

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Stormwater Management Program (SWMP)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: City of Euharlee
- B. Name of responsible official: Honorable Craig Guyton
Title: Mayor
Mailing Address: 30 Burge's Mill Road
City: Euharlee State: GA Zip Code: 30145
Telephone Number: 770/386-1542
- C. Designated stormwater management program contact:
Name: Mr. James Stephens
Title: City Manager
Mailing Address: 30 Burge's Mill Road
City: Euharlee State: GA Zip Code: 30145
Telephone Number: 770/386-1542
Email Address: jstephens@euharlee.com
- D. Provide the river basin(s) to which your MS4 discharges: Etowah
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:
Latitude: 34.147174 Longitude: -84.936445

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure on your behalf?
Yes No X (If no, skip to Part 3)

Control Measure or BMP:

1. Name of entity _____
2. Control measure or component of control measure to be implemented by entity on your behalf:

B. Attach an additional page if necessary to list additional shared responsibilities. **It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.**

3. Minimum Control Measures and Appendices

- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix A – Enforcement Response Plan
- H. Appendix B – Impaired Waters

4. Certification Statement

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

Printed Name: Craig Guyton Date: _____

Signature: _____ Title: Mayor

Stormwater Management Program

Public Education and Outreach on Storm Water Impacts

Table 4.2.1(a) of the Permit

A. Best Management Practice (BMP) #1: Facebook Page

1. **Target audience:** General public
2. **Description of BMP:** The City periodically posts information on Facebook to disseminate stormwater related educational information to the public. In addition, the City uses the social media networking site to notify residents of upcoming stormwater related public involvement events. Facebook allows the City to track the number of viewers for each post.
3. **Measurable goal(s):** Post at least one educational message on Facebook annually.
4. **Documentation to be submitted with each annual report:** Screenshot of Facebook post(s) showing the date of posting and number of views.
5. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
7. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Tracking the number of views for each post will allow the City to determine if the Facebook page is reaching a significant number of residents.

B. BMP #2: Stormwater Webpage

1. **Target audience:** General Public
2. **Description of BMP:** The City maintains a Stormwater webpage on the City's official website for disseminating information to the public. This page contains stormwater related educational materials. The website is updated annually to include new stormwater related information. The City has the ability to track the number of visitors to the website. The website can be accessed at: <https://euharlee.com/stormwater-management/>
3. **Measurable goal(s):** Annually update the webpage. Annually obtain analytics to track the number of visitors to the website during each month.
4. **Documentation to be submitted with each annual report:** Screenshot of the current stormwater webpage showing the date the page was updated. Analytics showing the number of webpage views during the reporting period.
5. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
7. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Tracking the number of views will allow the City to determine if the webpage is effective in disseminating educational information to City residents.

Public Involvement/Participation

Table 4.2.2 (a) of the Permit

A. BMP #1: Community Cleanup Event

1. **Target audience/stakeholder group:** City residents
2. **Description of BMP:** The City holds a cleanup event annually. Volunteers are solicited through the City's Facebook page to cleanup various projects throughout the City. The City supervises the cleanup. The waste materials are disposed of in the Bartow County landfill.
3. **Measurable goal(s):** Hold one cleanup event annually.
4. **Documentation to be submitted with each annual report:** A sign-in sheet showing the number of participants and photographs of the event.
5. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
7. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The number of volunteers participating in the cleanup event will allow the City to determine the effectiveness of the BMP.

B. BMP #2: Citizen Complaint Hotline

1. **Target audience/stakeholder group:** City residents
2. **Description of BMP:** The City receives complaints from citizens through walk-ins and through the hotline. The hotline number is posted on the City's website. Complaints are received by City staff, who document the information on a form, such as the date, name and contact information for the complainant, the location and nature of the complaint, etc. The complaint is then forwarded to the appropriate City department for investigation. The City investigates all complaints within 3 business days of receipt. If necessary, the City will take enforcement against the responsible party. The complaint form is updated to show when the complaint is resolved.
3. **Measurable goal(s):** Investigate 100% of complaints within 3 business days of receipt.
4. **Documentation to be submitted with each annual report:** A log showing the number of complaint calls received and listing specifics regarding the investigation and resolution of each complaint.
5. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
6. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
7. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Responding to complaints in a timely manner and resolving the complaints to the complainant's satisfaction will result in a determination of BMP effectiveness.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

Illicit Discharge Detection and Elimination

Table 4.2.3 (a) of the Permit

A. BMP #1 – Legal Authority

1. **Description of BMP:** The City adopted an Illicit Discharge Detection and Elimination ordinance on April 4, 2006, but revised the ordinance on September 20, 2011. The ordinance provides the City with the authority to conduct inspections and monitoring, control illicit discharges and connections, and control illegal dumping and spills into the MS4. The ordinance also provides the legal authority to take enforcement action to eliminate illicit discharges and connections.
2. **Measurable goal(s):** Annually evaluate the existing ordinance and if necessary, revise the ordinance.
3. **Documentation to be submitted with each annual report:** If the ordinance is revised during the reporting period, a copy of the adopted ordinance.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The ability to take enforcement action and eliminate any illicit discharges or connections will provide an indication that the ordinance is effective.

SWMP Attachments:

- Illicit Discharge Detection and Elimination ordinance
- Metropolitan North Georgia Water Planning District ordinances

B. BMP #2 – Outfall Map and Inventory

1. **Description of BMP:** The City maintains an updated map and inventory showing the location of all outfalls from the MS4 and the names and locations of all waters of the State that receive discharges from those outfalls. Each year, the City will update the map to reflect the addition of outfalls from new construction projects or developments. Additionally, the City will remove outfalls that have been reclassified or removed.
2. **Measurable goal(s):** Annually update the map and inventory showing the location of all outfalls from the MS4 and the names and locations of all waters of the State that receive discharges from those outfalls.
3. **Documentation to be submitted with each annual report:** The outfall map and inventory will be submitted with each annual report. The number of outfalls added or deleted, and the total number of outfalls will be provided in each annual report.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Maintaining an updated outfall map and inventory will allow the City to continually evaluate potential illicit discharge sources.

SWMP Attachments:

- Outfall inventory
- Outfall map

C. **BMP #3 – IDDE Plan**

1. **Description of BMP:** The City's Illicit Discharge Detection and Elimination (IDDE) Plan consists of inspecting outfalls to ensure illegal dumping is not occurring, sampling any dry weather flow to determine if upstream facilities are discharging non-stormwater flows to the drainage system, and eliminating all identified illicit discharges.

The City inspects outfalls during a period of dry weather, which is defined as a period of precipitation of <0.1" per day within the previous 72 hours. The City inspects a minimum of 5% of the outfalls each reporting year, ensuring that 100% of the total outfalls are inspected within the 5-year permit term.

If a dry weather flow is encountered, the City implements investigative and follow-up procedures including the performance of field tests, sampling, and source tracing to identify any potential illicit discharges. If the source of an illicit discharge is identified as deriving from an adjacent MS4, the City will notify that MS4.

The City ensures all identified illicit discharges are eliminated. If necessary, the City implements enforcement procedures described in the Enforcement Response Plan (ERP) in accordance with Part 4.3 of the Permit. More detailed outfall screening, source tracing, and illicit discharge detection procedures are included in the IDDE Plan.

2. **Measurable goal(s):** The City will dry weather screen a minimum of 5% of the outfalls each reporting period, ensuring that 100% of the total outfalls are screened within the 5-year permit term. The City will investigate 100% of suspected illicit discharges and ensure that 100% of all identified illicit discharges are eliminated.
3. **Documentation to be submitted with each annual report:** The number and percentage of outfall inspections conducted during the reporting period and copies of completed outfall screening checklists. In addition, source tracing reports will be submitted for any outfalls with suspected illicit discharges.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A

5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** A reduction in the number of dry weather flows identified as illicit discharges over time will be an indication of BMP effectiveness.

SWMP Attachments:

- Illicit Discharge Detection and Elimination Plan
- Outfall inspection form

D. BMP #4 – Education

1. **Description of BMP:** The City maintains a Stormwater webpage on the City's official website for disseminating information to the public. This page contains stormwater related educational materials. The website is updated annually to include new stormwater related information. The City has the ability to track the number of visitors to the website. The website can be accessed at: <https://euharlee.com/stormwater-management/>
2. **Measurable goal(s):** Update the website annually. Annually obtain analytics to track the number of visitors to the website during each month.
3. **Documentation to be submitted with each annual report:** Screenshot of the current stormwater webpage. Analytics showing the number of webpage views during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Tracking the number of stormwater webpage views will allow the City to determine if the webpage is effective in disseminating educational information to City residents.

E. BMP #5 – Complaint Response

1. Description of BMP: The City receives complaints from citizens through walk-ins and through the hotline. The hotline number is posted on the City's website. Complaints are received by City staff, who document the information on a complaint form, such as the date, name and contact information for the complainant, the location and nature of the complaint, etc. The complaint is then forwarded to the appropriate City department for investigation. The City investigates all complaints within 3 business days of receipt. If necessary, the City will take enforcement against the responsible party.
2. Measurable goal(s): Investigate 100% of complaints within 3 business days of receipt.
3. **Documentation to be submitted with each annual report:** A log showing the number of complaint calls received and listing specifics regarding the investigation and resolution of each complaint.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Responding to complaints in a timely manner and resolving the complaints to the complainant's satisfaction will result in a determination of BMP effectiveness.

SWMP Attachments:

- Complaint Form

Construction Site Stormwater Runoff Control

Table 4.2.4 (a) of the Permit

A. BMP #1 – Legal Authority

1. **Description of BMP:** The City is certified as a Local Issuing Authority (LIA). As such, the City maintains an Erosion, Sediment and Pollution Control ordinance which was last revised and adopted on March 5, 2019. The requirement to control waste at construction sites is addressed in the Construction Waste ordinance, adopted August 4, 2015.

In accordance with the LIA requirements, the City submits semi-annual reports to the Georgia Soil and Water Conservation Commission. The report covering the January- June period is submitted by July 30th. The report covering the July-December period is submitted by January 31st of the following year.

2. **Measurable goal(s):** Annually evaluate the existing ordinances and if necessary, revise the ordinances.
3. **Documentation to be submitted with each annual report:** If the ordinance is revised during the reporting period, a copy of the adopted ordinance.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The ability to properly regulate construction site activities will indicate that the ordinance is effective.

SWMP Attachments:

- Erosion and Sedimentation ordinance
- Construction Waste ordinance

B. BMP #2 – Site Plan Review Procedures

1. **Description of BMP:** The City is certified as a Local Issuing Authority and remains in compliance with the Georgia Erosion and Sedimentation Control Act (GESCA) of 1975, as amended. Accordingly, all developers are required to comply with the local E&S ordinance and obtain a land disturbance permit prior to the start of any land disturbing activities that will disturb one (1.0) or more acres of land within the city limits.

The City does not currently have a Memorandum of Agreement with the Georgia Soil and Water Conservation District (GSWD) such that in-house plan reviews of Erosion, Sedimentation and Pollution Control (ES&PC) plans are performed. Instead, the City sends all of the ES&PC plans to the GSWD and the plans submitted for Land Disturbance Activity (LDA) permits to the City engineer for review. The City ensures 100% of all ES&PC plans are reviewed and approved by GSWD prior to issuance of a LDA permit. The plans received and reviewed and their status (approved or denied) are tracked in a spreadsheet. A separate log is maintained for issued LDA permits.

2. **Measurable goal(s):** Ensure that 100% of site plans for projects disturbing 1.0 or more acres of land have the ES&PC plan forwarded to GSWD for review and approval prior to issuance of a LDA permit.
3. **Documentation to be submitted with each annual report:** The City will provide a list of the site plans received; the number of site plans reviewed, approved or denied; and the total number of LDA permits issued during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The number of site plans forwarded to GSWD and receiving approval will allow the City to gauge if the procedures are working or require modification.

SWMP Attachments:

- Plan review procedures

C. BMP #3 – Inspection Program

1. **Description of BMP:** The City inspects all active construction sites within the City limits that have been issued a Land Disturbance Activity permit. Inspections will usually occur after the initial installation of construction site BMPs, during active construction, and after final stabilization. The inspection ensures that the sites are in compliance with the Manual for Erosion and Sediment Control in Georgia, including the design and installation of structural and non-structural BMPs. In addition, the City ensures that construction site waste is properly controlled.
2. **Measurable goal(s):** Conduct at least one inspection at each active construction site during the reporting period.
3. **Documentation to be submitted with each annual report:** The City will provide a list of active construction sites and the number and dates of inspections conducted on each site during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Routine inspections of active construction sites will allow the City to verify compliance with E&S regulations.

SWMP Attachments:

- Site inspection procedures

D. BMP #4 – Enforcement Procedures

1. **Description of BMP:** If an inspection of a construction site finds the site to be in non-compliance with the Erosion & Sedimentation ordinance, the LDA permit holder will be notified. The City implements enforcement procedures described in the ERP in accordance with Part 4.3 of the Permit and ensures all identified E&S violations are addressed. The types of enforcement actions available include verbal notice, Notice of Violation, Stop Work Order, and Citation. The inspector is allowed to use discretion in determining the appropriate enforcement action to address each violation.
2. **Measurable goal(s):** The City will take enforcement for 100% of E&S violations identified during construction site inspections.
3. **Documentation to be submitted with each annual report:** The City will provide documentation of any enforcement actions taken during the reporting period, including the number and type (e.g. Notice of Violation, Stop Work Order), status (e.g. pending, resolved) and the amount of any assessed penalties.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): As needed
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The City will consider this BMP effective if all E&S violations are addressed and resolved.

E. BMP #5 – Complaint Response

1. **Description of BMP:** The City receives complaints from citizens through walk-ins and through the hotline. The hotline number is posted on the City's website. Complaints are received by City staff, who document the information on a complaint form, such as the date, name and contact information for the complainant, the location and nature of the complaint, etc. The complaint is then forwarded to the appropriate City department for investigation. The City investigates all complaints within 3 business days of receipt. If necessary, the City will take enforcement against the responsible party.
2. Measurable goal(s): Investigate 100% of complaints within 3 business days of receipt.
3. **Documentation to be submitted with each annual report:** Copies of complaint forms showing the number of complaint calls received and listing specifics regarding the investigation and resolution of each complaint.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Responding to complaints in a timely manner and resolving the complaints to the complainant's satisfaction will result in a determination of BMP effectiveness.

SWMP Attachments:

- Complaint form

F. BMP #6 – Certification

1. **Description of BMP:** The City ensures that any staff involved in construction activities subject to the Construction General Permits, such as conducting plan reviews or E&S inspections, are trained and obtain the proper certification in accordance with the rules adopted by the GSWCC.
2. **Measurable goal(s):** Ensure that 100% of all staff involved in construction activities subject to the Construction General Permits are certified.
3. **Documentation to be submitted with each annual report:** Copies of GSWCC certification cards or printouts from the GSWCC website.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): As needed
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The BMP will be determined to be effective if all staff involved in construction activities maintain current certification

Post-Construction Stormwater Management in
New Development and Redevelopment
Table 4.2.5 (a) of the Permit

A. BMP #1 – Legal Authority

1. **Description of BMP:** The City maintains a Stormwater Management ordinance. The ordinance addresses stormwater management and stormwater facilities, including the long-term maintenance of detention/retention ponds. The ordinance was last adopted on April 4, 2006. The ordinance includes the adoption of the latest edition of the Georgia Stormwater Management Manual. The ordinance provides the City with the authority to conduct inspections and take enforcement for the failure to maintain post-construction structures. The City is in the process of adopting an updated post-construction ordinance in accordance with the requirements of the Metropolitan North Georgia Water Planning District (MNGWPD).
2. **Measurable goal(s):** Complete adoption of the updated MNGWPD ordinance by May 31, 2024. Annually evaluate the Post-Development Stormwater Management for New Development and Redevelopment ordinance and if necessary, revise the ordinance.
3. **Documentation to be submitted with each annual report:** Submit a copy of an adopted MNGWPD ordinance with the 2023 annual report on May 31, 2024. If the ordinance is revised during a reporting period, a copy of the adopted ordinance.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): May 31, 2024
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The ability to properly regulate post-construction structure design and maintenance will indicate the BMP is effective.

SWMP Attachments:

- Stormwater Management ordinance

B. BMP #2 – Inventory

1. **Description of BMP:** The City was designated as a Phase II MS4 on March 7, 2014. Therefore, the post-construction structures required to be included on the inventory will be designed after March 7, 2015. The City maintains an inventory of post-construction stormwater management structures (e.g. detention / retention ponds, underground detention) as follows:

- All publicly-owned post-construction structures
- Privately-owned structures designed after March 7, 2015
- Publicly-owned structures by other entities (e.g. Board of Education and other entities that the City has the legal authority to inspect) with construction completed after March 7, 2015

The inventory includes information on the number and type of structures, and ownership (i.e. publicly-owned, privately-owned, publicly-owned by other entities). The inventory will be updated as new structures are completed or existing structures are identified.

2. **Measurable goal(s):** Update the inventory as new structures are completed or existing structures are identified, with the update to occur at least annually.
3. **Documentation to be submitted with each annual report:** An updated inventory of post-construction structures, including those structures added during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Maintaining an updated inventory will allow the City to ensure that post-construction structures are being inspected and maintained as needed.

SWMP Attachments:

- Inventory of detention/retention ponds

C. BMP #3 – Inspection Program

1. **Description of BMP:** The City conducts inspections of 100% of the post-construction stormwater management structures included on the inventory required by BMP #2 above, within the 5-year permit term. The City will ensure that at least one inspection is conducted each reporting period. If more than 5 post-construction structures are present, then a minimum of 5% of the structures will be inspected annually. The purpose of the inspection is to determine if the structure is functioning as designed or if maintenance is required. A pond inspection form is utilized. At a minimum, the inspector will check the pond inlets, outlets and the forebay (if present) for any sediment buildup that could restrict flow or any structural issues (e.g. erosion, scour). The side slopes and dam are inspected for structural integrity (e.g., erosion, rills, animal burrows) and vegetative growth (e.g. invasive species, bare spots, mowing needed). The bottom of the pond is checked for sediment build-up, algal growth, the presence of trash or debris, oil sheen, or ponding water. Finally, the outlet control structure is inspected for blockage, including sediment, trash, or vegetation.
2. **Measurable goal(s):** Conduct at least one inspection each reporting period. If more than 5 post-construction structures are constructed, then inspect at least 5% of the post-construction structures on the inventory annually, with 100% of the structures inspected within the 5-year permit term.
3. **Documentation to be submitted with each annual report:** Copies of completed inspection forms and the number and percentage of the total structures inspected during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Inspections showing improved maintenance of stormwater management structures over time will indicate BMP effectiveness.

SWMP Attachments:

- Pond inspection form

D. BMP #4 – Maintenance Program

1. **Description of BMP:** The City implements a long-term operation and maintenance program for post-construction stormwater management structures. Permittee-owned structures will be maintained by the City to the maximum extent practicable. If the inspection of a City-owned post-development structure determines that maintenance is needed, a work order will be issued. Maintenance can consist of cutting grass, removing weeds from the fence line, clearing blockages from inlet or outlet pipes, or removing brushy growth and trees from the structure. The work order will be closed upon completion.

Privately-owned structures and publicly-owned structures owned by other entities are maintained by the owners. For those structures with construction completed after March 7, 2015, the owners are required to enter into a maintenance agreement with the City. The City maintains a list of executed maintenance agreements. This list is updated as new agreements are signed. If inspections of these structures identify maintenance deficiencies, then letters of violation are transmitted to the owners listing the deficiencies and setting a time frame for correction.

2. **Measurable goal(s):** Maintain 100% of permittee-owned structures after inspection indicates needed maintenance. Require executed maintenance agreements for all newly constructed post-construction structures that are privately-owned or publicly-owned by other entities. Notify owners of privately-owned or publicly-owned by other entities post-construction structures of any corrective action needed within 6 months of inspection.
3. **Documentation to be submitted with each annual report:** In the event a City-owned post-construction structure requires maintenance, the City will provide copies of any completed work orders, listing the structure maintained and the type of maintenance performed. For privately-owned structures or those publicly-owned structures owned by other entities, the City will provide a summary list of maintenance agreements, the total number of executed agreements and copies of letters notifying the structure owners of any required maintenance.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): As needed
 - d. Month/Year of each action (if applicable): N/A

5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Properly maintained stormwater management structures within the City will indicate this BMP is effective.

SWMP Attachments:

- Maintenance procedures
- Example maintenance agreement

E. BMP #5 – GI/LID Program

1. **Description of BMP:** The City developed a GI/LID program that includes background information on the MS4, the GI/LID structures allowed to be constructed within the City, and procedures for the inspection and maintenance of the GI/LID structures. This GI/LID program was approved by EPD on November 16, 2020. The City will evaluate the GI/LID program each reporting period for any needed revisions.
2. **Measurable goal(s):** Annually evaluate the GI/LID program.
3. **Documentation to be submitted with each annual report:** If the GI/LID program is revised during the reporting period, then the revised program will be submitted for EPD review.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The consideration of GI/LID structures during the design and review of development plans will be an indication of BMP effectiveness.

SWMP Attachments:

- GI/LID Program

F. BMP #6 – GI/LID Structure Inventory

1. **Description of BMP:** There are no GI/LID structures located within the City as of the date of the SWMP preparation. An inventory of water quality-related GI/LID structures constructed after the March 7, 2014 designation date will be maintained as structures are constructed. The inventory will include bioretention areas, infiltration practices, permeable bricks/blocks, and rainwater harvesting. The inventory includes City-owned, publicly-owned by other entities, and privately-owned non-residential GI/LID structures. The City will track the addition of new water quality-related GI/LID structures through the plan review process and will enter into maintenance agreements for any newly constructed GI/LID structures that are privately-owned or publicly-owned by other entities.
2. **Measurable goal(s):** Update the GI/LID structure inventory annually. Track the addition of new water quality-related GI/LID structures through the plan review process and ensure the structures are added to the inventory.
3. **Documentation to be submitted with each annual report:** Updated inventory of water quality-related GI/LID structures.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The addition of new GI/LID structures to the inventory will demonstrate that the City is maintaining an updated inventory.

G. BMP #7 – GI/LID Structure Inspection Program

1. **Description of BMP:** The City will conduct inspections and/or ensure inspections are conducted on the water quality-related GI/LID structures listed on the inventory required by BMP #6. Routine inspections are important to keep the structure functioning properly. The inspection will include checking for such things as structural problems, excessive ponding, excessive vegetative growth, erosion, sediment buildup, deterioration of pipes, clogging of inlet and outlets, etc. Due to the diversity in GI/LID structures that the City will consider, specific procedures on the inspection of each of these structure types cannot be described here. Therefore, the inspections will follow the guidance provided by the Georgia Stormwater Management Manual, Volume 2, Appendix E, Operations & Maintenance Guidance Document. Inspection forms are included in the City's GI/LID program, required by BMP #5. If the inventory contains less than 5 structures, then the City will conduct at least one inspection during each reporting period. If there are more than five GI/LID structures, then the City will inspect at least 5% of the structures annually.
2. **Measurable goal(s):** Inspections will begin following the construction of any GI/LID structures. Inspect either one GI/LID structure annually or if the inventory includes more than five structures, inspect 5% of the total structures annually. Ensure that 100% of the GI/LID structures are inspected within the 5-year permit term.
3. **Documentation to be submitted with each annual report:** Either a statement that no GI/LID structures exist within the City or the number and percentage of GI/LID structures inspected. Completed inspection forms for those structures inspected during the reporting period.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Completed inspection forms will demonstrate that the inspection program is effective.

H. BMP #8 – GI/LID Structure Maintenance Program

1. **Description of BMP:** There are no GI/LID structures located within the City as of the date of SWMP preparation. In the event GI/LID structures are constructed, the City will conduct maintenance on City-owned GI/LID structures as needed based on the results of structure inspections. Maintenance will include such things as removing excessive sediment, removing debris and litter from the inlet or outlet structures, mowing or maintaining vegetation, etc. The specifics regarding structure maintenance will follow the guidance provided by the Georgia Stormwater Management Manual, Volume 2, Appendix E, Operations & Maintenance Guidance Document. Maintenance performed will be tracked using a work order system.

For any existing publicly-owned structures owned by other entities and privately-owned non-residential GI/LID structures, the City will retain a list of executed agreements. The list of agreements will be updated as new maintenance agreements are executed. When inspections of these GI/LID structures indicate maintenance is needed, the City will transmit letters to the responsible parties notifying them of deficiencies and setting a corrective action date.

2. **Measurable goal(s):** Conduct maintenance on 100% of the City-owned GI/LID structures where inspections noted needed maintenance. Annually update the summary list of executed maintenance agreements for publicly-owned by other entities and privately-owned non-residential GI/LID structures. Notify owners of publicly-owned by other entities and privately-owned non-residential GI/LID structures of needed maintenance through letters transmitted within 6 months of a completed inspection.
3. **Documentation to be submitted with each annual report:** If any City-owned structures exist, then the number of City-owned structures maintained and completed work orders. An updated summary list of maintenance agreements for publicly-owned by other entities and privately-owned non-residential GI/LID structures and copies of any letters sent to these owners regarding needed maintenance.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A

5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Properly maintained GI/LID structures, whether City-owned or not, will indicate that this BMP is being properly implemented and is effective.

SWMP Attachments:

- Example maintenance agreement

Pollution Prevention/Good Housekeeping for Municipal Operations

Table 4.2.6 (a) of the Permit

A. BMP #1 – MS4 Structure Inventory and Map

1. **Description of BMP:** The City will maintain an updated inventory and map of the MS4 structures, including catch basins, ditches (miles or linear feet), City-owned detention/retention ponds and underground detention, and storm drain lines (miles or linear feet). The inventory and map will be updated as as-built drawings are received from completed developments, along with any previously unidentified structures found during field inspections.
2. **Measurable goal(s):** Annually update an inventory and map of the MS4 structures.
3. **Documentation to be submitted with each annual report:** An updated inventory and map, the number of structures added during the reporting period, and the total number of structures.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The continual inventorying and mapping of the MS4 structures will ensure that the City is able to implement inspection and maintenance activities.

SWMP Attachments:

- MS4 Inventory
- MS4 Map

B. BMP #2 – MS4 Inspection Program

1. **Description of BMP:** The City inspects a portion of the MS4 structures each reporting period, ensuring that 100% of the MS4 is inspected within the 5-year permit term. The City will ensure that a minimum of 5% of the structures are inspected during each reporting period. The inspections will be conducted using the ESRI mobile application. This will allow all inspections to be stored electronically. The database of inspections conducted during a reporting period will be exported from GIS. The inspection will include such information as the date of the inspection, the type of structure inspected, and any maintenance issues, such as any noted damage, debris present, sediment build-up, scouring or erosion, etc.
2. **Measurable goal(s):** Inspect a minimum of 5% of the structures annually, ensuring that 100% of the structures are inspected within the 5-year permit term.
3. **Documentation to be submitted with each annual report:** The number and percentage of the total structures inspected, and either completed inspection forms or inspection spreadsheets.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Inspecting a minimum of 5% of the MS4 structures or an entire sector of the MS4 will demonstrate the BMP is effective.

C. BMP #3 – MS4 Maintenance Program

1. **Description of BMP:** The City conducts maintenance on the MS4 structures as needed. Based on inspections of MS4 structures, the City prioritizes the structures requiring maintenance. For example, those catch basins that are 75-100% full of sediment are given higher priority for maintenance over catch basins that contain 0-25% sediment. The City's maintenance procedures have been formalized in the MS4 Operation and Maintenance Procedures. Work orders are prepared for those MS4 structures requiring maintenance. Once the maintenance work is completed, the work orders are updated with information regarding the activities completed and the date(s) of completion.
2. **Measurable goal(s):** Conduct maintenance on MS4 structures as needed on an annual basis.
3. **Documentation to be submitted with each annual report:** The number of each type of structure maintained and completed work orders.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** A properly functioning MS4 will be indicative that this BMP is effective.

SWMP Attachments:

- MS4 Operation and Maintenance Procedures

D. BMP #4 – Street and Parking Lot Cleaning

1. **Description of BMP:** The City conducts litter removal from streets and municipal parking lots using Public Works employees. In addition, when available, community service workers pick up litter. The waste material is bagged in plastic bags and taken to dumpster sites for disposal.
2. **Measurable goal(s):** Conduct litter removal from streets and parking lots at least once during the reporting period.
3. **Documentation to be submitted with each annual report:** Log sheet showing litter removal performed
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Cleaner streets and less debris in the MS4 will demonstrate BMP effectiveness.

E. BMP #5 – Employee Training

1. **Description of BMP:** The City conducts annual training for Public Works employees. The purpose of the training is to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. The training will include, but not be limited to, such topics as stormwater pollution, good housekeeping at municipal facilities, illicit discharge detection, MS4 structure maintenance, construction site activities, and green infrastructure. The training will usually be in the form of on-line videos (e.g. YouTube) that are viewed by the employees. The training is documented using a sign-in sheet.
2. **Measurable goal(s):** Hold one employee training event annually
3. **Documentation to be submitted with each annual report:** A sign-in sheet showing the date of training and the topic(s) addressed.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The number of employees trained and an increased awareness of stormwater pollution among employees will demonstrate BMP effectiveness.

F. BMP #6 – Waste Disposal

1. **Description of BMP:** The City removes debris from the MS4 during maintenance activities. In addition, the City periodically picks up litter from roadside ditches and illegal dump sites. The waste materials and litter removed from the MS4 are placed in a roll-off dumpster dedicated to the MS4 program. The waste material is periodically transported to a permitted landfill for ultimate disposal.
2. **Measurable goal(s):** Ensure that 100% of debris and litter collected from City streets and the MS4 structures are properly disposed of in a permitted landfill.
3. **Documentation to be submitted with each annual report:** Invoices for waste disposal.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The proper disposal of debris and litter will prevent the materials from entering the MS4 and receiving stream.

G. BMP #7 – New Flood Management Projects

1. **Description of BMP:** The City is certified as a Local Issuing Authority and remains in compliance with the Georgia Erosion and Sediment Control Act (GESA) of 1975, as amended. The City requires all new construction projects, which includes new City projects, to comply with the Georgia Stormwater Management Manual and the City's stormwater management ordinance. During the plan review stage, the City evaluates each project to determine water quality impacts and ensure compliance with the runoff reduction standard. If necessary, the City requires revision of the plan design. The City also reviews the design of any proposed flood management projects (i.e. detention/retention ponds) for improved pollutant removal and includes new structures on an inventory. The City utilizes a Flood Management Project Design checklist during the plan review process as part of the analysis.
2. **Measurable goal(s):** Ensure that 100% of proposed projects are assessed for water quality impacts during the design phase.
3. **Documentation to be submitted with each annual report:** A list of plans reviewed during the reporting period that were assessed for water quality impacts, noting those plans that resulted in new flood management projects for improved water quality.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Continuous
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** The list of plans reviewed each year that were evaluated for runoff reduction and that include new flood management projects will be an indication of BMP effectiveness.

SWMP Attachments:

- Flood management project design checklist

H. BMP #8 – Existing Flood Management Projects

1. **Description of BMP:** The City is required to conduct an assessment of existing (i.e. those designed prior to the 2016 Georgia Stormwater Management Manual) City-owned flood management projects (e.g. detention and retention ponds) for potential retrofitting to address water quality impacts. The City only owns one detention pond meeting the criteria of being constructed prior to 2016. The City will assess this one pond within the 5-year permit term. The assessment will consist of determining if there are water quality issues downstream from the structure, are there modifications that can be made to the pond and are land and funds available to implement a retrofit. This evaluation is documented using a Water Quality Improvement worksheet.
2. **Measurable goal(s):** Assess the one City-owned pond within the 5-year permit term.
3. **Documentation to be submitted with each annual report:** A completed Water Quality Improvement Worksheet will be submitted with the annual report following the reporting period in which the assessment occurred. Information on the date and results of assessment, and any retrofitting activities will be included in each annual report.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): NA
 - b. Implementation date (if applicable): NA
 - c. Frequency of actions (if applicable): NA
 - d. Month/Year of each action (if applicable): NA
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** Assessing and retrofitting existing flood management projects will potentially result in improved water quality.

SWMP Attachments:

- Water Quality Improvement worksheet

I. BMP #9 – Municipal Facilities

1. **Description of BMP:** The City maintains an inventory of municipal facilities with the potential to cause pollution. The inventory includes those municipal facilities owned by the City and located within the City limits. The inventory is updated annually.

The City conducts inspections of the municipal facilities included on the inventory, so that 100% of the facilities are inspected within the 5-year permit term. The City utilizes an inspection form that includes general facility information (e.g. location of the facility, activities conducted at the facility, facility contact information) and specific facility information (e.g. potential pollutant sources, best management practices present, pollution prevention practices). During the inspection, if any problems are noted, then the facility representative is notified and necessary corrective actions are explained. An example inspection form is attached.

2. **Measurable goal(s):** Annually update the inventory of municipal facilities. Conduct inspections on at least 5% of the municipal facilities annually, ensuring that 100% of the facilities are inspected within the 5-year permit term.
3. **Documentation to be submitted with each annual report:** Updated inventory of municipal facilities. Completed inspection forms.
4. **Schedule:**
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): On-going
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): N/A
5. **Person (position) responsible for overall management and implementation of the BMP:** City Manager
6. **How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:** On-going inspections, including on-site education of facility personnel, should result in fewer pollution problems noted at the municipal facilities during subsequent inspections.

SWMP Attachments:

- Inventory of municipal facilities
- Example inspection form

Appendix A

Enforcement Response Plan

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Stormwater Management Program during a previous permit iteration.
 - A. Provide the date the ERP was approved by EPD: March 9, 2021
 - B. If the ERP has not yet been approved, provide the date submitted to EPD: N/A
2. The ERP is to be evaluated annually and revised as needed. Provide the most recent version of the ERP as an attachment to this Appendix.

Appendix B

Impaired Waters

1. Population based on the latest U.S. Census: 4,315

Date of the latest U.S. Census used: 2020

If the population is less than 10,000, then see item #2 below.

If the population exceeds 10,000, then see items #3 below.

2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (IWP) (see Part 4.4.1 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern;
 - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - BMPs that will be implemented to address each pollutant of concern; and
 - A schedule for implementing the BMPs.
3. If the population exceeds 10,000, then the MS4 must develop an Impaired Waters Plan/Monitoring and Implementation Plan (MIP) (see Part 4.4.2 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
 - A map showing the location of the impaired waters, the monitoring location(s), and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - The sample location (instream or at the outfalls);
 - Information on the sample type, frequency, and any seasonal considerations;
 - Schedule for starting monitoring for any newly identified pollutants;
 - BMPs that will be implemented to address each pollutant of concern;
 - A schedule for implementing the BMPs; and
 - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
4. The IWP and MIP must be evaluated annually and revised as needed. The most recent version of the IWP or MIP must be submitted as an attachment to this appendix.