and stormwater system maintenance, as applicable. The permittee must:*

- 1) *Develop and maintain written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations. The program must specifically list the municipal operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The program must also include a list of industrial facilities the permittee owns or operates that are subject to separate coverage under the State’s general stormwater permits for discharges of stormwater associated with industrial activity; **(New permit requirement)***
  - i) *Specific Deadline for Renewal Permittees: Renewal Permittees must comply with the requirements of subparagraph (1) by no later than December 31, 2009.*
- 2) *Develop and implement procedures to provide training to municipal employees as necessary to implement the program under Item 1, above. **(Clarified permit requirement)***

**C. Program Elements**

By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2 of the permit.



1. Implementation of an operation and maintenance program

<p><i>Add Description Here</i></p> <p>North Jeffco Parks and Recreation District’s Apex Center has a Runoff Control Plan for this facility and conducts routine inspections.</p> <p>A variety of practices, policies and procedures are in place for various Departments, Divisions and activities that occur. The Stormwater Division conducts oversight inspections by way of the facility Runoff Control Plans and certain facilities conduct inspections for their Spill Prevention Control and Countermeasures Plans. In addition, when a situation arises, the Division responds and evaluates whether there is a need for training or developing different tools.</p> <p>The City continues to implement pollution prevention and good housekeeping in the following areas:</p> <ul style="list-style-type: none"> <li>a. Building/Facility Maintenance</li> <li>b. Construction of new municipal facilities</li> <li>c. Fleet maintenance</li> <li>d. Golf course maintenance</li> <li>e. Park and Open Space maintenance</li> <li>f. Storm sewer system maintenance</li> <li>g. Street maintenance and snow removal</li> <li>h. Utilities maintenance and operation</li> <li>i. Water treatment plants</li> </ul>
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2. Employee Training program

<p><i>Add Description Here</i></p> <p>North Jeffco Parks and Recreation District’s Apex Center conducts routine employee training.</p> <p>Pollution prevention and good housekeeping practices are inherent in municipal activities through existing practices. Department and/or Division meetings are avenues at which training is typically conducted. In addition, the appropriate field employees receive ongoing training on pollution prevention and good housekeeping practices. The majority of the training is informal, one-on-one interactions.</p>
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Discontinued elements implemented during first permit term	
Reference	Summary of element and reason for discontinuing in second term.
I.B.1.a	Pollution prevention evaluations described in the first permit term application will not be continued, but will be replaced by development of written procedures for pollution prevention and good housekeeping. (see Measurable Goals below).



**D. Measurable Goals**

Measurable Goals are required as per Part I.B.6(a)(1) of the permit (Permit Requirement (a)(1) in Part B, above), unless this new permit requirement is already being met. Additional measurable goals should not be necessary if the elements described in Part C, above, constitute full program implementation and a commitment to continue these elements for all additional permit requirements.

**Check Box 1 or 2, below. The Table in Part 3 must be filled out if you check Box 2.**

1. Written procedures and lists, as listed in Part C.3, above, for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations, have already been developed.  
 **(It is not necessary to complete Part 3 below if you check this box.)**
  
2. Written procedures and lists for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations have **NOT** already been fully developed.  
 **(You must complete Part 3 below if you check this box.)**
  
3. Pollution Prevention/ Good Housekeeping Measurable Goals: The Measurable Goal has been provided. Include the year when written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations will be fully developed. **Measurable Goals must be completed by 2009.**

	Pollution Prevention/ Good Housekeeping Measurable Goals <i>Provide the year(s) for implementation</i>	Implementation Year
3.a	Review existing documented procedures, and develop new written procedures, as necessary, for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations. The documentation must specifically list the municipal operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The documentation must also include a list of the industrial facilities the permittee owns or operates that are subject to separate coverage under the State’s general stormwater permits for discharges of stormwater associated with industrial activity.  North Jeffco Parks and Recreation District’s Apex Center has a Runoff Control Plan for this facility that should satisfy this requirement.	2009