



**Phase II SPDES General Permit for
Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**

Regulated MS4: NORTH CASTLE (T)SPDES Permit Number: NYR20A 044

See information packet for information to help complete this form.

MCC Form for year ending: March 9, <u>2006</u> (Year 3) ☒ <u>2007</u> (Year 4) <u>2008</u> (Year 5)			
Section A. MS4 Owner/Operator and Contact Person Information (contact persons explained in instructions)			
Owner/Operator Is information below new or changed? <u>Yes</u> ☒ <u>No</u>			
Name: REESE BERMAN		Title: SUPERVISOR	
Department: TOWN BOARD			
Mailing Address:	Street or P.O. Box: 15 BEDFORD ROAD		City: ARMONK
	County: WESTCHESTER	State: NY	Zip Code: 10504
Phone: (914) 273-3001		E-mail Address: SUPERVISOR@NORTHCASTLENY.COM	
Local Stormwater Public Contact (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u>Yes</u> ☒ <u>No</u>			
2) same as: <u>Owner/Operator</u>			
Name: RYAN COYNE		Title:	
Department: KELLARD SESSIONS CONSULTING, P.C.			
Mailing Address:	Street or P.O. Box: 500 MAIN STREET		City: ARMONK
	County: WESTCHESTER	State: NY	Zip Code: 10504
Phone: (914) 273-2323		E-mail Address: RCOYNE@KELSEES.COM	
Stormwater Management Program (SWMP) Coordinator (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? <u>Yes</u> ☒ <u>No</u>			
2) same as: ☒ <u>Owner/Operator</u> <u>Local Stormwater Public Contact</u>			
Name:		Title:	
Department:			
Mailing Address:	Street or P.O. Box:		City:
	County:	State:	Zip Code:
Phone:		E-mail Address:	
Annual Report Preparer			
Is information below: 1) new or changed? <u>Yes</u> ☒ <u>No</u>			
2) same as: <u>Owner/Operator</u> ☒ <u>Local Stormwater Public Contact</u> <u>SWMP Coordinator</u>			
Name:		Title:	
Department:			
Mailing Address:	Street or P.O. Box:		City:
	County:	State:	Zip Code:
Phone:		E-mail Address:	

IMPORTANT NOTE: Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

Section B. Local Water Quality Information

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

☒ Yes (complete the table below) ☐ No ☐ Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
NYC WATERSHED EAST OF HUDSON	PHOSPHORUS		X

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

☒ Yes
☐ No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

☐ Yes
☒ No (explain below)

Explanation:

THE TOWN HAS COMMENTED ON THE DEC'S PROPOSED HEIGHTENED REQUIREMENTS. UPON RECEIPT OF THE FINAL VERSION, THE TOWN WILL INCORPORATE THE NECESSARY CHANGES.

Section C. Partnership Information

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? ☒ Yes (complete table below) ☐ No (Proceed to Section D)

List MS4 Partners with Legally Binding Agreements or Contracts in Place

List MS4 Partners with Planned Legally Binding Agreements or Contracts

WESTCHESTER COUNTY

List MS4 Partners with Other Agreements in Place

Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? ☒ Yes ☐ No (Explain below)

Explain:

Section E. Funding and Resource Allocation

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008? ☒ Yes ☐ No (explain below)

Explain:

THE TOWN EMPLOYS STAFF AND CONSULTANTS TO IMPLEMENT THE SWMP. HOWEVER, IF THE HEIGHTENED REQUIREMENTS ARE IMPLEMENTED, MORE FUNDING WILL BE NEEDED.

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:

MUNICIPAL BUDGET. THE TOWN HAS ENTERED INTO AN AGREEMENT WITH WESTCHESTER COUNTY TO ALLOW THE COUNTY TO STENCIL ALL OF THE CATCH BASINS WITHIN THE TOWN.

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain: **THE TOWN IS PARTICIPATING IN REGIONAL COMMITTEES WHICH MAY RESULT IN FUTURE COOPERATIVE FUNDING APPLICATIONS, PARTICULARLY WITH RESPECT TO RESPONSES TO PROPOSED HEIGHTENED REQUIREMENTS.**

Section F. Compliance Certification

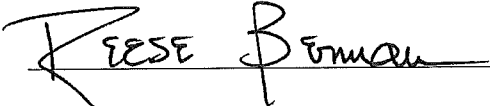
Compliance Assessment - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.

Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY			
		Steady Progress		Goals Achieved	
IV.C.1.	Public Education and Outreach on Stormwater Impacts	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				
IV.C.2.	Public Involvement / Participation	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				
IV.C.3.	Illicit Discharge Detection and Elimination	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				
IV.C.4.	Construction Site Stormwater Runoff Control	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				
IV.C.5.	Post-Construction Stormwater Management	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations	☒ Yes	☐ No	☐ N/A	☒ Yes ☐ No ☐ N/A
	Explain 'no' / 'N/A' answer:				

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 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."

Print Name: REESE BERMAN Title: SUPERVISOR

Signature:  Date: MAY 31, 2007

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

Regulated MS4: NORTH CASTLE (T) SPDES Permit Number: NYR20A 044

Annual Report Table for year ending: March 9 2006 (Year 3) X 2007 (Year 4) 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed hard copies (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4th Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

Minimum Control Measure 1. Public Education and Outreach

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.1.a, b: Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP). <i>Explain the program, including activities and materials used</i> <i>Identify the personnel or outside organization conducting the activity.</i> <i>Indicate activities planned for next year.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
DEVELOP PROGRAM TO EDUCATE RESIDENTS AND BUSINESSES INCLUDING MAILINGS OF NEWSLETTERS AND PAMPHLETS CONTAINING INFORMATION ON LAWN/GARDEN ACTIVITIES, PROPER DISPOSAL OF HAZARDOUS WASTE, WATER CONSERVATION, ILLICIT DISCHARGE, ETC.	NEWSLETTER MAILED TO ALL POSTAL ADDRESSES IN SPRING 2006. CONTINUE DEVELOPMENT AND DISTRIBUTION OF NEWSLETTERS IN UPCOMING YEARS.
DEVELOP WEBSITE CONTAINING INFORMATION ON STORMWATER AND LINKS TO NYSDEC AND USEPA WEBPAGES.	SCHEDULED FOR YEAR 5.
DEVELOP FLYER ON BMP'S FOR CONSTRUCTION ACTIVITIES.	SCHEDULED FOR YEAR 5. GOAL: ATTACH TO ALL BUILDING PERMITS. THE FLYER DESIGN IS CURRENTLY BEING FINALIZED.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 2. Public Involvement/Participation

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.2.c.iii.: Design and conduct a public involvement / participation program. <i>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</i> <i>Indicate activities planned for next year.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
DEVELOP STORM DRAIN STENCILING PROGRAM WITH THE CONSERVATION BOARD.	THE TOWN HAS WORKED WITH WESTCHESTER COUNTY TO ENTER INTO AGREEMENT TO ALLOW THE COUNTY TO STENCIL ALL OF THE STORM DRAINS IN THE TOWN. THIS WORK WILL BE CONDUCTED IN YEAR 5.
Permit Reference IV.C.2.a, f: Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i> STORMWATER RELATED DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC AT TOWN HALL. PUBLIC HEARING FOR THE SWMPAR PRESENTATION WAS HELD ON MAY 16TH. PUBLIC COMMENTS WILL BE RECORDED AND ADDRESSED.	
Permit Reference IV.C.2.e: Public presentation of; f: summary of comments received on; and g: intended response to comments on the SWMPAR.	
Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented: PUBLIC HEARING SET FOR JUNE 8.	
Comments on Annual Report Meeting ___ No public comments received on Annual Report. ___ Comments received. Attach summary of comments and intended responses.	Date of Annual Report Meeting: MAY 16, 2007 Approximate Date of Meeting Next Year: MAY 2008
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities/Techniques, Measurable Goals and / or Scheduled dates above and provide a reason (s) for the change:	

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.a: Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4. <i>Explain the activities and procedures used to meet this requirement this year and planned for next year.</i> <i>Revise as procedures are updated.</i> <i>Identify personnel or outside organization conducting the activities</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i>
DEVELOP A LAW. PROGRAM INCLUDES EVALUATING THE LAWS THAT EXIST, ASSOCIATED CHANGES, AND ADOPTING THE LAW.	REVIEW EXISTING LAWS AND DRAFT NECESSARY CHANGES SCHEDULED FOR YEAR 4. A DRAFT OF THE NEW LAW IS CURRENTLY BEING COMPLETED. INPUT FROM VARIOUS COMMITTEES IS BEING OBTAINED. THE ADOPTION OF LAW PLANNED FOR YEAR 5.
DEVELOP ENFORCEMENT PROGRAM TO INCLUDE IN THE LAW. ILLEGAL CONNECTIONS WILL BE REQUIRED TO BE REMOVED FROM THE SYSTEM BY THE BUILDING INSPECTOR. DEVELOP RECORD KEEPING.	ENFORCEMENT PROGRAM TO BE INCORPORATED IN THE LAW. MEASURABLE GOAL WILL BE THE NUMBER OF ILLICIT DISCHARGES DETECTED AND ELIMINATED.
INSPECT, REPAIR AND RECORD ANY SANITARY SEWER OVERFLOWS OR ILLEGAL DUMPING ACTIVITIES.	ONGOING. NONE REPORTED IN YEAR 4.
Permit Reference IV.C.3.b: Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i> - field verification of outfall locations; - mapping all inter-municipal subsurface conveyances; - delineating storm sewershed; and - developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <i>State if maps are in GIS.</i> CREATE A PLAN TO IDENTIFY AND MAP ALL OUTFALLS.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) <i>Example measurable goals: percent of outfalls mapped</i>
MAP ALL INTER-MUNICIPAL SUBSURFACE CONVEYANCES.	TOWN DIVIDED INTO 5 SECTIONS. ARMONK HAMLET/WHIPPOORWILL AND NO. RT. 128/EAST 684/WEST 22 WERE COMPLETED IN PREVIOUS YEARS. WINDMILL/BANKSVILLE AREA COMPLETED IN YEAR 3. CONTINUE PLAN OF EASTERN DISTRICT AND NORTH WHITE PLAINS IN YEAR 5. MAPS ARE NOT IN GIS.
DELINEATE STORM SEWER SHED.	SCHEDULED FOR YEAR 5.
	SCHEDULED FOR YEAR 5.

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. See the instructions for information about completing this section.	
Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?	☐ No (go to ADDENDUM 1) ☒ Yes (complete questions below)
Assessment of Regulatory Mechanism (Local Code)	
1) When was this assessment completed or planned to be completed?	Date completed: _____ ☒ Not yet completed (proceed to next table) Plan to complete for reporting in year: 4; ☒ 5.
2) Is there an existing ordinance, local law or other regulatory mechanism?	☐ No (go to question 5) ☒ Yes
CHAPTER 164 – SEWERS 101 – SEDIMENT & EROSION CONTROL	
3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?	☒ No (amendments needed) ☐ Yes
4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?	☒ No (amendments needed) ☐ Yes
Development of Regulatory Mechanism (Local Codes)	
5) When was this work completed or planned to be completed?	Date completed: _____ ☒ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: 4; ☒ 5.
6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?	☐ NYS IDDE Model Law in its entirety ☒ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ☐ MS4 will write language equivalent to NYS IDDE Model Law
7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?	☒ No ☐ Yes, list the local code(s) that will be changed:
THE LIST IS CURRENTLY BEING COMPILED.	
8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?	☐ NYS IDDE Model Law in its entirety ☐ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law ☐ Language equivalent to NYS IDDE Model Law
9) What was the date or is the planned date of local law adoption?	Date: NOVEMBER 2007
10) Provide a web address if adopted local law can be found on a web site.	Web Address: _____

Minimum Control Measure 3. Illicit Discharge Detection and Elimination (DDDE)

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.3.e: Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste. <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i> <i>Identify personnel or outside organization conducting activities</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
TRAIN STAFF ON HOW TO IDENTIFY AND ELIMINATE ILLICIT DISCHARGES.	HIGHWAY SUPERINTENDENT ATTENDED EPA TRAINING IN YEAR 4. CONTINUE STAFF TRAINING IN YEAR 5. GOAL: # OF STAFF TRAINED
INCLUDE MATERIAL ON ILLEGAL DUMPING AND ILLICIT DISCHARGES IN MAILING AND WEBSITE AS PLANNED UNDER MINIMUM MEASURE #1.	ONGOING. NEWSLETTER IS ATTACHED IN THE APPENDIX.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	☐ No (go to ADDENDUM 2) ☒ Yes (complete questions below)
Preliminary Assessment of Regulatory Mechanism (Local Code)	
1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: ☐ Not yet completed (proceed to next table) Plan to complete for reporting in year: <u>4</u> ; ☒ 5. ASSESSMENT IS CURRENTLY BEING COMPLETED. Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion & Sediment Control</i> (Sample Local Law).
2. If preliminary assessment was completed, indicate the results.	☐ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ☐ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ☐ If most of the Sample Local Law provisions appear in local code; minor revisions needed
Assessment and Development of Regulatory Mechanism (Local Code) (continued on next page)	
3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: ☐ Not yet completed (proceed to next table) Plan to complete work below for reporting in year: <u>4</u> ; ☒ 5. GAP ANALYSIS IS CURRENTLY BEING COMPLETED.
4. How was the local code adopted or how will it be adopted*? <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. ☐ The entire Sample Local Law adopted as amendments to existing code or as stand alone law. • If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law. • If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed. b. ☒ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ☐ Language developed by municipality was demonstrated to be equivalent.

Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism

Permit Reference IV.C.4.b.i, 5.a.i (continued)

Assessment and Development of Regulatory Mechanism (Local Code) (continued)

5. Answer the following questions about the Gap Analysis or equivalent processes.

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles		NUMBER OF REQUIRED CLAUSES IN LOCAL LAW	
Existing clauses exactly the same as the Sample Local Law language	Existing clauses equivalent to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be adopted, listed as legislative agenda items.	
1			
2			
3, 4, 5			
6			
TOTAL			
6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?		☒ No ☐ Yes , list the local codes that will be changed: LIST IS CURRENTLY BEING COMPILED.	
7. What was the date or is planned date of local code adoption?		Date: NOVEMBER 2007 – THE TOWN AWAITS THE DEC’S “PROPOSED HEIGHTENED REQUIREMENTS FOR MS4’S IN THE EAST OF HUDSON WATERSHED” PRIOR TO EVALUATION OR ADOPTION OF THE LOCAL LAW.	
8. Provide a web address if the adopted local law can be found on a web site.		Web Address:	

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. v: Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-control construction site plans to ensure consistency with local sediment and erosion control requirements. <i>Describe the procedures below. Revise as procedures are updated.</i> ALL SITE PLANS ARE REVIEWED BY THE TOWN'S CONSULTANT. ANY INCREASE IN IMPERVIOUSNESS IS REQUIRED TO BE MITIGATED. INSPECTIONS ARE PERFORMED FOR ALL WORK. THE INSPECTION REPORT FORM IS INCLUDED IN THE APPENDIX.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) <i>Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i> 215 PERMITS REQUIRING EROSION CONTROL REVIEW WERE ISSUED IN YEAR 4. ALL APPLICATIONS WERE REVIEWED BY THE TOWN'S CONSULTANT.
Permit Reference IV.C.4.b. vi: Develop and implement procedures for the receipt and consideration of information submitted by the public. <i>Explain the procedures below. Revise as procedures are updated.</i> <i>Identify the responsible personnel or outside organizations.</i> PROCEDURES ARE POSTED ON THE WEBSITE. THE PUBLIC CAN ATTEND THE PLANNING BOARD MEETINGS. ALL INFORMATION WILL BE CONSIDERED BY THE PLANNING BOARD.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) MEASURABLE GOALS WILL BE THE PERCENT OF PROJECTS THAT RECEIVED PUBLIC COMMENT. BEGIN RECORD KEEPING IN YEAR 5.

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.4.b. iii, vii: Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02. Describe each procedure below. <i>Revise as procedures are updated.</i>	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.
INSPECTIONS ARE DONE FOR ALL CONSTRUCTION WORK.	ALL WORK IS INSPECTED ON A REGULAR BASIS. THE INSPECTION CHECKLIST IS ATTACHED IN THE APPENDIX. APPROXIMATELY 24 EROSION CONTROL VIOLATIONS WERE ISSUED AND REMEDIED IN YEAR 4.
Permit Reference IV.C.4.b. viii: Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet within the MS4s jurisdiction. - Explain the activities and materials used to meet this requirement. - Identify the personnel or outside organization conducting this activity. - Indicate activities planned for next year.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
DEVELOP FLYER FOR ATTACHMENT TO ALL BUILDING PERMITS AS STATED IN MINIMUM MEASURE #1. FLYER IS UNDER CONSTRUCTION.	MEASURABLE GOALS WILL BE THE NUMBER OF FLYERS ISSUED. BEGIN ISSUANCE IN YEAR 5.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• A combination of structural and/or non-structural management practices. • <i>Identify and describe below procedures to ensure installation of post-construction management practices. Revise as procedures are updated.</i>	DO NOT ENTER INFORMATION IN THIS CELL
THE TOWN ENGINEERING CONSULTANT INSPECTS ALL WORK DURING AND AFTER CONSTRUCTION. AS-BUILT SURVEYS ARE REQUIRED TO ENSURE THAT ALL BMP'S WERE INSTALLED IN ACCORDANCE WITH THE PLAN.	GOAL: NUMBER OF IMPROPERLY INSTALLED PRACTICES – ONGOING. NONE IN YEAR 4.
• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards. • <i>Describe procedures below. Revise as procedures are updated.</i>	• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i>
ALL SITE PLANS ARE REVIEWED BY THE TOWN'S ENGINEERING CONSULTANT. ANY PROJECT WITH DISTURBANCE GREATER THAN 1 ACRE IS REQUIRED TO SUBMIT A NOI TO THE DEC FOR REVIEW.	GOAL: PERCENT OF PLANS REVIEWED THAT WERE RECEIVED. 100% IN YEAR 4.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:		Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
- Procedures for inspection and maintenance of post-construction management practices. <i>Explain procedures below. Revise as procedures are updated.</i>		<i>Example measurable goals are number of: inspections maintenance activities performed.</i>
DEVELOP POLICY TO REQUIRE A MAINTENANCE AGREEMENT WITH SCHEDULED INSPECTION REPORTING		SCHEDULED FOR YEAR 5. MEASURABLE GOALS WILL BE NUMBER OF INSPECTIONS AND MAINTENANCE ACTIVITIES PERFORMED.
- Procedures for enforcement and penalization of violators. <i>Explain procedures below. Revise as procedures are updated.</i>		<i>Example measurable goals: number enforcement activities performed.</i>
DEVELOP PROCEDURES FOR ENFORCEMENT.		SCHEDULED FOR YEAR 5.

Minimum Control Measure 5. Post-Construction Stormwater Management

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.5.a, c. (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators. • <i>Describe resources below. Update annually.</i>	DO NOT ENTER INFORMATION IN THIS CELL
THE TOWN'S ENGINEERING CONSULTANT INSPECTS ALL CONSTRUCTION. ENFORCEMENT, IF NEEDED, IS DONE BY THE BUILDING INSPECTOR THROUGH VIOLATIONS AND STOP WORK ORDERS. IF NO REMEDY IS MADE, A SUMMONS IS ISSUED AND FINES ARE DETERMINED BY THE JUDGE.	ONGOING TASK. GOAL: # OF VIOLATIONS ISSUED. NONE IN YEAR 4.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

- This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program. - A separate table follows that is for MS4s to report on management practices performed in identified municipal operations. - Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. - Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.	
Permit Reference IV.C.6.a: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
List pollutants that will be addressed by the municipal pollution prevention program.	
PHOSPHORUS AND SEDIMENT	
Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.	DO NOT ENTER INFORMATION IN THIS CELL
STREET AND CATCH BASIN CLEANING FOCUS ON THESE POLLUTANTS.	ONGOING.
Permit Reference IV.C.6.a: Include a municipal pollution prevention training component for staff (where all staff are trained). - Explain activities and materials used to meet this requirement. - Identify training needs and design training components - Determine the adequacy and appropriate frequency of staff training. - Identify personnel or outside organization conducting activities.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
DEVELOP TRAINING PROTOCOL FOR MUNICIPAL OPERATORS. FOLLOW DEC'S MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAM ASSISTANCE MANUAL AS A GUIDE.	SCHEDULED FOR YEAR 5. MEASURABLE GOALS WILL BE THE NUMBER OF EMPLOYEES TRAINED. THE TOWN'S ENGINEERING CONSULTANT IS CURRENTLY DEVELOPING A TRAINING AGENDA FOR TOWN EMPLOYEES.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; ___ Winter Road Maintenance;
X Stormwater System Maintenance; ___ Vehicle and Fleet Maintenance; ___ Park and Open Space Maintenance; ___ Municipal Building Maintenance;
 ___ Solid Waste Management; ___ Other: _____

• Copy this page and give it to each municipal office or department responsible for reporting. • Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department. • Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures. • Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.	
Permit Reference IV.C.6.a, c: Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from the municipal operation(s) indicated above to the MEP. • Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• Briefly describe or reference any existing policies and procedures • Briefly describe or reference any policies and procedures being developed STREET CLEANING IS DONE 5 DAYS A WEEK. TWO SWEEPERS ARE SOMETIMES USED FOR SAND AND OTHER DEBRIS. CATCH BASIN AND STORM DRAIN CLEANING IS DONE IN THE SPRING WHEN THE TOWN RENTS THE NECESSARY EQUIPMENT.	DO NOT ENTER INFORMATION IN THIS CELL A TOTAL OF 1,500 CUBIC YARDS OF MATERIAL WERE REMOVED FROM TOWN ROADS IN YEAR 4. 1,507 BASINS WERE CLEANED IN YEAR 4 REMOVING 330 CUBIC YARDS OF MATERIAL.
• Briefly describe or reference any existing best management practices • Briefly describe or reference any planned best management practices NONE YET.	DO NOT ENTER INFORMATION IN THIS CELL POSSIBLY WORK ON IDENTIFYING NEEDS TOWARDS END OF YEAR 4.
• Identify and describe the equipment and staff that are in place TWO STREET SWEEPERS. RENTAL VAC-TRUCK IN SPRING.	DO NOT ENTER INFORMATION IN THIS CELL

Minimum Control Measure 6. Municipal Operations: X Street and Bridge Maintenance; Winter Road Maintenance;
 X Stormwater System Maintenance; Vehicle and Fleet Maintenance; Park and Open Space Maintenance; Municipal Building Maintenance;
 Solid Waste Management; Other: _____

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

Permit Reference IV.C.6.a, c (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i> • <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i>	DO NOT ENTER INFORMATION IN THIS CELL
ASSESS CURRENT PRACTICES AND DEVELOP PLAN TO MODIFY OR IMPLEMENT NEW PRACTICES	SCHEDULED FOR YEAR 5. THE TOWN'S ENGINEERING CONSULTANT IS WORKING WITH TOWN STAFF TO DEVELOP MANUAL.
Permit Reference IV.C.6.a: If there is a training component for staff specific to these municipal operations: • <i>explain the activities and materials;</i> • <i>identify the personnel or outside organization conducting the activities.</i> NONE YET.	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities) SCHEDULE FOR YEAR 5.
Additional Techniques	Describe Measurable Goals and Results (when applicable) Indicate: Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:	

Did you include any of the following documents as appendices? Put a mark each appended document.
☐ Summary of public comments received on the annual report at the public presentation (Required) ☐ Intended response to comments on the annual report (Required) ☐ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends. ☒ Other <u>NEWSLETTER AND INSPECTION REPORT FORM</u>

**ADDENDUM REPORTING FOR
MS4S THAT LACK LEGAL AUTHORITY TO ADOPT
REGULATORY MECHANISMS FOR IDDE AND
CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL**

BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER

ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law

Permit Reference IV.C.3.c: Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.		
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: 4; 5.	
2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:	☐ Interconnection agreements ☐ Maintenance directives / BMPS ☐ Access Permits ☐ Tenant Leases	☐ Consultant Agreements ☐ Construction/Bid Documents ☐ Other _____ ☐ Consultant Agreements ☐ Construction/Bid Documents ☐ Other _____
3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:	☐ Interconnection agreements ☐ Maintenance directives / BMPS ☐ Access Permits ☐ Tenant Leases	☐ Consultant Agreements ☐ Construction/Bid Documents ☐ Other _____
4) Explain how the MS4 intends to prohibit illicit discharges if: • none of the mechanisms in number 2 contain language prohibiting illicit discharges; or • the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.	Explanation:	
5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?	Explanation:	

ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law

Permit Reference IV.C.4.b.i, 5.a.i: Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.	
1) When was this work completed or planned to be completed?	Date completed: _____ Not yet completed Plan to complete for reporting in year: 4; 5.
2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the erosion, sedimentation and stormwater management requirements for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).	
☐ Access Permits ☐ Tenant Leases ☐ Requests for Proposals (RFPs) ☐ Scope of Services	☐ Consultant Agreements ☐ Construction / Bid Documents ☐ Other Policies / Procedures _____
3) All of the erosion, sedimentation and stormwater management requirements below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.	
Control Mechanism	Erosion, Sedimentation and Stormwater Management Requirements
	Require all projects to have SWPPPs, as in GP-02-01
	Require all 16 components of a basic SWPPP (erosion and sediment control)
	Require all additional 7 components for a full SWPPP when post-construction control is required
	Meet the standards in the <i>Erosion and Sediment Control</i> and <i>Stormwater Management Design Manuals</i> (or otherwise meet the requirements of GP-02-01)
	Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP
	Require proper operation and maintenance of stormwater facilities during construction
	Require proper operation and maintenance of stormwater facilities after construction
	Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01
	Have a process for review of SWPPPs
	Require site self inspections as in GP-02-01
	Have enforcement procedures during and after construction
	Require construction site operators to control waste
	Procedures for receipt and consideration of information submitted by the public
4) If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?	Explanation:
5) Explain how the MS4 intends to enforce the requirements within their jurisdiction?	Explanation: