

City of Cherry Hills Village Program Description Document, *Permit Version- Modification 4* May 2022, Revision #3

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Part I.C. Program Description Document

Per the MS4 Permit (issued April 15, 2016, effective July 1, 2016), the permittee must develop and maintain records in the form of a program description document (PDD). The following document meets the requirement found in the MS4 Permit. Requirements subject to a compliance schedule do not need to be addressed in the PDD until the due date in the compliance schedule in Part I.H of the permit.

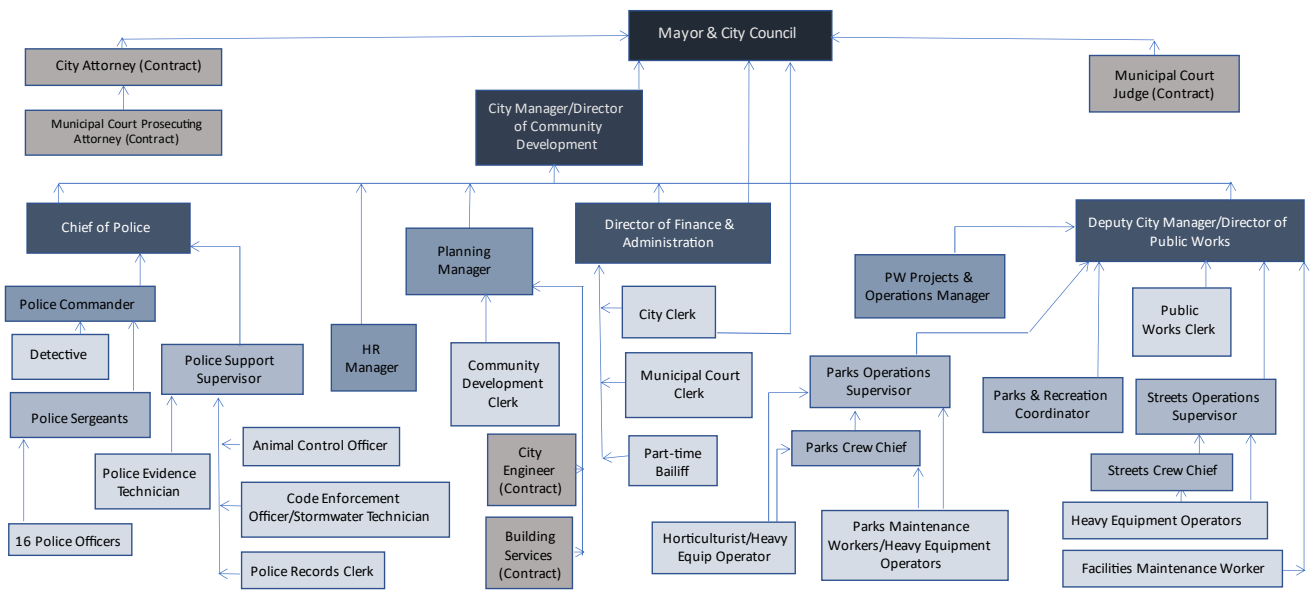
The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained. The PDD must be available to the public at reasonable times during regular business hours and maintained in a format that can be submitted to the Division within 10 business days of a request.

Information in the PDD may be revised by the permittee at any time. The permittee must modify the PDD as changes occur to ensure that the information is up to date. The [MS4 Certification Electronic Library](#) on the Water Quality Control Division’s website contains communities’ MS4 factsheet and certification, which indicates contacts, fees and state waters to receive discharge.

Part I.C.1.c Organizational Chart

PDD Requirement: Part I.C.1.c Organizational chart indicating responsibility over applicable departments by the legal contact.

City of Cherry Hills Village
Organizational Chart



Part I.D. Public Involvement/Participation

Part I.D.1.a. Public Involvement and Participation Process

Program Requirements (Part I.D.1)	Recordkeeping (Part I.D.2)	Compliance Schedule
<p>The permittee must implement and document a Public Involvement and Participation process that complies with state and local public notice requirements for actions conducted, when applicable, to comply with this permit. The following requirements apply:</p> <p>a. The permittee must follow its own public notice requirements to provide opportunities for public involvement that reach most citizens within the permittee’s jurisdiction through the notification process.</p>	<p>a. Copies of the documents used to provide public notice and any public comment received as part of the public notice process.</p>	<p>None given.</p>

PDD Requirement: Part I.D.3.a. A list of citation(s) and location(s) of the written procedures used for the permittee’s public notice process.

Title	Document Location
<p>Example: Municipal Code Section 5.6 Legislation-Posting and Publication.</p>	<p>Example: (website) The municipal code section http://www.codepublishing.com/search/?cmd=getdoc&DocId=90&Index=%2fvar%2fplib%2fdtsearch%2fhtml%2fCO%2fGlendale&HitCount=13&hits=242+345+46e+615+627+643+66f+672+67b+699+748+74d+776+&SearchForm=D%3A\inetpub\wwwroot\public_html\CO\Glendale\Glendale_formsML.html (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Public Participation\Recordkeeping</p>

Part I.D.1.b and c. Public Involvement and Participation Process

Program Requirements (Part I.D.1)	Recordkeeping (Part I.D.2)	Compliance Schedule
<p>b. The permittee must provide a mechanism and processes to allow the public to review and provide input on the control measures. At a minimum, the permittee must provide a statement on the permittee’s web site that the PDD is publicly available for review and comment.</p>	<p>b. Documentation of the mechanism used to allow the public to provide input.</p> <p>c. Records of information submitted by the public in accordance with Part I.D.1.c and any actions the permittee took to address the information.</p>	<p>None given.</p>

Program Requirements (Part I.D.1)	Recordkeeping (Part I.D.2)	Compliance Schedule
<p>c. The permittee must have the ability to accept and respond (in accordance with permit requirements) to information submitted by the public, including information on illicit discharges or failure to implement or meet control measure requirements associated with applicable construction activities, applicable development sites, or municipal operations.</p>		

Part I.D.3.b. The web site address containing the statement that the PDD is available for public review.

www.cherryhillsvillage.com "Public Works/Stormwater Management/PDD"

Part I.E.1 Public Education and Outreach

Part I.E.1.c.i. Illicit Discharges:

Program Requirements (Part I.E.1)	Recordkeeping (Part I.E.1)	Compliance Schedule
<p>i. The permittee must provide information to businesses and the general public regarding the permittee’s prohibitions of and the water quality impacts associated with illicit discharges as part of the public education program. The permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part I.E.1.a.ii. The information must include the following:</p> <p>(A) The permittee must determine the targeted businesses that are likely to cause an illicit discharge or improperly dispose of waste. At a minimum, the permittee must identify at least one type of business and a list of those businesses that fit the identified type of business.</p> <p>(B) The permittee must develop and implement at least one education and outreach activity to those businesses identified in Part I.E.1.a.i.(A). Educational materials and activities, individually or as a whole, must describe water quality impacts associated with illicit discharges and the improper disposal of waste, the behaviors of concern, and actions that the business can take to reduce the likelihood of illicit discharges and the improper disposal of waste.</p>	<p>i. A written list of the targeted business(es) that are likely to cause an illicit discharge or improperly dispose of waste and the education and outreach activity for the targeted business(es).</p>	<p>Begin Implementation July 1, 2018 (applies to this entire section)</p>

PDD Requirement: Part I.E.1.c.i. Illicit Discharges: A list of citation(s) and location(s) of the written procedures used to determine the targeted business(es), the outreach activity(ies) conducted, and the outreach distribution mechanism(s).

Title	Document Location
Example: Public Education and Outreach Strategy	Example: (Stormwater Management Files) S:\Storm Water\PROGRAMS\Public Education\Recordkeeping

Part I.E.1.c.ii. Education and Outreach Activities:

Program Requirements (Part I.E.1.a)	Recordkeeping (Part I.E.1.b)	Compliance Schedule
ii. Education and Outreach Activities Table: Each year, the permittee must implement at least four education and outreach activities (bulleted items) and at least two must be from the Active and Interactive Outreach column. The activities can be the same from year to year or be different each year.	ii. Education and Outreach Activities: A written list of the targeted pollutant sources and/or pollutants, the target audience, and distribution mechanism for each activity and the following: (A) Dates the activities were implemented, including, as applicable, dates of events and the materials that were made available. (B) Documentation of the activities that were provided and/or made available and the dates of distribution. Signs, markers, or equivalent intended to be maintained for the permit term must be described with location information.	Begin Implementation January 1, 2018

PDD Requirement: Part I.E.1.c.ii. Education and Outreach Activities: A list of the activities from Table 1 selected for implementation for each calendar year.

Title	Document Location
Public Education and Outreach Strategy via city events and involvement in SPLASH organization	Stormwater Master File “SPLASH Info” and “Public Education and Outreach Information”

TABLE 1 Education and Outreach Activities Table	
Passive Outreach	Active and Interactive Outreach (pick any two bullets each year)
Bus shelter/bench advertisement Billboard/dasher board advertisement Vehicle/bus advertisement Radio/television/movie theatre advertisement Newspaper advertisement Distribute educational materials by brochure Distribute educational materials by fact sheet Distribute educational material by utility bill insert Publish article (hard copy or electronic) Storm drain marking by permittee staff that maintains 25% of permittee-maintained inlets. Stormwater related signage Web site	Ongoing advertisement/promotion of a stormwater hotline number or other method to report an illicit discharge Ongoing advertisement/promotion on how to get more information about the stormwater program Ongoing social media program Web site that is interactive or contains stormwater information that includes actions that can be taken to reduce stormwater pollution Newsletter (hard copy or electronic) Promotion of existing local stormwater/environmental events or program that help protect water quality Distribute promotional items or giveaways Participate in or sponsor a water festival which involves populations that exist within the permit boundary Participate in or sponsor a waterway clean-up and trash removal event Participate in or sponsor a service project Participate in or sponsor a stormwater or environmental presentation Participate in or sponsor a stormwater or environmental event Participate in or sponsor community project-based programs that investigate watershed health and meet applicable school Science, Technology, Engineering and Math (STEM) standards Participate in or sponsor a household hazardous waste event Participate in or sponsor an Adopt-a-Street program Participate in or sponsor an Adopt-a-Waterway program Participate in or sponsor an Adopt-a-Storm Drain program Provide ongoing access to motor vehicle fluids recycling program Stormwater booth at a community event Conduct a stormwater survey Storm drain marking program performed by the public/community Pet waste stations Participate in, plan or present stormwater materials to schools Stormwater demonstration projects that show control measures or other pollutant reduction methods

Part I.E.1.c.iii. Nutrients:

Program Requirements (Part I.E.1)	Recordkeeping (Part I.E.1)	Compliance Schedule
<p>iii. Nutrients: As part of their public education program, the permittee must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4. Permittees can meet the requirements of this section through contribution to a collaborative program to evaluate, identify, target, and provide outreach that addresses sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the MS4 permittee’s discharge.</p> <p>(A) The permittee must determine the targeted sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nutrients to the waters receiving the discharge authorized under the MS4 permit.</p> <p>(B) The permittee must prioritize which targeted sources are likely to obtain a reduction in nutrient discharges through education. The permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach, individually or as a whole, must describe stormwater quality impacts associated with nitrogen and phosphorus in stormwater runoff and illicit discharges, the behaviors of concern, and actions that the target source can take to reduce nutrients. The permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part I.E.1.a.ii.</p>	<p>iii. Nutrients: A written list of the targeted sources that are contributing to or have the potential to contribute nutrients to stormwater and the education and outreach activity for the targeted sources.</p>	<p>Part A: Completed by January 1, 2018</p> <p>Part B: Begin implementation July 1, 2018.</p>

PDD Requirement: Part I.E.1.c.iii. Nutrients: A list of citation(s) and location(s) of the written procedures used to determine factors considered and the targeted sources, the prioritized targeted sources, the outreach activities conducted, and the outreach distribution mechanisms.

Title	Document Location
<p>Example: Public Education and Outreach Strategy</p>	<p>Example: (Stormwater Management Files) S:\Storm Water\PROGRAMS\Public Education\Recordkeeping</p>

Part I.E.2. IDDE Program

Part I.E.2.c.i. Storm Sewer System Map

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
i. Storm Sewer System Map: The permittee shall maintain a current map of the location of all MS4 outfalls within the permit area, and the names and location of all state waters that receive discharges from those outfalls.	i. Storm Sewer System Map: The current map.	None given.

PDD Requirement- Part I.E.2.c.i. Storm Sewer System Map: A list of citation(s) and location(s) of the storm sewer system map and procedures for updating the map for new outfalls or expanded permit areas.

Title	Document Location
Stormwater Outfall Map Book	Stormwater Master File "Outfall Related-Mapping"

Part I.E.2.c.ii. Regulatory Mechanism:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
ii. Regulatory Mechanism: The permittee’s regulatory mechanism must: (A) Prohibit illicit discharges into the MS4; (B) Have a procedure to request access to property(ies), as necessary to implement the illicit discharges procedures, to include judicial action; and (C) Provide the permittee the legal ability to cease or require to be ceased and remove, or require and ensure the removal of, and impose penalties for all illicit discharges for the period from when the illicit discharge is identified until removed.	ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

PDD Requirement- Part I.E.2.c.ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including a list of the associated program documents used to meet the regulatory mechanism requirements.

Title	Document Location
Municipal Code Section 19-1-130 « Prohibitions »	Sec. 19-1-30. - Prohibitions. Municipal Code Cherry Hills Village, CO Municode Library
Municipal Code Section 19-1-130 « Enforcement »	Sec. 19-1-130. - Enforcement. Municipal Code Cherry Hills Village, CO Municode Library

Part I.E.2.c.iii. Regulatory Mechanism Exemptions:

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exemptions,	iii. Regulatory Mechanism Exemptions: The applicable codes,	Completed July 1, 2019

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
waivers, or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	resolutions, ordinances, and program documents used to meet the permit requirements.	

PDD Requirement- Part I.E.2.c.iii. Regulatory Mechanism Exemptions: A list of the citation(s) and location(s) of regulatory mechanism elements that allow for exemptions and the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.

Title	Document Location
Municipal Code Section 19-1-40 « Exemptions »	Sec. 19-1-40. - Exemptions. Municipal Code Cherry Hills Village, CO Municode Library
Municipal Code Section 19-1-50 “requirements Applicable to Certain Dischargers”.	Sec. 19-1-50. - Requirements applicable to certain dischargers. Municipal Code Cherry Hills Village, CO Municode Library

Part I.E.2.c.iv. Tracing an Illicit Discharge:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges...The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4.	iv. Tracing an Illicit Discharge: (A) The applicable program documents and procedures used to respond to reports/identification of illicit discharges.	Completed January 1, 2018

PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (A) A list of citation(s) and location(s) of the written procedures for tracing an illicit discharge, including the citation(s) and location(s) of supporting documents.

Title	Document Location
Example: Illicit Discharge Detection and Elimination Plan, April 2014, Section 3: Tracing an Illicit Discharge.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\IDDE\Recordkeeping

Part I.E.2.c.iv. Tracing an Illicit Discharge:

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges...The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4.	iv. Tracing an Illicit Discharge: (B) The permittee must maintain centralized recordkeeping systems of illicit discharge responses conducted by the permittee. Records maintained by other departments can be in different centralized recordkeeping systems. The centralized record keeping system must contain the information in Part	Completed January 1, 2018

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
	1.E.2.b.vi(A) below or provide a reference to where the information is maintained.	

PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (B) Documenting an Illicit Discharge: 1) A list of citation(s) and location(s) of the record keeping system(s) used to maintain the required information.

Title	Document Location
Example: Illicit Discharge Detection and Elimination Plan, April 2014, Section 4: Tracking an Illicit Discharge.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\IDDE\Recordkeeping
Illicit Discharge Investigations	(Stormwater Management Files) A spreadsheet with illicit discharge investigations S:\Storm Water\PROGRAMS\IDDE\Recordkeeping

PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (B) Documenting an Illicit Discharge: 2) A list of citation(s) and location(s) of the written procedures used for documenting information on illicit discharge reports, including if applicable, identification of how information is consolidated between separate functional groups within the permittee's organization.

Title	Document Location
Example: Illicit Discharge Detection and Elimination Plan, April 2014, Section 4: Tracking an Illicit Discharge.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\IDDE\Recordkeeping

Part I.E.2.c.v. Discharges that could be Excluded from being effectively prohibited:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
v. Discharges that can be Excluded from being Effectively Prohibited: The following discharges do not need to be effectively prohibited and the permittee is not required to address the discharges as illicit discharges in accordance with the requirements of this permit. The permittee must list all discharges excluded from being effectively prohibited in their regulatory mechanism as an allowable non stormwater discharge. Any discharges listed below that are not listed in the permittee's regulatory mechanism must be effectively prohibited. See <i>Part I.E.2.a.v.(A)-(Y)</i>	v. Discharges that could be excluded from being effectively prohibited: (A) Copies of all required submittals to the Division. (B) Copies of the documents used to provide any required public notice and any public comment received as part of the public notice process.	Completed July 1, 2019

PDD Requirement: Part I.E.2.c.v. Discharges that could be Excluded from being effectively prohibited: A list of citation(s) and location(s) of the written procedures for excluding discharges from being effectively prohibited and the discharges that have been excluded from being effectively prohibited.

Title	Document Location
<i>Municipal Code Section 19-1-40 "Exemptions"</i>	Sec. 19-1-40. - Exemptions. Municipal Code Cherry Hills Village, CO Municode Library

Part I.E.2.c.vi. Removing an Illicit Discharge:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
vi. Removing an Illicit Discharge: When an illicit discharge is identified, the permittee must remove or require the removal of the source of the illicit discharge. The permittee must also cease or require the cessation of the illicit discharge. After the illicit discharge has been ceased, the permittee must also minimize surface contamination by removing or requiring the removal of surface residue or other type of pollutant source. The removal requirement can be met by notifying the Division through a written report when CDPS or NPDES general permit coverage is available for a discharge and the discharge is not subject to prohibitions against issuance of a permit in regulation 61.8(1). The permittee must also have written procedures for requiring cleanup from the operator and procedures for cleanup conducted by the permittee, when necessary, to remove materials associated with the illicit discharge.	vi. Removing an Illicit Discharge: (A) The information used by the permittee to identify repeat occurrences from the same responsible party concerning the same type of illicit discharge. The permittee must document and maintain records of each illicit discharge identified by the permittee that includes the following information, or identifies that the information is unknown or not applicable: 1) The date that the illicit discharge was reported to and/or identified by the permittee. 2) The date the permittee responded to the reported/identified illicit discharge. 3) The location of the illicit discharge. 4) Responsible party for the illicit discharge (if identified). 5) A description of the source and nature of the illicit discharge. 6) A description of how the source of the illicit discharge was eliminated/resolved. 7) Documentation of enforcement actions (if applicable).	Completed January 1, 2018

PDD Requirement: Part I.E.2.c.vi. Removing an Illicit Discharge: A list of citation(s) and location(s) of the written procedures for removing an illicit discharge, including the citation(s) and location(s) of supporting documents.

Title	Document Location
<i>Illicit Discharge Detection and Elimination SOPs</i>	<i>"Illicit Discharge Detection and Elimination SOPs" Manual. G:\Public Works\Storm Water Master File\IDDE & Spill Files</i>

Part I.E.2.c.vii. Enforcement Response:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
<p>vii. Enforcement Response: The permittee must implement appropriate written enforcement procedures and actions to eliminate the source of an illicit discharge when identified/reported, discourage responsible parties from willfully or negligently repeating or continuing illicit discharges, and discourage future illicit discharges from occurring. The written procedures must address mechanisms for enforcement for all illicit discharges from the moment an illicit discharge is identified/reported until it is eliminated. The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the responsible party to ensure that findings of a similar nature are enforced upon consistently. Written enforcement procedures must include informal, formal, and judicial enforcement responses.</p>	<p>vii. Enforcement Response: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.</p>	<p>None given.</p>

<p><i>PDD Requirement: Part I.E.2.c.vii. Enforcement Response: A list of citation(s) and location(s) of the specific enforcement mechanisms available and written procedures for enforcement response, including the citation(s) and location(s) of supporting documents. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place.</i></p>	
Title	Document Location
<p>Illicit Discharge Detection and Elimination SOPs</p>	<p><i>“Illicit Discharge Detection and Elimination SOPs” Manual. G:\Public Works\Storm Water Master File\IDDE & Spill Files</i></p>
<p>Municipal Code Section 19-1-130 “Enforcement”</p>	<p>Sec. 19-1-130. - Enforcement. Municipal Code Cherry Hills Village, CO Municode Library</p>

Part I.E.2.c.viii. Priority Areas:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
<p>viii. Priority Areas: The permittee must locate priority areas with a higher likelihood of having illicit discharges, including areas with higher likelihood of illicit connections. At a minimum, the priority areas must include areas with a history of past illicit discharges.</p>	<p>viii. Priority Areas: The map and/or list of priority areas.</p>	<p>Completed January 1, 2018</p>

PDD Requirement: Part I.E.2.c.viii Priority Areas. A list of citation(s) and location(s) of the priority areas.

Title	Document Location
Example: Illicit Discharge Detection and Elimination Plan, April 2014, Section 2 Mapping.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\IDDE\Recordkeeping

Part I.E.2.c.ix. Training:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
ix. Training: The permittee must train applicable municipal staff to recognize and appropriately respond to illicit discharges observed during typical duties. The permittee must identify those who will be likely to make such observations and provide training to those individuals. The training must address how suspected illicit discharges will be reported/identified, general information for recognizing and responding to illicit discharges observed during typical duties, information on the sources and types of operations or behaviors that can result in an illicit discharge, and information on the location of priority areas.	ix. Training: Name and department of each individual trained, date of training, the type of training, and a list of topics covered.	None given.

PDD Requirement: Part I.E.2.c.ix Training. A list of citation(s) and location(s) of the training program and supporting documents.

Title	Document Location
Example: Illicit Discharge Detection and Elimination Plan, April 2014, Section 7 Training.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\IDDE\Recordkeeping
Sign In Sheets	S:\Storm Water\PROGRAMS\IDDE\Recordkeeping
Training Materials	S:\Storm Water\PROGRAMS\IDDE\Recordkeeping

Part I.E.3. Construction Sites

Part I.E.3.c.i. Exclusions:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
i. Exclusions: A) Construction Activities with R-Factor Waiver B) Activities for County Growth Areas: 1) Construction activities on sites that began as part of a plan of development prior to the effective date of this permit. 2) Large lot single family development... C) Activities for Growth Areas: 1) Facilities associated with oil and gas ...	i. Exclusion: Maintain records for activities covered under Part I.E.3.a.i(A) and Part I.E.3.a.i(B)(1)(2). Records must include the site name, owner name, location, completion date, project disturbed acreage, and reason for exclusion.	Completed July 1, 2019

PDD Requirement: Part I.E.3.c.i. Exclusions: A list of citation(s) and location(s) of regulatory mechanism(s) that allow for exclusions and supporting documents used to implement the process.

Title	Document Location
Example: Municipal Code Section 13.30.020 New construction and redevelopment.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping
Stormwater Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

Part I.E.3.c.ii. Regulatory Mechanism:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
ii. Regulatory Mechanism: (A) The ability to implement sanctions against entities responsible for applicable construction activities. (B) Require control measures to be implemented for all applicable construction activities from initial disturbance until final stabilization.	ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

PDD Requirement: Part I.E.3.c.ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including a list of the associated program documents used to meet the regulatory mechanism requirements.

Title	Document Location
Example: Municipal Code Section 13.30.020 New construction and redevelopment.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping
Stormwater Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

Part I.E.3.c.iii. Regulatory Mechanism Exemptions:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exemptions, waivers, or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

PDD Requirement: Part I.E.3.c.iii. Regulatory Mechanism Exemptions: A list of the citation(s) and location(s) of regulatory mechanism elements that allow for exemptions and the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.

Title	Document Location
<p>Example: Municipal Code Section 13.30.020 New construction and redevelopment.</p>	<p>Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping</p>
<p>Stormwater Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.</p>	<p>(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping</p>

Part I.E.3.c.iv. Control Measure Requirements:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
<p>iv. Control Measure Requirements: The permittee’s Construction Sites Program must address selection, installation, implementation, and maintenance of control measures that meet the requirements of Part I.B. Control measures must prevent pollution or degradation of state waters. Control measures must also be appropriate for the specific construction activity, the applicable pollutant sources, and phase of construction...Control measures must meet the minimum requirements below. (A) Appropriate control measures must be implemented prior to the start of construction activity, control potential pollutants during each phase of construction, and must be continued through final stabilization. Appropriate structural control measures must be maintained in operational condition. (B) Control measures must be selected, designed, installed, implemented, and maintained to provide control for all potential pollutants...at a minimum...(see the list of 12 in permit)</p>	<p>iv. Control Measure Requirements: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.</p>	<p>None given.</p>

PDD Requirement: Part I.E.3.c.iv. Control Measure Requirements: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to meet the requirements in Part I.E.3.a.iv. A list of the citation(s) and location(s) of supporting documents, including any documents that provide control measure design considerations, criteria, or standards.

Title	Document Location
<p>Example: Municipal Code Section 13.30.020 New construction and redevelopment.</p>	<p>Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code.</p>

	S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping
Stormwater Construction Program Procedures, Section 2, Standards and Requirements.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

Part I.E.3.c.v. Site Plans:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
v. Site Plans: (A) Renewal Permittees: For the time period between the effective date of this permit and the date by which a renewal permittee meets the conditions in Parts I.E.3.a.v (B) through (C), the renewal permittee must continue to implement ... in accordance with the terms and conditions of the previous permit.	None given.	None given.
v. Site Plans: (B) Site Plan Requirement: The permittee must require operators to develop site plan(s) that locate (if applicable) and identify all structural and non-structural control measures for the applicable construction activities. The site plan(s) must contain installation and implementation specifications or a reference to the document with installation and implementation specifications for all structural control measures. A narrative description of non-structural control measures must be included in the site plan(s).	v. Site Plans: Copy of the final site plan reviewed to meet the initial site plan review requirement, and confirmation of the permittee’s review and acceptance.	Completed July 1, 2019
v. Site Plan (C) Initial Site Plan Review: The permittee must implement site plan review for all applicable construction activities prior to the start of construction activities. The waiver, however, does not apply to the requirements of Part I.E.3.a.v(A). Initial site plan review shall include the following: 1) Confirmation that the site plan includes appropriate control measures for all stages of construction, including final stabilization. 2) Confirmation that the control measures meet the requirements in Part I.E.3.a.iv. 3) Confirmation that the site plan meets the requirements in Part I.E.3.a.v(A).	v. Site Plans: Copy of the final site plan reviewed to meet the initial site plan review requirement, and confirmation of the permittee’s review and acceptance.	Completed July 1, 2019

PDD Requirement: Part I.E.3.c.v. Site Plans: (A)A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to develop, site plans, including the citation(s) and location(s) of supporting documents.

Title	Document Location
Example: Municipal Code Section 13.30.020 New construction and redevelopment.	Example:

	(website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping
Stormwater Construction Program Procedures, Section 3, Site Plan Requirements.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

PDD Requirement: Part I.E.3.c.v. Site Plans: (B) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee conducts initial site plan reviews, including the citation(s) and location(s) of supporting documents.

Title	Document Location
Example: Stormwater Construction Program Procedures, Section 3, Site Plan Requirements, Checklist for Construction Stormwater Plan Review	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

Part I.E.3.c.vi. Site Inspection:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
vi. Site Inspection: (A) (B) Site Inspection Frequency Exclusion: The permittee is only required to conduct inspections if there are observations or reports of discharges of sediment from disturbed areas: 1) Exclusions: (a) Individual Homes in a Residential Subdivision- Finished Home. (b) Individual Homes in a Residential Subdivision-Unfinished Home (c) Winter Conditions (C) Routine Inspection: A routine inspection must be conducted at least once before final stabilization. Routine inspections do not apply to sites eligible for other inspection frequencies in accordance with this section (Part I.E.3.a.vi). (45-day assessment of control measures, pollutant sources and discharge points)	(A) Routine Site Inspection or (B) Reduced Site Inspection: Inspection date, Name of inspector, Site identification, Inspection results including the location of any illicit discharges, failure to implement control measures, and inadequate control measures. The inspection results should also list (not locate) any control measures requiring routine maintenance, If the inspection is conducted in lieu of a compliance inspection, identification of any inadequate control measures that have not been resolved from the previous inspection, Type of inspection (C) Compliance Inspection: Inspection date, Name of inspector, Site identification, Inspection results including any inadequate control measures that have not been resolved from the previous inspection, Type of inspection (D) Operator Compliance Inspection: The report must contain the following:	Completed July 1, 2019

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
(D) Reduced Site Inspection: Reduced site inspections must occur at the frequency and include the scope indicated below for each type of site: 1) Inactive Site Inspection 2) Stormwater Management System Administrator’s Program Inspection 3) Staff Vacancy 4) Indicator Inspection (E) Compliance Inspection	Inspection date, Name of the operator inspector, Site identification, Inspection results including photos of the new or additional control measure to resolve issued from the previous inspection and any inadequate control measures that have not been resolved from the previous inspection.	

<i>PDD Requirements: Part I.E.3.c.vi. Site Inspection: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for conducting site inspections, including the citation(s) and location(s) of supporting documents that describe the following: (A) The process for determining, implementing, and documenting the inspection frequencies.(B) The process for inspection follow-up, including determining, implementing, and documenting the nature of the follow-up action.(C) The process and tools used for documenting inspections.</i>	
Title	Document Location
CHV Stormwater Inspection Report, March 2022 Municipal Code Section 19-1-110 “Implementation of Approved Stormwater Management Plans”	Stormwater Master File “New Inspection Report March 2022” Sec. 19-1-110. - Implementation of approved stormwater management plans. Municipal Code Cherry Hills Village, CO Municode Library

Part I.E.3.c.vii. Enforcement Response:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
<p>vii. Enforcement Response: Implement appropriate enforcement procedures and actions to meet the requirements of Part I.E.3.</p> <p>(A) The permittee must have processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measure requirements.</p> <p>(B) The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the violator to ensure that findings of a similar nature are enforced upon consistently. Enforcement procedures must include informal, formal, and judicial enforcement responses.</p>	<p>vii. Enforcement Response: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements. Maintain records of the enforcement response.</p>	<p>Part I.E.3.a.vii (B) Completed July 1, 2019</p>

PDD Requirement: Part I.E.3.c.vii. Enforcement Response: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for enforcement response. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place, including as a minimum:

(A) Construction commencing without site plan review in accordance with I.E.3.a.vi.

(B) Control measures not maintained in operational condition at time of permittee inspection, including sites that have temporarily shut down construction activities.

(C) Uncorrected finding(s) from previous inspections.

(D) Failure to implement a control measure for a pollutant source or inadequate control measure resulting in a discharge of pollutants from the applicable construction site or to the MS4.

Title	Document Location
<p>Municipal Code Section 19-1-110 "Implementation of Approved Stormwater Management Plans"</p>	<p>Sec. 19-1-110. - Implementation of approved stormwater management plans. Municipal Code Cherry Hills Village, CO Municode Library</p>
<p>Municipal Code Section 19-1-130 "Enforcement"</p> <p>Municipal Code Section 19-1-140 "Penalties"</p>	<p>CHAPTER 19 - Stormwater Quality and Control Municipal Code Cherry Hills Village, CO Municode Library</p> <p>Sec. 19-1-140. - Penalties. Municipal Code Cherry Hills Village, CO Municode Library</p>

Part I.E.3.c.viii. Training:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
viii. Training: The permittee must provide information to operators of applicable construction activities as necessary to ensure that each operator is aware of the permittee’s applicable requirements, including controlling pollutants such as trash. The training must also include information on trash as a pollutant source.	viii. Training: The applicable mechanism or program documents used to train construction operators.	None given.

PDD Requirement: Part I.E.3.c.viii. Training: A list of citation(s) and location(s) of the training program and supporting documents.

Title	Document Location
<p>Example: Stormwater Construction Program Procedures, Section 6, Training.</p>	<p>Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping</p>

Part I.E.3.c.ix. For Applicable Construction Activities that Overlap Multiple Permit Areas:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
ix. For Applicable Construction Activities that Overlap Multiple Permit Areas when a written agreement is in place with a co-regulating MS4 permittee: (A) Control measure requirements may be imposed on the operator in accordance with the requirements of a co-regulating MS4 permittee pursuant to the written agreement. (B) Site plan review/acceptance and site inspection actions may be conducted by a co-regulating MS4 permittee to meet the requirement of the permit.	ix. For Applicable Construction Activities that Overlap Multiple Permit Areas: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.3.a.ix.	None given.

PDD Requirement: Part I.E.3.c.ix. For Applicable Construction Activities that Overlap Multiple Permit Areas: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee meets all permit requirements in Part I.E.3 for construction activities for which the permittee is the owner or operator, if different than procedures for private sites.

Title	Document Location
Example: Stormwater Construction Program Procedures, Section 3, Site Plan Requirements. Section 4, Stormwater Inspection Procedures Section 5, Enforcement	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Construction Program\Recordkeeping

Part I.E.4. Post-Construction Stormwater Management in New Development and Redevelopment

Part I.E.4.c i. Excluded Sites:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>i. Excluded Projects: Permittees may exclude the following from the requirements of an applicable development project.</p> <ul style="list-style-type: none"> (A) "Pavement Management Projects" (B) Excluded Roadway Redevelopment (C) Excluded Existing Roadway Areas (D) Aboveground and Underground Utilities (E) Large Lot Single Family Projects (F) Non-Residential and Non- Commercial Infiltration Conditions (G) Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped (H) Stream Stabilization Sites (I) Trails (J) Oil and Gas Exploration (K) County Growth Areas: 	<p>i. Excluded Sites: Maintain records for activities covered under Part I.E.4.a.i. Records must include the site name, owner name, location, completion date, project acreage, reason for exclusion, and any information required below.</p> <ul style="list-style-type: none"> (A) Pavement Management Projects – The acreage of the excluded impervious area for rehabilitation and reconstruction of pavement that are not maintenance sites. (B) Excluded Roadway Redevelopment – The acreage of the excluded impervious area. (C) Excluded Existing Roadway Areas for Roadway Redevelopment – The acreage of the excluded impervious area. (D) Non-Residential and Non-Commercial Infiltration Conditions – The acreage of the excluded impervious area. (E) Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped Redevelopment – The acreage of the excluded impervious area. (F) Stream Stabilization Sites Redevelopment – The acreage of the excluded impervious area. (G) Trails – The acreage of the excluded impervious area. 	<p>Completed July 1, 2019</p>

PDD Requirement: Part I.E.4.c i. Excluded Sites: A list of citation(s) and location(s) of regulatory mechanism(s) that allow for exclusions and supporting documents used to implement the process.

Title	Document Location
<p>Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.</p>	<p>Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping</p>
<p>Stormwater Post Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.</p>	<p>(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction \Recordkeeping</p>

Part I.E.4.c ii. Regulatory Mechanism:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>ii. Regulatory Mechanism: To the extent allowable under state or local law, implement a regulatory mechanism to meet the requirements in Part I.E.4.a., including:</p>	<p>ii Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program</p>	<p>Completed July 1, 2019</p>

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
(A) Require control measures to be implemented for all applicable development sites. (B) Enforce the conditions of the exclusions above if applicable. (C) Require the long-term operation and maintenance of control measures. (D) Ensure that mechanisms are in place as necessary to meet this requirement for control measures used to meet the requirements of this permit by an applicable development site in the permit area that are located outside of the jurisdictional control of the permittee. (E) Implement sanctions against entities responsible for applicable development sites and for the long-term operation and maintenance of the control measures.	documents used to meet the permit requirements.	

PDD Requirement: Part I.E.4.c ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including the section of the regulatory mechanism used for enforcement activities. A list of the associated program documents used to meet the regulatory mechanism requirements.

Title	Document Location
Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping

Part I.E.4.c iii. Regulatory Mechanism Exemptions:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exclusions, exemptions, waivers, and variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

PDD Requirement: Part I.E.4.c iii. Regulatory Mechanism Exemptions: A list of citation(s) and location(s) of regulatory mechanism elements that allow for exemptions. A list of the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.

Title	Document Location
Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.	Example:

	(website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 1, Codes, Resolutions, and Ordinances.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping

Part I.E.4.c.iv. Control Measure Requirements:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>iv. Control Measure Requirements: The permittee’s requirements and oversight for applicable development sites must be implemented to address the selection, installation, implementation, and maintenance of control measures in accordance with requirements in Part I.B. The “base design standard” is the minimum design standard for new development and redevelopment. The control measures for applicable development sites shall meet one of the following base design standards listed below:</p> <ul style="list-style-type: none"> (A) WQCV Standard (B) Pollutant Removal Standard (C) Runoff Reduction Standard (D) Applicable Development Site Draining to a Regional WQCV Control Measure (E) Applicable Development Site Draining to a Regional WQCV Facility (F) Constrained Redevelopment Sites Standard (G) Previous Permit Term standard 	<p>iv. Control Measure Requirements: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements, including the procedures to determine which design standard applies to each applicable development site and the design specifications for each design standard (if applicable).</p>	<p>Completed July 1, 2019</p>

PDD Requirement: Part I.E.4.c.iv. Control Measure Requirements: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to meet the requirements in Part I.E.4.v, including any documents that provide control measure design considerations, criteria, or standards.

Title	Document Location
Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 2, Standards and Requirements.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping

Part I.E.4.c.v. Site Plan Requirements:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>v. Site Plans</p> <p>(A) Site Plan Requirements: Site plans that include control measures for the applicable development projects must include the following:</p> <ol style="list-style-type: none"> 1) Design details for all structural control measures implemented to meet the requirements of Part I.B.4. 2) A narrative reference for all non-structural control measures for the project, if applicable. 3) Documentation of operation and maintenance procedures to ensure the long-term observation, maintenance, and operation of the control measures. The documentation shall include frequencies for routine inspections and maintenance activities. 4) Documentation regarding easements or other legal means for access of the control measure sites for operation, maintenance, and inspection of control measures. <p>(B) Site Plan Review: The permittee shall implement a site plan review process for applicable development sites. The site plan review shall include the following minimum requirements designed to prevent inadequate control measures from being implemented or modified:</p> <ol style="list-style-type: none"> 1) Confirmation that control measures meet the requirements of Part I.E.4. 2) Confirmation that site plans meet the requirements of Part I.E.4.a.v. <p>(C) The permittee must meet the requirements of Part I.E.4.a.v(A) and (B) before approving any modifications to the site plan.</p>	<p>v. Site Plans: Copies of final site plans for all applicable development sites.</p> <p>(A) For all sites for which the stormwater runoff going to a regional WQCV control measure or facility is applied: The name and location of the regional WQCV control measure or facility.</p> <p>(B) For all sites for which the constrained redevelopment sites standard is applied: The site plan and the permittee’s written determination that it is not practicable to meet any of the other design standards in Parts I.E.4.a.iv(A)(B) or (C). The permittee’s written determination shall include an evaluation of the applicable redevelopment site’s ability to install a control measure without reducing surface area covered with the structures.</p> <p>(C) For all sites for which the previous permit term standard is applied: Date of the start of the permittee’s review process, the permittee’s approval of the site plan (if applicable), the control measure implementation, and any modifications to the site plan. (D) The applicable documentation for the operation and maintenance procedures that ensure the long-term observation, maintenance, and operation of control measures, including routine inspection frequencies and maintenance activities.</p> <p>(E) The applicable documentation regarding easements or other legal means for access to the control measure for operation, maintenance, and inspection of control measures.</p>	<p>Completed July 1, 2019</p>

PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (A) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to develop, maintain, and modify site plans, including the citation(s) and location(s) of supporting documents.

Title	Document Location
<p>Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.</p>	<p>Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040</p>

	(Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 2, Standards and Requirements.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
<i>PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (B) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee conducts initial site plan reviews, including the citation(s) and location(s) of supporting documents.</i>	
Title	Document Location
Example: Stormwater Post Construction Program Procedures, Section 3, Plan Review Checklist and Procedure.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
<i>PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (C) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has operation and maintenance procedures that ensure the long-term observation, maintenance, and operation of control measures , including routine inspection frequencies and maintenance activities.</i>	
Title	Document Location
Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 4, Long-Term Operation and Maintenance.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
<i>PDD Requirement: Part I.E.4.c.v. Site Plan Requirements:(D) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has procedures to ensure that structural control measures have easements or other legal means for access to the control measure for operation, maintenance, and inspection of control measures.</i>	
Title	Document Location
Example: Municipal Code Section 13.30.030 Newly created or existing BMP management.	Example: (website) The municipal code section http://www.codepublishing.com/CO/Glendale/#!/Glendale13/Glendale1330.html#13.30.040 (Stormwater Management Files) A PDF of the code. S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping
Stormwater Post Construction Program Procedures, Section 2, Standards and Requirements.	(Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping

Part I.E.4.c.vi. Construction Inspection and Acceptance and Post Acceptance Oversight Site Inspection:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>vi. Construction Inspection and Acceptance: The permittee must implement inspection and acceptance procedures to ensure that control measures are installed and implemented in accordance with the site plan and include the following:</p> <p>(A) Confirmation that the completed control measure operates in accordance with the approved site plan.</p> <p>(B) All applicable development sites must have operational permanent water quality control measures at the completion of the project. In the case where permanent water quality control measures are part of future phasing, the permittee must have a mechanism to ensure that all control measures will be implemented, regardless of completion of future phases or site ownership. In such cases, temporary water quality control measures must be implemented as feasible and maintained until removed or modified. All temporary water quality control measure must meet one of the design standards in Part I.E.4.a.iv.</p>	<p>vi. Construction Inspection and Acceptance: Maintain records of inspections conducted during construction and the permittee’s acceptance of the control measure(s).</p>	<p>Completed July 1, 2019</p>

PDD Requirement: Part I.E.4.c.vi. Construction Inspection and Acceptance and Post Acceptance Oversight Site Inspection: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for inspections, including the citation(s) and location(s) of supporting documents that describe the following:

- (A) The process and tools used for documenting inspections.*
- (B) The process for inspection follow-up, including determining, implementing, and documenting the nature of the follow-up action.*
- (C) The process for determining, implementing, and documenting Post Acceptance Site Inspection frequencies if different than once a permit term.*
- (D) Procedures for determining ownership through property records, as needed.*

Title	Document Location
<p>Municipal Code Section 19-1-120 “Post Construction Requirements for Permanent Best Management Practices »</p>	<p>Sec. 19-1-120. - Post-construction requirements for permanent best management practices. Municipal Code Cherry Hills Village, CO Municode Library</p>

Part I.E.4.b vi. Post Acceptance Oversight:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>vii. Long-Term Operation and Maintenance and Post Acceptance Oversight: The permittee must implement written procedures which include the following minimum requirements to ensure adequate long-term operation and</p>	<p>vii. Post Acceptance Oversight: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:</p> <p>(A) Inspection date</p>	<p>Completed July 1, 2019</p>

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>maintenance of control measures to ensure that they are functioning as designed:</p> <p>(A) Procedures to enforce the requirements for the owner or operator to implement and maintain control measures when necessary.</p> <p>(B) Oversight shall include inspections of field conditions and control measures to confirm conformity with the site plan, identify any inadequate control measures, and identify control measures requiring routine maintenance, such as trash removal. All functional elements of control measures shall be inspected at a frequency determined by the permittee. Inspections of each control measure shall occur at least once during the permit term except when</p> <p>Inspections for oversight of control measures on individual residential lots serving only the individual lot shall occur as determined by the permittee and may rely on alternative oversight process.</p>	<p>(B) Name of inspector</p> <p>(C) Control measure identification, including the type of control measure</p> <p>(D) Owner of the control measure</p> <p>(E) Confirmation that the control measure operates in accordance with the approved plan</p> <p>(F) Inspection findings including when present: inadequate control measures and control measures requiring routine maintenance</p> <p>(G) Confirmation that the control measure is operating as designed or a list of follow up actions</p> <p>Permittees only must keep the inspection records for the once a permit term inspection. Permittees do not have to keep records for inspections conducted more frequently than required by this permit.</p>	

PDD Requirement: No PDD requirement

Part I.E.4.c.vii. Enforcement Response:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
viii. Enforcement Response: Implement appropriate written enforcement procedures and actions to meet the requirements of Part I.E.4. The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the violator to ensure that findings of a similar nature are enforced upon consistently. The permittee must have processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measure requirements. Written enforcement procedures must include informal, formal, and judicial enforcement responses.	viii. Enforcement Response: Maintain records of the enforcement response.	Completed July 1, 2019

PDD Requirement: Part I.E.4.c.vii. Enforcement Response: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for enforcement response. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place.

Title	Document Location
Municipal Code Section 19-1-130 "Enforcement"	Sec. 19-1-130. - Enforcement. Municipal Code Cherry Hills Village, CO Municode Library
Municipal Code Section 19-1-140 "Penalties"	Sec. 19-1-140. - Penalties. Municipal Code Cherry Hills Village, CO Municode Library

Part I.E.4.c.viii. Tracking:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
ix. Tracking: Implement and document procedures and mechanisms to track the location of and adequacy of operation of control measures implemented in accordance with the program.	ix. Tracking: Maintain records of the required control measure and regional WQCV control measure and facilities information.	None given.

PDD Requirement: Part I.E.4.c.viii. Tracking: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for maintaining the required tracking information.

Title	Document Location
Example: Stormwater Post Construction Program Procedures, Section 7, Tracking Procedures.	Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping

Part I.E.4.c.ix. Training:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>x. Training: Train applicable municipal staff to inspect the control measures in accordance with the permittee’s procedures in Part I.E.4.a.vi and vii. The permittee must identify those who will be likely to inspect the control measures and provide training to those individuals. The training must also include information on trash and its effects on water quality.</p>	<p>x. Training: Name and title of each individual trained, date of training, the type of training, and a list of topics covered.</p>	<p>None given.</p>

PDD Requirement: Part I.E.4.c.ix. Training: A list of citation(s) and location(s) of the training program and supporting documents.

Title	Document Location
<p>Example: Stormwater Post Construction Program Procedures, Section 8, Training.</p>	<p>Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping</p>

Part I.E.4.c.x. For Applicable Construction Activities that Overlap Multiple Permit Areas:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>xi. For applicable development sites that overlap multiple permit areas (co-regulating MS4 permittee), when a written agreement is in place with a co- regulating MS4 permittee the following is required: (A) Control measure requirements may be imposed on the operator in accordance with the requirements of a co-regulating MS4 permittee pursuant to the written agreement. This requirement does not apply to applicable development sites in the permit area of the Colorado Department of Transportation. (B) Site plan review/acceptance and site inspection actions may be conducted by a co- regulating MS4 permittee to meet the requirement of the permit.</p>	<p>xi. For Applicable Construction Activities that Overlap Multiple Permit: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.4.a.xi.</p>	<p>None given.</p>

PDD Requirement: Part I.E.4.c.x. For Applicable Construction Activities that Overlap Multiple Permit Areas: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee meets all permit requirements in Part I.E.4 for applicable development site for which the permittee is the owner or operator, if different than procedures for private sites.

Title	Document Location
<p>Example: Stormwater Post Construction Program Procedures, Section 2, Standards and Requirements.</p>	<p>Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Post Construction\Recordkeeping</p>

Part I.E.5 Pollution Prevention/Good Housekeeping for Municipal Operations

Part I.E.5.c.i. Municipal Facility Runoff Control Measures:

Program Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>ii. Municipal Facility Runoff Control Measures:</p> <p>(A) The permittee shall implement control measures to prevent or reduce potential discharges of pollutants to the MS4 from the applicable municipal facilities listed below. New written procedures shall be developed and implemented for any new applicable municipal facilities prior to associated pollutant sources being present.</p> <ol style="list-style-type: none"> 1) Vehicle maintenance facilities 2) Asphalt and concrete batch plants which are not already authorized by a separate CDPS or NPDES discharge permit 3) Solid-waste transfer stations where waste and recyclables are briefly held before further transport 4) Outdoor storage yards with exposed stockpiles of materials, including stockpiles of road deicing salt, salt and sand, sand, and roto mill material <p>(B) The permittee shall implement the following categories of control measures as necessary to prevent or reduce the pollutant sources present:</p> <ol style="list-style-type: none"> 1) Preventive maintenance 2) Good housekeeping 3) Spill prevention and response procedures 4) Structural control measures 5) Evaluation of non-stormwater discharges 6) Employee training 	<p>i. Municipal Facility Runoff Control Measures: For each applicable municipal facility:</p> <ol style="list-style-type: none"> (A) Facility identification (B) Description of all pollutant sources (C) Control measures implemented, including installation and implementation specifications and information (D) Staff (position title) responsible for implementation of control measures and associated documentation (E) Description of control measures implemented for bulk storage structures. 	<p>a.ii. Completed July 1, 2017</p> <p>b.i. Completed July 1, 2019</p>

PDD Requirement: Part I.E.5.c.i. Municipal Facility Runoff Control Measures: A list of citations(s) and locations(s) of the following:

(A) List of applicable municipal facilities.

(B) List of facilities the permittee owns or operates that are subject to separate CDPS or NPDES permit coverage under the state's general stormwater permits for discharges of stormwater associated with industrial activity.

(C) Citation(s) and location(s) of supporting documents of the municipal facility runoff control measures, including documents that provide control measure installation and implementation specifications and information.

Title	Document Location
Runoff Control Plan "JPSF and Administrative Office Building"	Printed Manual and G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
Runoff Control Plan "Public Works Facility"	G:\Public Works\Storm Water Master File\RCPs & Fact Sheets

Part I.E.5.c. ii. Municipal Facility Runoff Control Measures:

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
ii. Municipal Facility Runoff Control Measures: (C) The permittee shall implement written municipal facility inspection procedures, which must at a minimum include the following: 1) An annual visual inspection of each applicable municipal facility. 2) A verification that the written procedures and documentation reflect current conditions. 3) Observation of locations and areas where stormwater from municipal facilities is discharged off-site; or discharged to waters of the state, or to a storm sewer system that drains to waters of the state. 4) Observation of facility conditions, including pollutant sources and control measures, to identify inadequate control measure and control measure requiring maintenance.	i. Municipal Facility Runoff Control Measures: (F) Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency: 1) Inspection date 2) Name of inspector 3) Applicable facility identification 4) Inspection findings including, when present: inadequate control measures, control measures requiring routine maintenance, and if there was any evidence of polluted discharges from the facility 5) Confirmation and documentation that the control measures are adequate or a list of follow up actions	Completed July 1, 2019

PDD Requirement: Part I.E.5.c.i. Municipal Facility Runoff Control Measures: (D) Citation(s) and location(s) of supporting documents for inspections, including the written procedures for conducting inspections.

Title	Document Location
Runoff Control Plan "JPSF and Administrative Office Building"	Printed Manual and G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
Runoff Control Plan "Public Works Facility"	G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
"Housekeeping Municipal Ops"	G:\Public Works\Storm Water Master File\Housekeeping Municipal Ops

Part I.E.5.c. ii. Municipal Operations and Maintenance Procedures:

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
iii. Municipal Operations and Maintenance Procedures: The permittee shall implement control measures that prevent or reduce discharges for applicable municipal operations that are not covered under Part I.E.5.a.ii(A). New written procedures shall be developed and implemented for any new applicable municipal operations prior to associated pollutant sources being present. (A) At a minimum, implementation of the procedures must prevent or reduce stormwater pollution from the following operations conducted by the permittee: 1) Operation and maintenance of streets, roads, highways 2) Operation and maintenance of municipal parking lots 3) Operations at maintenance and storage yards	ii. Municipal Operations and Maintenance Procedures: Control measures implemented, including installation and implementation information.	None given.

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
4) Operations at maintenance shops with outdoor storage areas 5) Operation and maintenance of snow dumps/snow disposal areas 6) Operation and maintenance of sites used for temporary storage of sweeper tailings or other waste piles 7) Park and open space maintenance 8) Building maintenance 9) New construction of municipal facilities 10) Application of pesticides, herbicides, and fertilizers 11) Large outdoor festivals and events 12) Construction activities not subject to the requirements of Part I.E.3 13) Maintenance, replacement, and construction of utilities and the storm system, including operations, such as storage, dewatering, or disposal, associated with removal of sediment, debris, and other pollutant sources from the MS4, including removal of materials, such as trash, from control measures implemented in accordance with Part I.E.4, unless covered by a separate CDPS or NPDES permit.		

PDD Requirement: Part I.E.5.c.ii. Municipal Operations and Maintenance Procedures: A list of citations(s) and locations(s) of the following:

(A) List the municipal operations to which this program applies.

(B) Citation(s) and location(s) of supporting documents, including documents that provide control measure installation and implementation specifications and implementation.

Runoff Control Plan “JPSF and Administrative Office Building”	Printed Manual and G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
Runoff Control Plan “Public Works Facility”	G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
“Housekeeping Municipal Ops”	G:\Public Works\Storm Water Master File\Housekeeping Municipal Ops
	Printed Manual and G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
	G:\Public Works\Storm Water Master File\RCPs & Fact Sheets
	G:\Public Works\Storm Water Master File\Housekeeping Municipal Ops

Part I.E.5.c.iv. Nutrient Source Reductions:

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>iv. Nutrient Source Reductions: The permittee shall implement a municipal operations program that has the ultimate goal of preventing or reducing nitrogen and phosphorus in stormwater runoff associated with the applicable municipal operations and facilities.</p> <p>(A) The permittee shall evaluate, identify, and document the municipal operations and facilities that are and/or have the potential to contribute nitrogen and phosphorus to the waters receiving the discharge authorized under this permit (identified municipal operations nutrient sources). The permittee is authorized to meet the requirements of this section through contribution to a collaborative program to evaluate, identify, and target sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the permittee’s discharge(s). At a minimum, the permittee shall include the storage and application of fertilizer, including subsequent stormwater or irrigation runoff from areas where fertilizer has been applied, as an identified municipal operations nutrient source if these operations were not covered under Part I.E.5.a.ii and iii.</p>	<p>iii. Nutrient Source Reductions: Control measures implemented to prevent or reduce nitrogen and phosphorus from municipal operations, including installation and implementation information.</p>	<p>Completed July 1, 2020</p>

PDD Requirement: Part I.E.5.c.iii. Nutrient Source Reductions: A list of citations(s) and locations(s) of the method used to evaluate operations and facilities to identify sources of nitrogen and phosphorus discharges from the MS4 that can be controlled through the implementation of control measures.

Title	Document Location
“Nutrient Targets” document	G:\Public Works\Storm Water Master File\Nutrients

Part I.E.5.c.iv. Outdoor Bulk Storage:

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>v. Outdoor bulk storage structures, of more than 55 gallons, for petroleum products and any other liquid chemicals located at applicable municipal facilities must have control measures implemented that provide secondary containment or equivalent protection that contains all spills and prevents any spilled material from entering state waters. For the scenario of a single containment system serving multiple tanks, the containment system must have sufficient capacity to contain 10% of the volume of containers, or the volume of the largest container plus 10%, whichever is greater. Bulk storage on mobile refuelers that are subject to the authority and control of the U.S. Department of Transportation, as defined in the Memorandum of Understanding between the Secretary of Transportation and the Administrator of EPA, dated November 24, 1971, are not subject to the requirements of Part I.E.5.a.ii(A)(5). Before the implementation of such controls, the permittee shall implement practices, such as spill prevention and response, to prevent or reduce pollutants in runoff associated with bulk storage structures.</p>	<p>iv. Bulk Storage: Description of control measures implemented for bulk storage structures, if applicable.</p>	<p>Completed July 1, 2021</p>

PDD Requirement: Part I.E.5.c.iv. Outdoor Bulk Storage: iv. Bulk Storage: A list of citations(s) and locations(s) of procedures to ensure that this requirement is met.

<p>"Annual Municipal Facility Inspection Report"</p>	<p>G:\Public Works\Storm Water Master File\Housekeeping Municipal Ops\Muni Ops Facility Annual Forms 2022</p>
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Part I.E.5.c.v. Training:

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>vi. Training: Train applicable municipal staff to implement the Pollution Prevention/Good Housekeeping for Municipal Operations, including training for employees that will conduct inspections in accordance with Part I.E.5.a.ii(C). The permittee must identify those who will be likely to inspect the control measures and provide training to those individuals. The program must inform public employees responsible for operations with the potential to result in an illicit discharge about the permittee's prohibitions against, and potential impacts associated with, illicit discharges from municipal operations. The training must also include information on trash and its effects on water quality.</p>	<p>v. Training: Name and department of each individual trained, date of training, the type of training, and a list of topics covered.</p>	<p>None given.</p>

PDD Requirement: Part I.E.5.c.v. Training: v. Training: A list of citation(s) and location(s) of the training program and supporting documents.

Title	Document Location
<p>Example: Pollution Prevention/Good Housekeeping for Municipal Operations Program Procedures, Section 5, Training</p>	<p>Example: (Stormwater Management Files) A PDF of the Manual S:\Storm Water\PROGRAMS\Good Housekeeping\Recordkeeping</p>