

# Phase II Storm Water Permit Notice of Intent (NOI)

## Phase II Municipal Separate Storm Sewer Systems (MS4s)

The purpose of this set of questions is for a Tennessee city, county, utility district or military base to apply for NPDES permit to discharge storm water runoff from a Phase II municipal separate storm sewer system.

You must provide the following information to the Division of Water Pollution Control as application material. You may print this form blank and complete it on paper, or you can complete the form electronically. The document is a Microsoft Word 2000 document. Submit two paper copies, one of which must bear an original signature on page three. Or, submit a copy electronically to [phase.two@state.tn.us](mailto:phase.two@state.tn.us), according the procedure given in the permit part 2.3.

### I. Administrative Information

Name of city, county, storm water utility district or other public institution that operates a Phase II MS4	
Town of Smyrna, Tennessee	
Responsible elected official or officer	Title
Honorable Bob Spivey	Mayor
Street address City, State Zip	Town of Smyrna City Hall 315 S. Lowry Street, Smyrna, TN 37167
Program Contact Person/e-mail address/phone no.	Technical Contact Person/e-mail address/phone no.
V.W. Chuck Boyett, P.E. <a href="mailto:Chuck.boyett@townofsmymrna.org">Chuck.boyett@townofsmymrna.org</a> (615) 459-2553	V.W. Chuck Boyett, P.E. <a href="mailto:Chuck.boyett@townofsmymrna.org">Chuck.boyett@townofsmymrna.org</a> (615) 459-2553
Provide an organizational chart that shows the different departments involved in storm water management.	<input checked="" type="checkbox"/> Organizational Chart attached.

### II. Description of Storm Sewer System

#### A. Area served

*If city, town, or utility district, give:*

Area of jurisdiction in square miles within current corporate boundaries	24± sq. miles
Additional area of urban growth boundary	51± sq. miles

*If county, give:*

Area of county in square miles	N/A
Area unincorporated	N/A
Unincorporated, urbanized	N/A

#### B. Storm Drainage Infrastructure

Give estimates for the following features of storm water drainage infrastructure owned or operated by the local government	
Open ditches (miles, or feet).....	100 miles
Storm sewers (miles, or feet).....	20 miles
Culverts (estimate number).....	1,000 ea.

Catch basins (estimate number).....	400
Detention basins (estimate number operated by local government).....	NONE
Retention basins (estimate number operated by local government).....	NONE

### C. Map

Include a map that shows areas zoned for commercial or industrial activity. Alternatively, present a map that shows actual commercial use and industrial use.	<input checked="" type="checkbox"/> Map attached. Exhibit A
Identify municipal/county wastewater treatment plants, landfills, vehicle fleet maintenance centers, power plants, airports and any other municipally owned or operated industrial activities. Identify State or Federal vocational/technical/college/university campuses and military installations.	<input checked="" type="checkbox"/> Map attached. Exhibit B
Include a map, depicting city or county-roads, topography or drainage patterns, and "blue line," and intermittent blue-line streams.	<input checked="" type="checkbox"/> Map attached. Exhibit C

These maps can be a single map, as long as the various information is clear to read.

### D. Identifying impaired streams and other waterbodies

Identify any streams (that flow through your jurisdiction or within two miles downstream jurisdiction boundaries) that are impaired according to the later of either the State's 305(b) report or the State's 303(d) report. For any impairment, indicate the nature of pollution (cause) and the source.

Stream Name	Cause of impairment	Source of impairment
Rock Springs Branch TN06130203 010-0900	Siltation, other habitat alteration	Land development
Stewarts Creek TN06130203 010-1000	Siltation, other habitat alteration	Land development
Olive Branch TN06130203 010-0200	Siltation, other habitat alteration	Land development

### E. Has the state or EPA promulgated a TMDL for any streams directly affected by runoff from your MS4? ☐ Yes ☒ No

If so, list stream segment(s) and parameter(s) of concern:

Stream segment:	Parameters of concern:

### III. Existing Legal Authority to Control Storm Water Discharges to MS4

You must review ordinances that apply to control of pollution that might enter the MS4. Extract those portions of your ordinances that do apply to control of the storm sewer system and attach a copy of those portions to this application.

☒ **Copy of ordinances is attached. (See appendices)**

Ordinances that deal with storm water issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion and sediment practices, subdivision regulations or other land use/development ordinances.

**Copies of ordinances are enclosed / see Appendix D**

### IV. Signature of Responsible Corporate Officer

This Notice of Intent (NOI) must be signed as follows:

c) For a municipality, State, Federal, or other public agency, by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

(i) The chief executive officer of the agency, or

(ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

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

Signature **Bob Spivey**

Title **Mayor, Town of Smyrna**

Date

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## V. Your Proposed Storm Water Quality Management Program

This Notice of Intent requires you to provide a brief description of your existing and planned for a storm water management program. The following six sections correspond to the six minimum control measures for a Phase II storm water management program.

If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

Notes:

- Boxes for your responses have been colored green (on our screen) and your answers therein will be green.
- You may extend the tables in order to list more than four proposed BMPs, by going to the last row of the table and striking the "TAB" key until new rows are added.

### 1) Public Education and Outreach

- a. The following is a set of questions on your current public education and outreach program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

Questions related to public education and outreach		<input checked="" type="checkbox"/>
	Does the municipality currently distribute educational materials on the topics of storm water quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the municipality currently conduct or participate in public outreach activities focusing on the topics of storm water quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Has the municipality communicated with restaurants and similar food service establishments a clear set of standards with respect to site cleanliness and storm water controls? The standards must take into account health department regulations that might apply to the restaurants and include information on grease traps and waste disposal.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- b. List the best management practices (BMPs) that you will implement in the area of public education and outreach. These should be based on a set of priorities you have identified in the area of public education and outreach. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP. In the next question, you will be asked for more detail for accomplishing these BMPs.

1	<b>Best Management Practices for Public Education and Outreach</b>
A	<b>Public Service Programming / CATV Channel 3 and radio</b> TV, Radio, Print Media Ads
B	<b>Web Site</b> Post information on existing web site.

<b>C</b>	<b>Telephone Hot Line / Dedicated Phone Number</b> Complaints and information access and follow-up.
<b>D</b>	<b>Education in Schools / Rutherford County School System</b> Coordinate with county for educational programs in schools.
<b>E</b>	<b>Training for Compliance / Inspections</b> Cross train all codes inspectors (5) for storm water management, inspections and reporting

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>F</b>	<b>Grab Bag Items</b> Brochures, newspaper articles, pamphlets, newsletters, mail outs.
<b>G</b>	

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Public Education and Outreach – Administrative Information</b>	
Primary contact person on above BMPs Chuck Boyett	
Other department(s) that will be involved and their role Rutherford County School System	
Access, scheduling and coordination of school education program.	
Equipment needs, if any	

What specific groups will be targeted (e.g., service industries such as carpet cleaning, civic groups, schools, church groups) if applicable Industries, restaurants, developers, Chamber of Commerce, county school system.

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role. Rutherford County School System, Rutherford County, LaVergne, City of Murfreesboro, Chamber of Commerce and Tennessee MSA Working Group.

Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

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## 2) Public Participation and Involvement

- a. The following is a set of questions on your current public participation and involvement program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Questions related to public participation and involvement</b>	<input checked="" type="checkbox"/>
	Does the current municipal storm water management program comply with local, State and Federal public notice requirements? If yes, describe how the public is notified.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Storm water currently addressed with Planning Commission site plan approval – meetings are advertised.	
	Does the municipality currently allow the public to participate or otherwise be involved in storm water management activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Citizens are allowed to speak at Planning Commission and Council meetings. Complaints are received and followed up by Public Works and Codes Depts.	

- b. List the best management practices (BMPs) that you will implement in the area of Public Participation and Involvement. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

You may not desire to dictate the ways in which the public participates or is involved in the storm water quality management program; in this case, your proposed program should provide a forum and a structure by which to encourage or allow the public to participate. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. As such, your proposed program should describe how you will accomplish this, and the time schedule.

<b>2</b>	<b>Best Management Practices for Public Participation and Involvement</b>
<b>A</b>	<b>Storm Water Advisory Committee: To be appointed by Mayor</b> To develop municipal ordinance and administer program.
<b>B</b>	<b>Storm Water Administrative Board: Sub-committee</b> To oversee implementation and enforcement of ordinance.
<b>C</b>	<b>Public Meeting(s):</b> Annual public meeting for public hearing and comment.
<b>D</b>	<b>Citizens Action Groups: Churches, schools, civic groups</b> Annual clean-up days, Adopt-A-Stream program.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	<b>Grab Bag: Work with courts for community service</b> Work to clean up stream banks using weekend Community Service Program.
<b>F</b>	

- c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Public Participation and Involvement – Administrative Information</b>	
Contact person on implementing these BMPs	
Chuck Boyett	
What specific groups will be targeted and in what way (e.g., schools, colleges/universities, neighborhood groups)	
Public meetings: all citizens, committee meetings, notices. Public advertisements: all citizens, radio, TV, mail outs. Citizens groups: developers, land owners, churches, civic groups. Schools: coordinate with in-city schools.	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Yes, schedule events to coincide with state and other local city and county groups.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

**3) Illicit Discharge Detection and Elimination**

The following are common sources of illicit discharges to an MS4:

- |                               |  |
|-------------------------------|--|
| Sanitary wastewater           | Effluent from septic tanks                     |
| Car wash wastewaters          | Improper oil disposal                          |
| Radiator flushing disposal    | Laundry wastewaters/gray water                 |
| Spills from roadway accidents | Improper disposal of auto and household toxics |
| Carpet cleaning wastewaters   |  |

**a. Following is a set of questions on your current illicit discharge detection and elimination program.**

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

Questions related to storm sewer system map	<input checked="" type="checkbox"/>
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Revised 11-02	Does the municipality currently have a storm sewer system map completed for the entire regulated municipal separate storm sewer system? The map must depict, at a minimum: city streets, topography or drainage patterns, blue line streams and intermittent blue-line streams (as shown on USGS 1:24,000 scale quadrangle maps) and outfalls (points where the city or county-operated MS4 discharges into the streams).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment: To be developed	

	<b>Questions related to an illicit discharge ordinance</b>	<input checked="" type="checkbox"/>
	Does the municipality currently have an ordinance or regulatory mechanism that prohibits non-storm water discharges into the storm sewer system? If yes, please attach a copy of the ordinance and give page number(s) of this section of ordinance. If NO, proceed to the next section (inspections and enforcement). Comment: To be developed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism clearly define non-storm water discharges, either through a written description of a non-storm water discharge or through a listing of unallowable or allowable non-stormwater discharges? Comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges? Comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism prohibit dumping? Comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate non-storm water discharges in the event of violations? If yes, please note page number and paragraph number. Comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism define penalties for violations? If yes, please note page number and paragraph number. Comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the municipality have ordinance or other regulatory mechanism that prohibits contamination of storm water runoff from industrial and commercial properties, including restaurants and auto repair shops, auto supply shops, large commercial parking areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Questions related to inspection/screening and enforcement procedures</b>	<input checked="" type="checkbox"/>
New 11-02	Does the municipality presently have personnel and procedures in place for inspection and/or screening for non-storm water discharges? Comment/Detail (screening procedures, policies and responsible departments and personnel by title):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, please describe.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
How are enforcement actions documented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
Has the municipality defined priority areas for non-stormwater discharge screening and inspections? If yes, please describe.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
If Yes, provide a map of illicit discharge screening priority areas.	<input type="checkbox"/> Attached

<b>Responding to public input and complaints</b>	<input checked="" type="checkbox"/>
Does the municipality presently have procedures in place to receive and consider information and complaints about non-storm water discharges that are submitted by the public? If so, provide brief description: responsible departments, personnel, steps followed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	

<b>Questions related to education</b>	<input checked="" type="checkbox"/>
Has the municipality educated these groups - public employees, businesses, property owners, the general community, and elected officials - regarding ways to detect, prevent and eliminate illicit discharges? If yes, briefly describe the educational materials, including media used (e.g., written brochures, public service announcements, etc.), the topic(s) covered, intended target audience(s), and the distribution method.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
New 11-02 Has the municipality communicated with restaurants and similar food service establishments a clear set of standards with respect to site cleanliness and storm water controls? The standards must take into account health department regulations that might apply to the restaurants and include information on grease traps and waste disposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	

**b.** List the best management practices (BMPs) that you will implement in the area of Illicit Discharge Detection and Elimination. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>1</b>	<b>Best Management Practices for Illicit Discharge Elimination and Detection</b>
<b>A</b>	<b>Municipal Ordinance:</b> To be developed to prohibit illicit discharges.
<b>B</b>	<b>Dry Weather Screenings:</b> Inspect MS4 outfalls during dry weather to detect non-storm related flows.
<b>C</b>	<b>Hot Line and Complaint Tracking:</b> Record and register all complaints, follow-up and corrective action taken and documented.
<b>D</b>	<b>Storm Water System Map: GIS compatible, digital base map of storm water collection and discharge system.</b>

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	<b>Recycling, Hazardous Waste Collection Program: In-place.</b>
	Administered by Rutherford County Department of Solid Waste.
<b>F</b>	<b>Education:</b>
	Fundamental element will address illicit discharges and public awareness of illicit discharges.

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Illicit Discharge Detection and Elimination System – Administrative Information</b>	
Primary contact person on above BMPs	
Chuck Boyett	
Other department(s) that will be involved and their role	
County Health Department, Smyrna Codes Enforcement, Rutherford County Solid Waste,	
Smyrna Town Attorney, Municipal Judge	
Equipment needs, if any	
Digital camera with tape recorder.	

What specific groups will be targeted (e.g., particular businesses, civic organizations, church groups) if applicable	
Restaurants, vehicle maintenance & repair shops, ready-mix concrete, asphalt paving, painting operations, car wash operations.	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Partner with Rutherford County, LaVergne, Murfreesboro and TN MS4 Work Group on waste collection efforts, public awareness and public service announcements.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

N/A	

(Go to next page.)

#### 4) Construction Site Runoff Program

- a. Following is a set of questions on your current erosion and sediment control program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Questions related to a construction site runoff ordinance</b>	<input checked="" type="checkbox"/>
	Do you currently have an erosion and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the page number(s). If No, proceed to the next set of questions below about construction site plans review.  <b>Comment:</b> See Town of Smyrna existing ordinance, municipal codes and subdivision regulations in the enclosed appendices.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?  <b>Comment:</b> Proposed site plans are reviewed, approved and inspected by technical staff, planning commission and codes inspectors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance/regulatory mechanism require (explicitly or implicitly) that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.  <b>Comment:</b> Will include in future Municipal Storm Water Ordinance.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.  <b>Comment:</b> Include in future storm water ordinance.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Do those technical standards agree with or exceed the following standards, summarized here, in the <a href="#">TDEC construction activity general permit</a> (Section IV.D.2.): requirement for an erosion and sediment control pollution prevention plan; pre-construction ground cover not to be disturbed more than 20 days prior to grading; sequencing and phasing of construction activities; erosion and sediment control designed to control the rainfall and runoff from a 2 year, 24 hour storm, 2 year, including sediment basins to serve disturbed areas of ten acres; temporary or permanent ground cover provided within 15 days after final grading?  <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Do technical standards require that construction activities maintain riparian buffers during construction?  <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism clearly define the criteria - primarily who must submit - for submitting erosion and sediment control information or plans? If yes, note page number and paragraph number.  <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism require approval by the local government prior to commencement of land disturbance activities? If yes, note page number and paragraph number.  <b>Comment:</b> Site grading plan must be approved and grading permit issued by Codes Department.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Does the ordinance or regulatory mechanism require re-submittal of erosion and sediment control information or plans if site plans or conditions change during land disturbance activities? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
Does the ordinance or regulatory mechanism allow right-of-entry for government officials onto construction sites for inspections? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to STOP WORK in the event of non-compliance violations? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	

	<b>Questions related to construction site plans review</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: City Engineer and Construction Inspector	
	Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Reviewed and approved prior to issuance of grading permit or building permit.	
New 11-02	Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites, including at a minimum those construction activities discharging directly into, or immediately upstream of, waters the state recognizes as impaired or high quality?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.	<input type="checkbox"/> Attached
	Narrative: 1) Submit to staff for review & comment. 2) Correct deficiencies. 3) Submit for 2 <sup>nd</sup> staff review. 4) Placed on Planning Commission agenda for approval. 5) Obtain grading (or building) permit.	

	<b>Responding to public input and complaints</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Phone calls to Mayor's office, City Engineer or Codes Department.	
	If Yes, please provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, and personnel (by title). If available, provide information on complaint tracking, documentation, etc.	<input type="checkbox"/> Attached
	Narrative: Calls are received by Engineering, Codes or Public Works Depts.; appropriate City official responds to complaint, attempts to resolve issue and follows up with complaint caller (if necessary).	

	<b>Questions related to enforcement and inspection procedures</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have personnel and procedures in place for construction site runoff inspection?  Comment/Detail (inspection procedures, policies and responsible departments and personnel by title): Michael Blanks, Construction Inspector, Smyrna Codes Department Chuck Boyett, City Engineer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New 11-02	Does the program provide for inspection of priority sites at least once per two weeks in wet weather and once per month otherwise?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the municipality presently have procedures and personnel in place for enforcement of violations of construction site requirements?  Comment: May issue verbal warning, written letter or issue citation for codes violation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the municipality use a STOP WORK order to enforce non-compliance with construction site policies and requirements?  Comment: Codes Dept. has stop work authority if no response to notice of violation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	How are enforcement actions documented?  Response: Phone calls are documented, letters are certified and citations issued with Police Dept. assistance. Municipal judge hears cases locally.	

	<b>Questions related to training and education</b>	<input checked="" type="checkbox"/>
	Does the municipality presently make construction site runoff control training/information available to the public, developers, engineers, and contractors? (Be aware that the state of Tennessee regularly conducts erosion prevention and sediment control classes across the state. Local governments are encouraged to refer developers and contractors to these classes.)  Comment: Intent is to cross-train all building codes inspectors and enforcement officers (7 total).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Has municipal staff completed state-sponsored training, including the Tennessee Fundamentals of Erosion Prevention and Sediment Control; and the Erosion Prevention and Sediment Control Design Course?  Comment: Mr. Blanks and Mr. Boyett have completed, other building inspectors to receive training in years 2-5 of program.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

In the following spaces, estimate dollars/year and man-hours/year for existing erosion prevention and sediment control activities. You may revise the categories if necessary to correlate with your own accounting figures.

Existing activities – construction site runoff control program	Estimated dollars/year	Personnel and man-hours/year
Construction site plans review	\$2,500/yr.	96
Responding to public input and complaints	\$5,000/yr.	200
Enforcement and inspection procedures	N/A	N/A
Training and education	\$1,500/yr.	60

b. List the best management practices (BMPs) you will implement to establish and run a construction site runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>1</b>	<b>Best Management Practices for Construction Site Runoff Control Program</b>
<b>A</b>	<b>Storm water management municipal ordinance, develop &amp; revise existing ordinance and sub-regulations to conform to new MS4 requirements.</b>
<b>B</b>	<b>Procedures for review, approval and inspections of land disturbance activities.</b>
<b>C</b>	<b>Erosion prevention and sediment control manual to meet requirements of TDEC manual dated March, 2002 (or current)</b>
<b>D</b>	<b>Inspections checklist and procedures for Codes Dept. with minimum monthly inspections on priority sites per TDEC MS4 general permit requirements.</b>

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	<b>Enforcement procedures will be assigned by ordinance to the Storm Water Administrative Board.</b>
<b>F</b>	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information

<b>Construction Site Runoff Control Program – Administrative Information</b>	
Primary contact person on above BMPs Chuck Boyett	
Other department(s) that will be involved and their role Codes Dept., Legal Dept., Storm Water Administrative Board.	
Equipment needs, if any Digital camera with tape recorder, vehicles, computer, personnel.	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.
--



Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

(Go to next page.)

## 5) Post-Construction Runoff Control

- a. Following is a set of questions on your current post-construction runoff control program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Structural and non-structural strategies</b>	<input checked="" type="checkbox"/>
	The following is a general question related to this one of the six minimum measures.	
	Does the municipality currently have in place mechanisms or strategies to reduce pollutants in post-construction runoff to the MS4 from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based local controls such as riparian buffer zone protection; storage or detention of storm water prior to release to streams; practices to cause storm water to percolate the soil rather than runoff immediately; vegetative practices.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Bonds requires for completion and maintenance of ground cover and landscaping. (See appendices)	
	If Yes, please provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, best management practices allowed, technical guidance, responsible departments, and personnel (by title).	<input checked="" type="checkbox"/> Attached Appendices
	Narrative: Land use zoning, planning and required to establish ground cover to release bond. Detention required for all new construction.	

	<b>Questions related to a post-construction site management ordinance</b>	<input checked="" type="checkbox"/>
	Do you currently have an ordinance or regulatory mechanism that addresses post-construction runoff from new development and redevelopment projects? If yes, reference the page number in your ordinance. If No, proceed to the next section on post - construction plans review.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Municipal Ordinance and Subdivision Regulations in appendices / see appropriate sections.	
	Does the ordinance or regulatory mechanism require controls to mitigate pollutants in storm water runoff? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism contain or reference technical standards for water quality controls? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism clearly define the criteria for submittal - who must submit - of post-construction water quality control design information or plans? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Comment:	
	Does the ordinance or regulatory mechanism require approval prior to construction of post-construction water quality controls? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism require re-submittal of post-construction water quality control design information or plans if site plans change after the initial design has been approved? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to penalize the owner of post-construction water quality controls for violations? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism allow the municipality right-of-entry on property where post-construction water quality controls are installed for inspections? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism require that post-construction water quality controls have adequate and long-term operation and maintenance? If yes, please note page number and paragraph number. If no, how does the MS4 owner/operator maintain post-construction water quality controls.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
New 11-02	Does the ordinance or regulatory mechanism require establishment and maintenance of riparian buffers during construction and after construction, in areas of new development and redevelopment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	

	<b>Questions related to post-construction control plans review</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment with regard to the impact that post-development runoff will have on receiving streams?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Concurrent with pre-construction review by staff & Planning Commission with inspection follow-up by construction inspector and Codes Dept.	
	If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.	<input type="checkbox"/> Attached
Estimated dollars/year:	2,500	Personnel and man-hours/year: 100

**b.** List the mechanisms (BMPs) you will implement to establish and maintain a post-development runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>1</b>	<b>Best Management Practices for Post Construction Runoff Program</b>
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<b>A</b>	<b>Ordinance revisions to address post construction runoff issues. Will implement TDEC CGP requirements.</b>
<b>B</b>	<b>Procedures developed to strengthen post construction inspections, reporting and as-built certifications by the design engineers for the site development.</b>
<b>C</b>	<b>Post construction storm water management guidelines to be taken from TDEC manual for post construction BMP.</b>
<b>D</b>	<b>Streamside buffer zone requirements will be included in procedures, reviews and inspections program.</b>

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	<b>Detention regulations will be revised to conform to MS4 water quality requirements and BMPs.</b>
<b>F</b>	<b>Maintenance inspections, reporting and record keeping procedures for addressing private detention ponds will be developed.</b>

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Post Construction Runoff Control Program - Administrative Information</b>	
Primary contact person on above BMPs Chuck Boyett	
Other department(s) that will be involved and their role Planning, Codes, Legal	
Equipment needs, if any Listed previously.	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role. N/A	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

N/A	

(Go to next page.)

## 6) Pollution Prevention and Good Housekeeping

- a. The following is a set of questions on your current pollution prevention and good housekeeping program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

<b>Questions related to staff education and training</b>		<input checked="" type="checkbox"/>
Does the municipality's current operation and maintenance program provide annual training for staff on preventing and reducing storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance? If yes, briefly describe the training, including the educational materials used, the topic(s) covered, an estimate of the number of employees trained and the training method.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:		
Are training activities documented? If yes, please describe how		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:		
Estimated dollars/year:		Personnel and man-hours/year:

<b>Questions related to municipal operations pollution prevention</b>		<input checked="" type="checkbox"/>
Does the municipality's operations and maintenance program have policies and procedures in place that address pollution prevention? Consider the following in your response: maintenance activities, maintenance schedules; long term inspection procedures for structural and non-structural storm water controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways; controls for reducing or eliminating pollutants from municipal parking lots, maintenance and storage yards, fleet or maintenance areas with outdoor storage areas, salt/sand storage areas, snow disposal areas, waste transfer stations; disposal of waste removed from storm sewers and the areas listed above; and assessment of impacts on water quality from new flood management projects.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment: Limited to visual observations and correction. Need written procedures and routine inspections.		
If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.		<input type="checkbox"/> Attached
Estimated dollars/year:	5,000	Personnel and man-hours/year: 200

<b>Questions related to municipal industrial activities</b>		<input checked="" type="checkbox"/>
Has the MS4 owner/operator obtained a <a href="#">Tennessee Multi-Sector General Permit</a> or a no-exposure waiver for all qualifying municipal industrial activities? If yes, please give permit numbers or copy of the <a href="#">No-Exposure Certification</a> form.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment: List of current TMSP facilities in Smyrna is attached. See Exhibit B for location map.		

List municipally-owned or operated facilities that have a notable potential for contaminating runoff: for example - vehicle maintenance garages; waste transfer operations; golf courses; salt or other materials storage; landfill. If more than one facility for a given type of operation, give the number of such facilities. Indicate if any of these are covered by an NPDES permit. Is there a documented pollution prevention plan in place for these facilities?

	Facility or type of facilities/operation	Number	Is activity covered by NPDES permit?	Is a pollution prevention plan in effect?
	Wastewater Treatment Facility	1	Yes	No
	Water Treatment Facility	1	Not required	No
	City Maintenance Compound Parks, Streets, Gas, Water & Sewer	1	Not required	No
	Golf Course	1	Not required	No

- b. List and briefly describe proposed management practices for municipal pollution prevention and good housekeeping.

In addition to considering industrial-type operations as in item a., you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/ catch basins, etc. Also included in this program area is discharge of pollutants from roads and parking lots.

<b>1</b>	<b>Best Management Practices for Pollution Prevention and Good Housekeeping</b>
<b>A</b>	<b>Storm Water Quality (SOP) Manual to be developed for all city owned facilities with SWP's/SPCC where required.</b>
<b>B</b>	<b>Rights-of-way and MS4 maintenance procedures will be review and updated to assure regulatory compliance.</b>
<b>C</b>	<b>Public drainage easement inspections and maintenance of culverts, catch basins, ditches and conveyances will be completed.</b>
<b>D</b>	<b>Employee education and awareness program to be included in employee training and safety meetings.</b>

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	
<b>F</b>	

- c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

- d. Administrative Information

<b>Municipal pollution prevention and good housekeeping - Administrative Information</b>	
Primary contact person on above BMPs	
Chuck Boyett	
Department(s) that will be involved and their role	
Streets, Vehicle Maintenance, Parks, WWTP, WTP, Golf Course, Gas and Building/Grounds Maintenance.	
Equipment needs, if any	
Listed previously.	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
N/A	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

(See next page for addendum.)



## Addendum to Small MS4 NPDES Permit Notice of Intent BMP Measurable Goals and Implementation Milestones

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. You may add tables for additional BMPs.

Measurable goals are BMP design objectives, or goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part IV., 1) – 6) of the permit NOI. There is space already prepared here for four BMPs for each minimum measure. You can add additional tables. You can also extend tables by using Tab key in the last row of the table and beyond.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year. Also, certain BMPs - e.g., an ordinance - should be put in place within one year.

### Best Management Practices for Public Education and Outreach

<b>BMP 1A</b>	<b>Public Education and Outreach Programs</b>	
Measurable Goal(s)	Public service announcements, schools program 1 per year, per school.	
Milestone Yr 1	Partner with County School System for education in 10 public schools located in Smyrna.	
Milestone Yr 2	Develop posters, mail-outs, radio ads, and include in newsletter and newspapers.	
Milestone Yr 3	Organize civic groups for Spring/Fall clean up programs.	
Milestone Yr 4	Develop Adopt-A-Stream program for civic groups, homeowners associations.	
Milestone Yr 5	Awards and recognition program to recognize significant efforts and contributions.	

<b>BMP 1B</b>	<b>Web Site</b>	
Measurable Goal(s)	Create storm water info on Smyrna web page. One web page with links to Town departments.	
Milestone Yr 1	Work with Information Service Dept. to add storm water info to existing site.	
Milestone Yr 2	Enhance web page with information as it develops in committee meeting, agenda, ordinance.	
Milestone Yr 3	Create database reports accessible from web page.	
Milestone Yr 4	Enhance as appropriate.	
Milestone Yr 5	Enhance as appropriate.	

<b>BMP 1C</b>	<b>Hot Line</b>	
Measurable Goal(s)	24-hour dedicated phone line with tracking database.	
Milestone Yr 1	Work with Information Service Dept. to set up phone line & tracking system.	
Milestone Yr 2	Create database system for response and corrective action.	
Milestone Yr 3	Develop reporting system to generate annual report.	
Milestone Yr 4	Continue and enhance as appropriate.	
Milestone Yr 5	Continue and enhance as appropriate.	

<b>BMP 1D</b>	<b>Public Meetings and Training</b>	
Measurable Goal(s)	Annual public meetings / educational seminar. One public meeting and one seminar per year.	
Milestone Yr 1	Prepare 1 <sup>st</sup> year report to TDEC and public hearing.	
Milestone Yr 2	Set up 1 storm water seminar per year open to public.	
Milestone Yr 3	CATV Storm Water Committee meetings.	
Milestone Yr 4	Continue all of above.	
Milestone Yr 5	Continue all of above.	

## Best Management Practices for Public Participation and Involvement

<b>BMP 2A</b>	<b>Storm Water Advisory Committee</b>	
Measurable Goal(s)	Establish committee Yes / No	
Milestone Yr 1	Appoint committee / set regular meetings.	
Milestone Yr 2	Committee to develop Municipal Storm Water Ordinance for City Council action. 18 month deadline – December 2004.	
Milestone Yr 3	Semi-annual meetings to review ordinance.	
Milestone Yr 4	Continue ordinance review and revisions (if necessary).	
Milestone Yr 5	Continue ordinance review and revisions (as required).	

<b>BMP 2B</b>	<b>Storm Water Administrative Board</b>	
Measurable Goal(s)	Establish Administrative Board Yes / No	
Milestone Yr 1	Appoint board members, set regular meetings.	
Milestone Yr 2	Establish Municipal Storm Water Ordinance enforcement procedures.	
Milestone Yr 3	Set hearings and appeals process for violations.	
Milestone Yr 4	Regular meetings.	
Milestone Yr 5	Regular meetings.	

<b>BMP 2C</b>	<b>Public Meetings</b>	
Measurable Goal(s)	Public meeting for TDEC annual report. Yes / No	
Milestone Yr 1	Conduct public meeting to review annual report and hear public comments.	
Milestone Yr 2	Annual report meeting.	
Milestone Yr 3	Annual report meeting.	
Milestone Yr 4	Annual report meeting.	
Milestone Yr 5	Annual report meeting.	

<b>BMP 2D</b>	<b>Citizens Action Groups</b>	
Measurable Goal(s)	Organize citizen groups, civic, schools, homeowners assn. Yes / No	
Milestone Yr 1	Stream clean-up day.	

Milestone Yr 2	Involve Community Service Work Program in stream clean-up program.	
Milestone Yr 3	Civic groups, churches, Boy Scouts, ROTC, industries to organize work day efforts.	
Milestone Yr 4	Develop Adopt-A-Stream Program and monitor activities.	
Milestone Yr 5	Recognition and awards programs for significant efforts of civic groups.	

### Best Management Practices for Illicit Discharge Detection and Elimination

<b>BMP 3A</b>	<b>Municipal Storm Water Ordinance (prohibit illicit discharges)</b>	
Measurable Goal(s)	Develop and adopt Municipal Storm Water Ordinance Yes / No	
Milestone Yr 1	Advisory Committee to develop draft ordinance.	
Milestone Yr 2	Planning Commission to review and recommend to Council. Council to adopt by December 31, 2004. (Meet 18 month TDEC requirement.)	
Milestone Yr 3	Revise existing ordinances (see appendices) to eliminate contradictions.	
Milestone Yr 4	Evaluate Municipal Storm Water Ordinance and revise, if necessary.	
Milestone Yr 5	Evaluate and revise Municipal Storm Water Ordinance, if necessary.	

<b>BMP 3B</b>	<b>Dry Weather Screening / Inspections</b>	
Measurable Goal(s)	Conduct weather screenings / inspections. Yes / No	
Milestone Yr 1	Set up screening procedures, inspection report forms, train personnel, tracking database.	
Milestone Yr 2	Screen 20% of outfalls and coordinate with inventory mapping effort.	
Milestone Yr 3	Screen 30% of outfalls and coordinate with inventory mapping effort.	
Milestone Yr 4	Screen 25% of outfalls and coordinate with inventory mapping system.	
Milestone Yr 5	Screen 25% of outfalls and set up reporting and inventory identification system	

<b>BMP 3C</b>	<b>Hot Line and Complaints Tracking System</b>	
Measurable Goal(s)	Establish hot line and complaint tracking system. Yes / No	
Milestone Yr 1	Set up dedicated phone line 24/7 for receiving, recording and follow-up response.	
Milestone Yr 2	Develop database for reporting and identifying recurring problem areas.	
Milestone Yr 3	Track and respond to calls / update database.	
Milestone Yr 4	Track and respond to calls / update database.	
Milestone Yr 5	Track and respond to calls / update database.	

<b>BMP 3D</b>	<b>Storm Water System Inventory and Map</b>	
Measurable Goal(s)	Inventory and map storm water system. 100% complete by December 2006.	
Milestone Yr 1	Develop mapping plan, outfall identification system, data to be collected, inventory forms and database.	

Milestone Yr 2	Inventory and mapping 50% complete and database set up.	
Milestone Yr 3	Inventory and mapping 100% complete and data loaded to system map and database.	
Milestone Yr 4	Update inventory map and database.	
Milestone Yr 5	Update inventory map and database.	

### Best Management Practices for Construction Site Runoff Control Program

<b>BMP 4A</b>	<b>Municipal Storm Water Ordinance Construction Site Run-Off Control Program</b>	
Measurable Goal(s)	Ordinance developed and adopted by Town Council.	
Milestone Yr 1	Advisory Committee to develop draft ordinance.	
Milestone Yr 2	Planning Commission to review ordinance and recommend to Council to adopt by December 31, 2004. (18 month requirement)	
Milestone Yr 3	Review and revise existing ordinances and regulations (see appendices) to eliminate contradictions.	
Milestone Yr 4	Evaluate Municipal Storm Water Ordinance and revise (if necessary).	
Milestone Yr 5	Evaluate Municipal Storm Water Ordinance and revise (if necessary).	

<b>BMP 4B</b>	<b>Review, approval and record keeping of construction site / land disturbance activities.</b>	
Measurable Goal(s)	Procedures developed and implemented. Yes / No	
Milestone Yr 1	Advisory Committee to develop draft procedures to be included in Municipal Storm Water Ordinance.	
Milestone Yr 2	Planning Commission to review ordinance and recommend to Council to adopt by December 31, 2004. (18 month requirement)	
Milestone Yr 3	Implement procedures and develop database for tracking, recording and reporting by January 2006. (30 month requirement)	
Milestone Yr 4	Review and revise if necessary.	
Milestone Yr 5	Review and revise if necessary.	

<b>BMP 4C</b>	<b>Manual for Erosion Prevention and Sediment Control</b>	
Measurable Goal(s)	Manual developed and published for developers and public. Yes / No	
Milestone Yr 1	Review existing publications, TDEC, TVA, COE, Soil Conservation and others for applicable BMPs.	
Milestone Yr 2	Advisory Committee to develop manual consistent with Municipal Ordinance requirements.	
Milestone Yr 3	Publish manual and make copies available to all engineers and site developers prior to permit issuance. By January 2006. (30 month requirement)	
Milestone Yr 4	Review and revise if necessary.	
Milestone Yr 5	Review and revise if necessary.	

<b>BMP 4D</b>	<b>Construction Site Inspection Program</b>	
Measurable Goal(s)	Inspection program developed with N.O.V. and follow-up. Yes / No	
Milestone Yr 1	Develop Construction Site Inspection Program with report forms, checklists and record keeping.	

Milestone Yr 2	Implement Construction Site Inspection Program with monthly inspections on high priority land disturbance activities.	
Milestone Yr 3	Establish routine construction site inspection program for all sites. Complete by January 2006. (30 month requirement)	
Milestone Yr 4	Hire and train additional storm water management personnel (as necessary).	
Milestone Yr 5	Review, revise and update program (if necessary).	

<b>BMP 4E</b>	<b>Enforcement</b>	
Measurable Goal(s)	Implementation of enforcement policies, procedures and penalties. Yes / No	
Milestone Yr 1	Advisory Committee to develop enforcement procedures and penalties with Municipal Ordinance.	
Milestone Yr 2	Planning Commission to recommend Enforcement Program to Town Council for adoption by December 31, 2004.	
Milestone Yr 3	Storm Water Administrative Board to conduct hearings on violations and implement Enforcement Program. In place by January 2006 / 30 months.	
Milestone Yr 4	Review, revise and update Enforcement Program as required.	
Milestone Yr 5	Review, revise and update Enforcement Program as required.	



### Best Management Practices for Post-Construction Runoff Control

<b>BMP 5A</b>	<b>Municipal Storm Water Ordinance – Post Construction Run-off Control</b>	
Measurable Goal(s)	Ordinance developed and adopted by Town Council. Yes / No	
Milestone Yr 1	Advisory Committee to develop draft ordinance.	
Milestone Yr 2	Planning Commission to review ordinance and recommend to Council to adopt by December 31, 2004.	
Milestone Yr 3	Review and revise existing ordinances and regulations to eliminate contradictions. (see appendices) Complete by January 2006 / 30 months.	
Milestone Yr 4	Evaluate Municipal Storm Water Ordinance and revise (if necessary).	
Milestone Yr 5	Evaluate Municipal Storm Water Ordinance and revise (if necessary).	

<b>BMP 5B</b>	<b>Review, Approval and Record Keeping of Post Construction Land Disturbance Activities</b>	
Measurable Goal(s)	Procedures developed and implemented. Yes / No	
Milestone Yr 1	Advisory Committee to develop draft procedures for post construction inspections.	
Milestone Yr 2	Planning Commission to review procedures and recommend to Town Council for adoption.	
Milestone Yr 3	Implement post construction inspection procedures and develop database for tracking, recording and reporting. Complete by January 2006.	
Milestone Yr 4	Review and revise (if necessary).	
Milestone Yr 5	Review and revise (if necessary).	

<b>BMP 5C</b>	<b>Manual for Post Construction BMPs–Erosion Prevention &amp; Sediment Control</b>	
Measurable Goal(s)	Manual developed and published for developers and public. Yes / No	
Milestone Yr 1	Review existing publications TDEC, TVA, COE, Soil Conservation and others for applicable BMPs.	
Milestone Yr 2	Advisory Committee to develop manual consistent with municipal ordinance requirements.	
Milestone Yr 3	Publish manual and make copies to all engineers and site developers prior to permit issuance. Complete by January 2006.	
Milestone Yr 4	Review and revise (if necessary).	
Milestone Yr 5	Review and revise (if necessary).	

<b>BMP 5D</b>	<b>Structural and Non-Structural strategies for Post Construction Runoff Control</b>	
Measurable Goal(s)	Develop administrative & structural requirements for post construction runoff control. Yes / No	
Milestone Yr 1	Manual developed for administrative requirements and structural maintenance for post construction BMPs.	
Milestone Yr 2	Advisory Committee to develop administrative policies and structural maintenance requirements.	

Milestone Yr 3	Publish manual and make available to public, property owners, developers, engineers. Complete by January 2006 / 30 months.	
Milestone Yr 4	Implement post construction administrative and structural maintenance requirements including, but not limit to streamside buffer maintenance, detention ponds, parking lots, storage lots, etc.....	
Milestone Yr 5		

## Best Management Practices for Municipal Pollution Prevention and Good Housekeeping

<b>BMP 6A</b>	<b>Storm Water Pollution Prevention Program – Standard (In-House) Operating Procedures</b>	
Measurable Goal(s)	Develop storm water SOP for city-owned facilities. Yes / No	
Milestone Yr 1	Set up in-house committee with representatives of all affected departments.	
Milestone Yr 2	Develop and implement standard operating policies, procedures, reports and database. TMSP – SWPPP based format.	
Milestone Yr 3	Review, revise and update, if necessary.	
Milestone Yr 4	Review, revise and update, if necessary.	
Milestone Yr 5	Review, revise and update, if necessary.	

<b>BMP 6B</b>	<b>Rights-of-Ways and MS4</b>	
Measurable Goal(s)	Develop routine program for roadways / right-of-ways maintenance and inspections. Yes / No	
Milestone Yr 1	Develop storm water pollution prevention program for routine maintenance of streets, ditches, culvers, catch basins.	
Milestone Yr 2	Implement routine storm water pollution prevention program for Public Works Department.	
Milestone Yr 3	Review, revise and update, if necessary.	
Milestone Yr 4	Review, revise and update, if necessary.	
Milestone Yr 5	Review, revise and update, if necessary.	

<b>BMP 6C</b>	<b>Storm Water Pollution Prevention Training for City Departments and Employees</b>	
Measurable Goal(s)	Identify departments and employees for training. Yes / No	
Milestone Yr 1	Develop training program using in-house committee.	
Milestone Yr 2	Implement training program for all departments affected – Streets, Vehicle Maint., Building Maint., WWTP, WTP, Parks, Golf.	
Milestone Yr 3	Annual refresher training and updates.	
Milestone Yr 4	Annual refresher training and updates.	
Milestone Yr 5	Annual refresher training and updates.	

<b>BMP 6D</b>		
Measurable Goal(s)		
Milestone Yr 1		

Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

(end)