



Phase I Large MS4

Stormwater Management Program

For The

**National Pollutant Discharge Elimination System (NPDES)
Phase I Municipal Separate Storm Sewer Permit Reissuance**

Prepared For The

**City of Hapeville
Georgia**

December 5, 2019

Prepared By:



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Appendices (Attached Flash Drive)

Appendix A

- Catch Basin Inventory
- Detention Pond Inventory
- Hapeville MS4 Map
- Hapeville SW Zones 2019
- HVPS Inventory
- Industrial Facilities Inventory
- MS4 2019 Inventory Totals
- Municipal Chem Inventory
- Municipal Facilities Pollution Inventory
- Municipal Waste Facilities Inventory

Appendix B

- BMP Inspection Report
- Det Pond Inspection Report
- Dry Weather Outfall Screening Inspection Form
- Stormwater Inspection Checklist
- Stormwater Structure Inspect Checklist
- Street Sweeping & Litter Control Monthly Report
- Work Log

Appendix C

- Comp Plan Hapeville 2025 FINAL
- Comprehensive Plan Future Development Map Proposed Amendment 2014
- Future Development Map 2014
- Hapeville Comp Plan LCI Update July13-2017

Appendix D

- Code and Ordinance Worksheet Review (COW)
- Conservation Subdivision and Open Space Development Ordinance
- Flood Management Prevention Ordinance
- Hapeville Stormwater Management Ordinance
- Post Development Stormwater Management Ordinance
- Soil Erosion, Sedimentation and Pollution Control Ordinance

Storm Utility Ordinance
Stormwater Management Ordinance
Stream Buffer Protection Ordinance

Appendix E

Hapeville Citizen Complaint Form
Hapeville Citizen Reporting Form
Public Education Brochure – Clean Water Campaign

Appendix F

Hapeville MS4 Outfall Map
Outfalls Inventory

Appendix G

Enforcement Response Plan Form
Enforcement Response Plan
IDDE Plan

Appendix H

Green Infrastructure / Low Impact Development Plan
Green Infrastructure / Low Impact Development Inventory

Appendix I

4-18-2019 Stormwater Class Sign-In
GSWCC Card
Municipal Employee Training From

Appendix J

Impaired Waters Form

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION**

Storm Water Management Program (SWMP)

1. General Information

- A. Name of MS4: *City of Hapeville*
- B. NPDES Permit Number: *GAS000119*
- C. Mailing Address (if providing a post office box, also provide a street address:
P.O. Box 82311
3474 North Avenue
Hapeville, Georgia 30354
- D. Name of responsible official: *Tim Young*
Title: *City Manager*
Mailing Address: *3474 North Fulton Avenue, PO Box 82311*
City: *Hapeville* State: *Georgia* Zip Code: *30354*
Telephone Number: *404-669-2120*
Email Address: *tyoung@hapeville.org*
- e
- E. Designated stormwater management program contact:
Name: *Lemuel Eubanks*
Title: *Water & Sewer Coordinator*
Mailing Address: *P.O. Box 82311, 3474 North Avenue*
City: *Hapeville* State: *Georgia* Zip Code: *30354*
Telephone Number: *404-669-2122*
Email Address: *leubanks@hapeville.org*
- F. Provide the river basin(s) to which your MS4 discharges: *Flint & Ocmulgee*
- G. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:
Latitude: _____ Longitude: _____

2. Sharing Responsibility

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

SWMP Component:

1. Name of entity _____
2. SWMP component to be implemented by entity on your behalf:

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

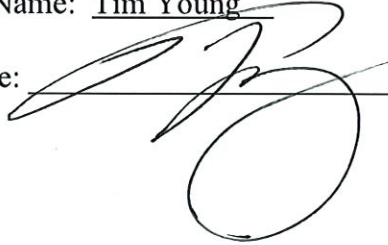
3. **Certification Statement**

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

Printed Name: Tim Young

Date: 12/4/19

Signature: _____



Title: City Manager

Structural and Source Control Measures
Table 3.3.1 of the Permit

1. MS4 Control Structure Inventory and Map

1. Description of SWMP Component: The City maintains an inventory and map reflecting the locations of the stormwater facilities in electronic format. The locations of the existing structures within the system have been GPS located and input into the City's database. The database will be updated based on new construction, stormwater infrastructure upgrades, and determinations that existing structures may have been overlooked. All structures currently mapped and inventoried within the City are included in the inventory and maps included in Appendix A.
2. Measurable Goal(s):
 - a. Provide an updated inventory and map of the City's MS4 control structures.
 - b. Update the inventory and map in each reporting period and summarize the number of structures that were added during each reporting period with the submittal of the Annual Report.
3. Documentation to be submitted with each Annual Report:
 - a. Current MS4 Control Structure Inventory
 - b. Current MS4 structure map(s)

2. MS4 Inspection and Maintenance Program

1. Description of SWMP Component (Ensure the text describes both the inspection and maintenance of the MS4 structures):
 - a. Inspections: The City has divided their jurisdiction into five (5) separate zones with the goal of inspecting the structures within one (1) zone per year, such that 100% of the structures will be inspected within the 5-year Permit term. A map of the inspections zones is included in Appendix A. The City will also maintain the flexibility to inspect any problem areas or areas with suspected problems regardless of the zone inspection schedule. Structures will be inspected for the presence of standing water, debris/litter, sediment buildup, and structural defects. A copy of the Stormwater Structure Inspection Checklist is included in Appendix B.
 - b. Maintenance: The City will maintain all City owned MS4 structures on an as-needed basis and as noted during routine inspections. Routine maintenance will include clearing of debris, cleaning, mowing, etc. Maintenance and repairs are prioritized based on the severity of damage. Maintenance and repair needs will be documented during routine inspections on the applicable inspection form being utilized for that inspection.
2. Measurable Goal:
 - a. Inspect a minimum of one (1) zone per year as shown on the map included in Appendix A.
3. Documentation to be submitted with each Annual Report:
 - a. Completed inspection forms for each MS4 structure inspected.
 - b. Notation of the total number and percentage of MS4 structures inspected during the reporting period.
 - c. Notation of the total number of MS4 structures maintained during the reporting period.

3. Planning Procedures.

1. Description of SWMP Component:

- a. The City of Hapeville currently has a Comprehensive Plan, *Plan Hapeville 2025* adopted on October 21, 2014, that mentions the implementation of existing ordinances with the purpose of minimizing localized flooding. As described in Sec. 8-2A-17 of the Post Development Stormwater Management Ordinance (Appendix D), the City has adopted the Georgia Storm Water Management Manual (GSMM). The City will continue to utilize the policy, criteria, and information including technical specifications and standards in the latest edition of the GSMM and any relevant local addenda, for the proper implementation and enforcement of the requirements for post-construction controls in areas of new development and redevelopment. Enforcement of the ordinance will be achieved through inspections.
- b. In addition to the GSMM, the City utilizes both a Zoning Map and Future Land Use Map to define residential, commercial, and industrial areas to help control development in the City and manage stormwater pollutants. The Zoning Map and Future Land Use Maps are included in Appendix C.
- c. The City has also adopted the Conservation Subdivision and Open Space Development Ordinance to provide for the preservation of greenspace as a nonstructural stormwater runoff and water protection measure, and to promote efficient uses of land. A copy of the Ordinance can be found in Appendix D.

2. Measurable Goal:

- a. Describe any changes made in regards to the Comprehensive Plan regarding stormwater during each reporting period.
- b. Note any changes made to the Zoning or Future Land Use Maps during each reporting period.

3. Documentation to be submitted with each Annual Report:

- a. Updated Comprehensive Plan or Amendments regarding stormwater related changes.
- b. Updated Zoning or Future Land Use Maps

4. Street Maintenance

1. Description of SWMP Component:

- a. In an attempt to reduce polluted runoff from local roadways within the City of Hapeville, the City operates a motorized street sweeper on a routine basis. The sweeper typically sweeps approximately 34 miles of streets at least twice per year. The City also performs manual street cleaning/shoveling as needed utilizing City crews. Collected trash and debris are properly disposed of in methods that are ultimately deposited in a designated landfill.
- b. The Sanitation Department and/or the Parks and Grounds Department, in conjunction with the Community Services Department, pick up litter on an as-needed basis, but no less frequently than once per week, prioritizing the area around the railroad tracks through the center of town, and elsewhere around the City.
- c. The City completes roadway maintenance on City streets, including patching and paving, repainting of traffic lines, and curb and gutter replacement as needed. The City's primary procedure when repairing, cleaning, and maintaining streets and street inlets is to disturb as little area as possible and to only conduct this work during dry weather conditions. All State and County routes are considered the responsibility of their respective entity and are not maintained by City staff.
- d. The City performs a limited amount of deicing on City streets. In the event that a storm occurs creating hazardous icy conditions, the City will apply sand or dirt to problematic areas in response to public calls. The State and County are responsible for any deicing performed on their respective roadways.
- e. The City has developed a Street Sweeping & Litter Control Monthly Report to track the street sweeper odometer readings, number of days the sweeper was operated, estimated number of bags of litter collected, deicing material applied, and details of any road repair conducted. The Monthly Report form can be found in Appendix B.

2. Measurable Goal(s):

- a. Conduct a minimum of 1-mile of street sweeping per reporting period
- b. Maintain Monthly Reports to document street sweeping, litter collection, deicing material applied, and road repair conducted.

3. Documentation to be submitted with each Annual Report:

- a. Completed Monthly Reports documenting street sweeping, litter collection, deicing material applied, and road repair conducted.

5. Flood Management Projects

1. Description of SWMP Component:

a. Proposed Detention/Retention Ponds:

- i. Per Section 8-2A-13 of the Post Development Stormwater Management Ordinance, the City requires that new development and redevelopment maintain the pre-development hydrologic response in their post development state. Section 8-2A-28 through 8-2A-34 of the same Ordinance also addresses over-bank flooding protection, stream channel protection, and drainage system guidelines. Requirements to control water quality impacts are considered in Section 8-2A-27. An assessment takes place during the plan review process and follows the guidelines established in the Georgia Stormwater Management Manual (GSMM).

b. Existing Detention/Retention Ponds:

- i. The City will comply with the MS4 requirement to conduct an assessment of existing City-owned detention/retention ponds for potential retrofitting to address water quality impacts and to conduct any feasible retrofitting activities.

2. Measurable Goal(s):

- a. Conduct assessments on new development and redevelopment within the City per guidelines established in the GSMM.
- b. Conduct an assessment on 100% of the City-owned detention/retention ponds to determine feasibility of retrofitting to address water quality impacts during the 5-year permit period.

3. Documentation to be submitted with each Annual Report:

- a. Provide the number of development and redevelopment plans reviewed where flood management projects were assessed for water quality impacts.
- b. Provide information on any assessments or retrofitting conducted on City-owned detention/retention ponds.

6. **Municipal Facilities Excluding Any Industrial Facilities (Addressed in Permit Section 3.3.3)**

1. Description of SWMP Component:

a. Inventory:

- i. The City owns and maintains an organic compost site on Elm Street used only for storage of organic compost such as leaves, grass, etc. The City does not store household, industrial, or commercial waste at this facility. The City also owns and maintains a relay and storage center on South Street. This site is used for temporary storage of various non-hazardous items such as construction material storage. The City does not own or operate wastewater treatment or water treatment facilities as these services are provided under agreement with neighboring entities. The City currently outsources its garbage collection and disposal.

b. Inspection:

- i. The City will conduct inspections of these facilities such that 100% of facilities are inspected within the 5-year permit period. Should the inventory expand to 5 or more facilities, the City will inspect a minimum of 5% of the facilities inventoried each reporting period. The City will use the Stormwater Inspection Checklist included in Appendix B for the inspections of municipal facilities with the potential to cause pollution.

2. Measurable Goal(s):

- a. The City will update the inventory of municipal facilities as required during each reporting period.
- b. The City will conduct inspections at frequencies noted above as required by the Permit.

3. Documentation to be submitted with each Annual Report:

- a. Provide an updated inventory of the municipal facilities with the potential to cause pollution.
- b. Provide documentation of inspections and documentation of follow-up actions taken to address non-compliance issues.

7. **Pesticide, Fertilizer, and Herbicide Application**

1. Description of SWMP Component:

- a. Commercial Applicators and Distributors: Commercial applicators of pesticides, fertilizers, and herbicides will be required by the City to have a commercial license on file with the City Clerk. The City requires commercial applicators to receive training from the Georgia Department of Agriculture (DoA), to obtain a license, and get additional training with the frequency dictated by the DoA to keep that license.

The City will give commercial applicators informational packets on proper usage and disposal of chemicals when they apply for or renew their business license. This packet will consist of brochures from the Clean Water Campaign (CWC) that deal specifically with usage and disposal of chemicals. The only known commercial applicator within the City of Hapeville's jurisdiction is Scott Exterminating Company, which is certified by the State.

- b. Municipal Use of Pesticides, Fertilizers, and Herbicides (PFH): The City of Hapeville does not use PFHs extensively. A minimal amount of herbicide is applied only in areas where needed; mostly in the right-of-way. The City uses chemical pesticide to protect against the West Nile virus and fire ant killer on a minimal basis. The City limits the use of PFHs to areas in need of it and only applying them during dry weather conditions.

Disposal of PFHs is not part of the City's program due to their limited use as described. City employees involved in the use and handling of PFHs are instructed on the proper application, storage, and handling of these chemicals by manufacturer representatives when the chemicals are delivered to the City. Additional information and instruction related to the materials is provided on the MSDS (Material Safety Data Sheets) and is made readily available to all employees involved with the chemicals.

An inventory of all PFHs used by the City is provided in Appendix A.

2. Measurable Goal(s):

- a. The City will rely on the State to verify that known commercial applicators within City limits keep current certification. The City will continue to provide CWC brochures that discuss proper usage and disposal of chemicals.
- b. Update and provide an inventory of PFHs used by the City for each reporting period.

3. Documentation to be submitted with each Annual Report:
 - a. Provide an inventory of PFHs used by the City for each reporting period.

Illicit Discharge Detection and Elimination Program (IDDE)
Table 3.3.2 of the Permit

1. Legal Authority

1. Description of SWMP Component:

- a. The City adopted a Stormwater Management Ordinance on September 6, 1994, which prohibits illegal discharges and provides for civil penalties for violations. Any entity discharging to the municipal separate storm sewer must obtain a separate NPDES permit. A copy of the Stormwater Management Ordinance, last updated in September 2016, is attached in Appendix D. Article 8-8-11 of the Ordinance specifically addresses illicit connection details. The Ordinance is equivalent to the Metropolitan North Georgia Water Planning District's (MNGWPD's) model Ordinance.

2. Measurable Goal(s):

- a. The City will submit a revised copy of the Stormwater Management Ordinance with the Annual Report should revisions be required and approved by City Council.

3. Documentation to be submitted with each Annual Report:

- a. The City will submit a revised copy of the Stormwater Management Ordinance along with the corresponding Annual Report should the Ordinance require revision during the term of the Permit.

2. Outfall Inventory and Map

1. Description of SWMP Component:

- a. The City maintains a database and map of all outfalls within the City's jurisdiction. An inventory and map of the current identified Outfalls are located in attached Appendix F. The inventory and map will be updated on an annual basis as new outfalls are added or are identified. Any updates will be included in the Annual Report.

2. Measurable Goal(s):

- a. The City will continually review and update the Outfall Map and Inventory as new Outfalls added or existing Outfalls are identified.
- b. The City will note the current number of Outfalls within each Annual Report.

3. Documentation to be submitted with each Annual Report:

- a. The City will provide an updated copy of the Outfall Map and Inventory with each Annual Report should revisions be required within the reporting period.

3. IDDE Plan

1. Description of SWMP Component (Ensure the text discusses the outfall inspections, any stream walk activities, illicit discharge tracing, and illicit discharge elimination):
 - a. The City has prepared an IDDE Plan that encompasses the Stormwater Management Ordinance (Appendix D), inspection, screening, and investigation procedures. A copy of the IDDE Plan can be found in Appendix G. The City conducts dry weather screening (DWS) inspections on outfalls based on the Inspection Zone Map located in Appendix A, thus allowing the City to screen 100% of the outfalls within the 5-year permit term. Inspections follow the procedures as outlined in the SWMP and IDDE Plan. Should the inspection/screening find evidence of dry weather flow, the City will work to trace the source(s) of illicit discharge in accordance with the Enforcement Response Plan (ERP) (Appendix G) and the IDDE Plan. The form utilized for DWS can be found in Appendix B.
2. Measurable Goal(s):
 - a. Conduct Dry Weather Screening (DWS) inspections within one zone as identified on the Inspection Zone Map per year such that 100% of the outfalls are inspected within the 5-year permit term.
3. Documentation to be submitted with each Annual Report:
 - a. Provide the number and percentage of outfalls inspected during each reporting period.
 - b. Provide completed inspection forms for each DWS during each reporting period.
 - c. Provide documentation of any illicit discharges and tracing activities used to identify the source(s) during the reporting period.
 - d. Provide documentation on any eliminated discharges or enforcement actions taken for illicit discharges during the reporting period.

4. Spill Response Procedures

1. Description of SWMP Component:

- a. The City of Hapeville Fire Department or Code Enforcement responds, 24/7, to hazardous spills, and follows GDOT established procedures for containment. Containment procedures will vary based on the size and severity of the spills. For minor spills, absorbent materials will be applied to soak up and remove chemicals. Larger spills will be addressed solely by the Fire Department and its HAZMAT certified personnel. Spill occurrences shall be recorded by Code Enforcement as illicit discharges.
- b. The Public Works Department shall maintain their spill containment pallets to prevent spills of materials that could have the potential to contaminate stormwater. These types of materials and containment pallets are kept indoors at the Public Services Building and at individual park storage facilities.
- c. The City conducts random visual inspections of the sanitary sewer via visual inspection or dye testing. The inspections shall be conducted in response to complaints of sewer backups, presence of known problems, or the presence of animals in sewers. Inspections consist of either first-hand visual or televised inspections (CCTV).

2. Measurable Goal(s):

- a. Respond to reported spills and address each expeditiously to avoid stormwater contamination.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation on spill occurrences during the reporting period.

5. Public Reporting Procedures

1. Description of SWMP Component:

- a. The citizens of Hapeville are encouraged to report spills to the Public Awareness hotline number by calling 404-669-2111. The Police Station is responsible for receiving complaint calls, taking action and/or forwarding them to the appropriate City department for resolution. Additionally, the City maintains a “Report A Concern” link on the City’s website in which it can receive citizen complaints regarding stormwater related code violations. A screenshot of the online form can be found in Appendix E (<http://hapeville.org/forms.aspx?fid=70>).

2. Measureable Goal(s):

- a. Maintain the “Report A Concern” link on the City’s website and verify it is operational.
- b. Review and respond to all applicable concerns that are reported regarding issues related to stormwater pollution.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation on each complaint related to IDDE that was received and investigated during the reporting period, including the status of each complaint.

6. Proper Management and Disposal of Used Oil and Toxic Materials

1. Description of SWMP Component:

- a. The City assists residents of Hapeville in the disposal of used oil. The drop-off location may be changed from time to time, but its location is updated on the City's website: <http://www.hapeville.org/index.aspx?NID=314>
- b. For management and disposal of toxic materials, the City adheres to the CWC guidelines and recommendations, which can be found at CWC's website (<http://www.cleanwatercampaign.com/Residents/disposing-of-household-chemicals>). The City also maintains available brochures at the Community Services Building as well as online from the CWC regarding household toxic waste. A copy of the brochure can be found in Appendix E.

2. Measureable Goal(s):

- a. Maintain links and information on the City's website. Verify links are operational and data is available.
- b. Maintain an abundant supply of brochures at the Community Services Building.

3. Documentation to be submitted with each Annual Report:

- a. Provide details regarding any changes made regarding the acceptance of used oil or the location in which it is received.
- b. Provide a listing of brochures available at the Community Services Building and on the City's website.

7. Sanitary Sewer Infiltration Controls

1. Description of SWMP Component:

- a. The Public Service Department is responsible for routine inspection and maintenance of both the storm and sanitary sewer systems. During dry weather screenings and illicit discharge inspections, inspectors shall look for signs of sanitary sewer seepage. The City may conduct random visual inspections of the sanitary sewer via a camera or dye testing. The inspections are most often conducted in response to complaints of sewer backups, presence of known problems, or the presence of animals in sewers.
- b. There are five (5) known active septic systems within the City of Hapeville. These five septic systems shall receive information from the City on recommended maintenance procedures. These informational brochures shall be provided by the CWC. The brochures are also available at the Community Services Office.

2. Measureable Goal(s):

- a. Perform at least one activity to detect and eliminate seepage and spillage from municipal sanitary sewers to the stormwater system during each reporting period.

3. Documentation to be submitted with each Annual Report:

- a. Provide details on any activities or inspections performed during the reporting period to detect and eliminate seepage and spillage.

Industrial Facility Stormwater Discharge Control
Table 3.3.3 of the Permit

1. Industrial Facility Inventory

1. Description of SWMP Component:

- a. The City of Hapeville maintains an inventory of industrial facilities which includes facilities filing for a Notice of Intent (NOI) under the current NDPES General Stormwater Permit (IGP). The Inventory can be found in Appendix A. There is currently only one industrial facility within City limits, Auto-Chlor System (Diverseylever), which is fully contained indoors with minimum risk of discharging into the MS4. The Plant has a No Exposure Exemption on file with the City and EPD.
- b. The City has submitted an NOI for coverage under the IGP and created a Stormwater Pollution Prevention Plan (SWP3) for the City's current Public Services Facility. The SWP3 includes programs to address spill prevention and response, employee training, water quality monitoring, site inspections, and good housekeeping.

2. Measurable Goal(s):

- a. Maintain an updated inventory list of industrial facilities within the City limits.

3. Documentation to be submitted with each Annual Report:

- a. Provide an updated Industrial Facility Inventory with each Annual Report.

2. Inspection Program

1. Description of SWMP Component:

- a. The Community Services Department shall conduct inspections on 100% of the inventoried facilities within the City within the 5-year permit period. A copy of the form used to inspect the Industrial facilities (Stormwater Inspection Checklist) can be found in Appendix B. Should an industrial facility with an NOI locate within the City, the City will conduct inspections in accordance with the Permit.
- b. The City of Hapeville's Industrial Inspection Program also includes the inspection of outfalls, including any run-off that may be present from industrial facilities, waste facilities, and hazardous waste treatment, storage and disposal facilities. The outfall inspections and screenings are conducted as described in the IDDE Plan in Appendix G of the SWMP.

2. Measurable Goal(s):

- a. Conduct Industrial Facility inspections such that 100% of facilities are inspected within the 5-year permit period. Should the inventory expand to 5 or more facilities, the City will inspect a minimum of 5% of the facilities inventoried each reporting period.
- b. Conduct a screening of stormwater discharges from the site. Implement source tracing as identified in the IDDE in the event that stormwater runoff is determined to contain pollutant loading.

3. Documentation to be submitted with each Annual Report:

- a. Provide completed inspection forms for each industrial facility inspected during each reporting period.
- b. Provide completed inspection forms for each DWS during each reporting period.
- c. Provide documentation of any illicit discharges and tracing activities used to identify the source(s) during the reporting period.

3. Enforcement Procedures

1. Description of the SWMP Component:

- a. If an illicit discharge is detected during an industrial inspection, or due to a filed complaint, the City will act in accordance with the IDDE Plan (Appendix G) and/or the Enforcement Response Plan (Appendix G). The owner/operator will be notified and allowed an appropriate amount of time to correct the deficiencies. Depending on the severity of the deficiencies, the City may also act immediately to abate any defects and to address illicit discharges. In any of these cases, the owner shall be responsible for the cost of any repairs performed. Non-compliance with the City's mandate to address illicit discharges and violations in the specified timeframe, could carry civil (monetary) and/or criminal penalties.

2. Measureable Goal(s):

- a. Implement enforcement procedures in accordance with the IDDE Plan and ERP as required due to polluted stormwater runoff from industrial sites.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation on any eliminated discharges or enforcement actions taken for illicit discharges during the reporting period.

4. Educational Activities

1. Description of the SWMP Component:

- a. The City maintains brochures from the CWC at the Community Services Building to inform residents and business owners, including industrial facility owners and operators. The brochures cover subjects ranging from septic system maintenance, irrigation operation and maintenance, and pollution from surface water runoff.

2. Measureable Goal(s):

- a. Provide details of educational activities performed during the reporting period in each Annual Report.

3. Documentation to be submitted with each Annual Report:

- a. Provide a listing of brochures available at the Community Services Building and on the City's website.

Construction Site Management
Table 3.3.4 of the Permit

1. Legal Authority

1. Description of the SWMP Component:

- a. The City of Hapeville is a Local Issuing Authority (LIA) for Land Disturbance Activity (LDA) Permits as defined by the Georgia Erosion and Sediment Control Act (GESA). The City adopted the Soil Erosion, Sedimentation, and Pollution Control Ordinance on July 1, 2004, and it was last updated on January 10, 2017. A copy of the Ordinance can be found in Appendix D.
- b. The Ordinance provisions focus on Erosion and Sedimentation (E&S) requirements for issuance of LDA permits; requires best management practices (BMP) to prevent and minimize E&S; require erosion, sedimentation and pollution control plan submission and review prior to commencing construction, conduct inspections and enforcement, including stop work orders, bond forfeiture, and monetary penalties; and require education and certification for persons involved in land development, design, review permitting, construction and other land disturbing activities.

2. Measureable Goal(s):

- a. Maintain an up-to-date Soil Erosion, Sedimentation, and Pollution Control Ordinance based on recommendations and model ordinance recommendations and requirements from EPD.

3. Documentation to be submitted with each Annual Report:

- a. Provide a copy of the Soil Erosion, Sedimentation, and Pollution Control Ordinance should the Ordinance be updated during the reporting period.

2. Site Plan Review Procedures

1. Description of the SWMP Component:

- a. The City's Department of Planning and Zoning is in charge of receiving applications for Land Disturbance Permits. Erosion, Sedimentation, and Pollution Control Plans (ESPCP) submitted to be reviewed by the City are referred to the Fulton County Soil and Water Conservation District (District). The District shall approve or disapprove a plan within 35 days. Failure by the District to act within 35 days shall be considered an approval of the pending plan by the District. The City in turn, shall issue the respective permit.
- b. The ESPCP must include a set of drawings showing the three phases of the erosion control plans along with the applicable ESPCP Checklist. The submittal must also include a hydrology study, if applicable.

2. Measureable Goal(s):

- a. Ensure that all erosion control plans are reviewed and approved in accordance with the procedures noted above.

3. Documentation to be submitted with each Annual Report:

- a. Provide a list of the site plans received and the number of plans reviewed, approved, or denied by Fulton County in each annual report.
- b. Provide the number of Land Disturbance Activity (LDA) Permits issued during the reporting period in each annual report.

3. Inspection Program

1. Description of the SWMP Component:

- a. The Community Service Department will periodically inspect sites of LDAs that were issued a permit to verify compliance with the E&S Ordinance, the approved E&S plans, and the Construction General Permits (CGPs); and to ensure the correct use of best management practices (BMP). Inspections will be performed by City staff possessing at least a Level IB GSWCC certification and must occur, at a minimum, following installation of initial BMPs, during active construction, and after final site stabilization. Priority will be given to sites showing evidence of malfunctioning control devices, poor housekeeping, history of non-compliance and proximity to local waterways. A minimum of one site inspection per active construction site will be conducted per reporting period. A copy of the Inspection forms used during inspections (BMP Inspection Report and Inspection Report) can be found in Appendix B. Follow-up inspections by City staff will take place to verify that corrective measures have been taken for previously documented deficiencies.

2. Measureable Goal(s):

- a. Conduct site inspections at a minimum following installation of initial BMPs, during active construction, and after final site stabilization. Priority will be given to sites showing evidence of malfunctioning control devices, poor housekeeping, history of non-compliance and proximity to local waterways. A minimum of one site inspection per active construction site will be conducted per reporting period.
- b. Complete the applicable form(s) to document each site visit.

3. Documentation to be submitted with each Annual Report:

- a. Provide the number of active sites during the reporting period.
- b. Provide the number of inspections completed during the reporting period.
- c. Provide copies of the inspection forms completed during the reporting period.

4. Enforcement Procedures

1. Description of the SWMP Component:

- a. The City of Hapeville has procedures in place to enforce requirements of the E&S Ordinance due to construction site violations. The procedures are described in the E&S Ordinance as well as in the ERP. Upon discovery of a violation, the City will inform the owner/developer of the violation through issuance of a Notice of Violation (NOV), a Stop Work Order (SWO) or other established form of communication. If necessary, the City will take corrective actions to abate the violation. Those actions can be immediate depending on the severity of the violation. The City shall be reimbursed for any work performed on the site. Non-compliance with the City's orders or failure to reimburse the City for the work performed could carry civil and criminal penalties. A copy of the ERP can be found in Appendix G. A copy of the E&S Ordinance can be found in Appendix D.

2. Measureable Goal(s):

- a. Implement and document enforcement procedures for 100% of the E&S violations observed at construction sites.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation on any enforcement actions taken by the City during the reporting period, including the total number and types of violations.

5. Certification

1. Description of the SWMP Component:

- a. The City requires builders, developers, contractors and others involved in construction activities subject to the CGPs to hold current GSWCC certification. Upon request by City representatives, personnel directly performing activities on site must be able to produce proof of non-expired certification. Non-compliance with the City's request should be deemed a violation. The City strives to educate all personnel involved in construction activities, in accordance with the rules adopted by GSWCC, on an as needed basis.
- b. The City requires applicable staff to obtain and maintain a Level IB GSWCC certification to be allowed to inspect active construction sites.

2. Measureable Goal(s):

- a. Maintain coverage of Level IB certification through GSWCC for all applicable City personnel involved in construction site inspection.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation of all certified City personnel during the reporting period.

Highly Visible Pollutant Sources (HVPS)
Table 3.3.5 of the Permit

1. HVPS Facility Inventory

1. Description of the SWMP Component:

- a. The City of Hapeville maintains an inventory of commercial businesses and facilities that are considered to be Highly Visible Sources of Pollutants (HVPS). A copy of the HVPS Inventory is included in Appendix A. The types of businesses included in the inventory are as follows:
 - i. Gas Stations
 - ii. Automotive Repair Shops
 - iii. Commercial Car Washing and Detailing

2. Measureable Goal(s):

- a. Maintain an updated inventory listing of HVPS facilities within the City of Hapeville.

3. Documentation to be submitted with each Annual Report:

- a. The City will provide an updated inventory of HVPS facilities in each reporting period.

2. Inspection Program

1. Description of the SWMP Component:

- a. The City of Hapeville is responsible for conducting stormwater inspections onsite at HVPS facilities within the City's jurisdiction. A copy of the form used to inspect the HVPS facilities (Stormwater Inspection Checklist) is included in Appendix B. The City will conduct inspections on 100% of the inventoried HVPS facilities during the 5-year period, with approximately 20% of the facilities inspected each year. Per the Permit, a minimum of 5% of the facilities will be inspected in any given year. Priority of inspection will be based on the following criteria:
 - i. Complaints or history of bad housekeeping or illicit discharge to the MS4.
 - ii. Hazardous nature of HVPS.
 - iii. Proximity to environmentally sensitive areas.

2. Measureable Goal(s):

- a. Inspect approximately 20% of the HVPS facilities per reporting period such that 100% are inspected in the 5-year permit term. No less than 5% of the facilities shall be inspected in any given year per the Permit requirements.

3. Documentation to be submitted with each Annual Report:

- a. Provide the total number of HVPS facilities and number and percentage of inspections completed during the reporting period.
- b. Provide documentation of all HVPS facilities inspected during the reporting period.

3. Enforcement Procedures

1. Description of the SWMP Component:

- a. If it is determined during inspection of a HVPS facility that a violation to the water quality of the City's MS4 is occurring or has the potential occur, the City will take action in accordance with the IDDE Plan and the Enforcement Response Plan (ERP). Initial measures include issuance of a NOV or similar as well as an appropriate timeframe for compliance. Failure by the owner/operator to comply with the City's orders will provide the ability for the City to enter the property or designate a contractor to act on its behalf to abate violations. The owner/operator would then be responsible for the cost of any work performed to address the deficiencies. Failure to reimburse the City, or repeated failure to comply with the City's orders in a timely manner, will lead the City to ask a jurisdictional court to impose civil (monetary) and/or criminal (jail) penalties for violations. A copy of the IDDE Plan and ERP can be found in Appendix G.

2. Measureable Goal(s):

- a. Document any enforcement procedures that are enacted towards a HVPS facility due to violations or deficiencies noted during inspections.
- b. Enforce violations as noted in the IDDE Plan and ERP.

3. Documentation to be submitted with each Annual Report:

- a. Provide documentation on any enforcement actions taken at HVPS facilities during the reporting period.

4. Educational Activities

1. Description of the SWMP Component:

a. The City notifies the HVPS site owners/operators of stormwater related issues at the time of inspection. The City also provides the owners/operators with available stormwater related brochures and pamphlets as a way to provide education regarding relevant topics. The City also maintains various brochures at the Community Services Building containing relevant information. The City encourages business owners and their staff to become acquainted with programs such as the Clean Water Campaign for additional resources.

2. Measureable Goal(s):

- a. Provide HVPS site owners/operators with relevant brochures and pamphlets.
- b. Maintain brochures in the Community Services Office

3. Documentation to be submitted with each Annual Report:

- a. Provide a listing of brochures available at City facilities.

Public Education
Table 3.3.9 of the Permit

1. Public Education - Educational Activity #1

1. Description of the SWMP Component:

- a. Brochures in Public Places: The City maintains various brochures within the Community Services Building. The brochures cover a wide range of topics such as water conservation, septic tank maintenance, landscaping practices, toxic and household waste disposal.

2. Measureable Goal(s):

- a. Brochures: The City will strive to make sure an ample supply of current brochures are available at the Community Services Building. The City will also coordinate with the Clean Water Campaign to stay current on brochure updates and availability.

3. Documentation to be submitted with each Annual Report:

- a. The City will provide a listing of brochures that were available at the Community Services Building during the reporting period.

2. Public Education - Educational Activity #2

1. Description of the SWMP Component:

- a. Municipal Website: The City maintains a website that includes topics related to each department. Information contained on the website related to stormwater includes information on pollution from runoff, the Clean Water Campaign, and hazardous waste.

2. Measureable Goal(s):

- a. Municipal Website: The City will strive to update the City's website to contain up-to-date information related to stormwater pollution and reduction.

3. Documentation to be submitted with each Annual Report:

- a. The City will provide a listing of relevant topics and links included on the City's website during the reporting period.

Public Involvement
Table 3.3.10 of the Permit

1. Public Involvement - Activity #1

1. Description of the SWMP Component:

- a. Municipal Website/Citizen Hotline: The City maintains a website that includes a link on the home page titled “Report A Concern” (<http://hapeville.org/Forms.aspx>). This link includes various forms that allows residents to report concerns including, but not limited to, storm drain issues, street issues, and litter. All of the information is submitted online and includes areas for more descriptive concerns should the resident feel that the supplied check boxes are not sufficient. Once a complaint is received, it is routed to the appropriate City Department to address. A screenshot of the online form can be found in Appendix E.

2. Measureable Goal(s):

- a. City will work to investigate each concern received regarding aspects related to the MS4. Repairs will be scheduled as necessary and as required to address the concern. Documentation will be prepared reflecting the response and repairs to each concern received.

3. Documentation to be submitted with each Annual Report:

- a. The City will provide copies of documentation prepared for each concern reported during the reporting period that was deemed relevant to the MS4, including but not limited to, storm drain issues, litter, street repairs, erosion, and illicit discharges.

2. Public Involvement - Activity #2

1. Description of the SWMP Component:

- a. Recycling/Cleanup Event: The City outsources the garbage collection within the City. A requirement of the company providing this service is to provide recycling collection on a bi-weekly basis. Recyclables collected include paper, cardboard, plastic, and aluminum. This service is provided to all garbage collection accounts at no additional charge.

2. Measureable Goal(s):

- a. Continue recyclable collection by garbage collection provider.

3. Documentation to be submitted with each Annual Report:

- a. Provide verification that the recycling collection is ongoing with garbage collection.

3. Public Involvement - Activity #3

1. Description of the SWMP Component:

- a. Pet Waste Stations: The City has installed pet waste stations at the Master Park Dog Park located at 488 King Arnold Street. The City is also planning installations of additional pet waste stations around the City, especially parks and public areas.

2. Measureable Goal(s):

- a. Install pet waste stations in areas where determined feasible to help reduce the amount of pollution from stormwater runoff containing pet waste.
- b. Maintain pet waste stations by emptying the containment bins and restocking bagging supplies as needed.

3. Documentation to be submitted with each Annual Report:

- a. Provide a listing of pet waste station installations within the City.

Post-Construction
Section 3.3.11 of the Permit

1. Ordinance Review (Section 3.3.11(a)(1) of the Permit):

- A. Provide the date of the adoption of the Post-Construction ordinance: August 3, 2004
- B. Provide the date of the adoption of the Georgia Stormwater Management Manual: August 3, 2004
- C. Ensure a copy of the Post-Construction ordinance is attached to the SWMP.
- D. Describe the status of implementing the stormwater runoff quality/reduction performance standard (Section 3.3.11(a)(2) of the Permit), including the implementation of Option (a) by the deadline date of December 10, 2020: Site plan reviews are performed by a local consulting engineering firm on behalf of the City. The stormwater runoff water quality/reduction performance standard is assessed based on the guidance outlined in the Georgia Stormwater Management Manual (GSMM), latest edition. If adequate documentation is provided by the applicant and it's determined by the City's consulting engineer that it is infeasible to apply the stormwater runoff quality/reduction standard #3 in the GSMM and Option (a) of Section 3.3.11(a)(2), the City may waive a portion or all of the runoff reduction in accordance with the MS4 permit and the GSMM. Conditions that may not meet the maximum extent practicable standard include, but are not limited to, karst topography, soils with very low infiltration rates, high groundwater, or shallow bedrock.

2. Linear Transportation Project

- A. The linear transportation feasibility program is voluntary. Have you developed or are you planning to develop a linear transportation feasibility program?
Yes ____ No x ____
- B. If yes, is the linear transportation feasibility program attached to the SWMP?
Yes ____ No x ____
- C. If you plan to develop a linear transportation feasibility program, provide the schedule for submitting the program: _____

Green Infrastructure/Low Impact Development (GI/LID)
Table 3.3.11(b)(2) of the Permit

1. Legal Authority

1. Description of the SWMP Component :

- a. The City of Hapeville performed a review of their Codes and Ordinances by completing the “Code and Ordinance Worksheet” published by the Center for Watershed Protection, in compliance with the GI/LID requirements of a previous NPDES MS4 Permit. The review resulted in various revisions to the City’s Zoning Ordinances which have been completed and adopted by the City. The review was submitted to EPD on April 20, 2012.

2. Measureable Goal(s):

- a. Completion of the Code and Ordinance Worksheet to understand how the City of Hapeville measures in comparison to the model development principles. Its purpose was to assess current development rules, identify impediments to innovative site design and evaluate the City’s ability to support environmentally sensitive development. The City will provide, if applicable, updated existing ordinance(s) that are modified in regards to GI/LID with the Annual Report.

3. Documentation to be submitted with each Annual Report:

- a. Provide, if applicable, updated existing ordinance(s) that are modified in regards to GI/LID with the Annual Report.

2. GI/LID Program

1. Description of the SWMP Component:

- a. The City has developed a GI/LID program describing the GI/LID techniques and practices to be implemented. The program includes the review and approval of GI/LID structures and practices of new developments and is being tracked in conjunction with the site plan review process. All GI/LID practices accepted by the City follow the guidelines as described in the Georgia Stormwater Management Manual, latest edition.

2. Measureable Goal(s):

- a. Completion of a GI/LID Program as required by the Permit.

3. Documentation to be submitted with each Annual Report:

- a. Provide, if applicable, an updated GI/LID program.

3. GI/LID Structure Inventory

1. Description of the SWMP Component:

- a. The City maintains an inventory and map reflecting the locations of the GI/LID structures in electronic format. The database will be updated based on new construction, stormwater infrastructure upgrades, and determinations that existing GI/LID structures may have been overlooked. As of the date of this SWMP, there are no GI/LID structures located in the City. Therefore, a map has not been provided.

Measureable Goal(s):

- a. Provide an updated inventory and map of the City's GI/LID structures.
- b. Update the inventory and map in each reporting period and summarize the number of structures that were added during each reporting period with the submittal of the Annual Report.

2. Documentation to be submitted with each Annual Report:

- a. Current GI/LID Structure Inventory
- b. Current GI/LID Structure Map(s)

4. Inspection and Maintenance Program

1. Description of the SWMP Component:

- a. The City will conduct inspections and/or ensure that inspections are conducted on 100% of privately owned non-residential and publicly owned GI/LID structures within the 5-year permit term. For permittees with five or more GI/LID structures included on the inventory, at a minimum, the City will conduct inspection on 5% of the structures each reporting period.

2. Measureable Goal(s):

- a. Inspect a minimum of one (1) geographical zone per year or if a low percentage of inspections is conducted during one reporting period, the City will increase inspection frequency during the 5-year permit term to ensure that 100% of the GI/LID structures are inspected.

3. Documentation to be submitted with each Annual Report:

- a. Notation of the total number and percentage of GI/LID structures inspected during the reporting period.
- b. Notation of the total number of GI/LID structures maintained during the reporting period.
- c. Provide documentation of maintenance activities associated with privately-owned non-residential GI/LID structures.

Appendix (G)

Enforcement Response Plan (ERP)
Section 3.3.6 of the Permit

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Storm Water Management Program.
 - A. Provide the date the ERP was approved by EPD: December 1, 2015
 - B. If the ERP has not yet been approved, provide the date submitted to EPD: A revised ERP has been included as part of this SWMP for approval, document dated December 5, 2019.
2. A copy of the ERP is attached to this Appendix.

Appendix (J)

Impaired Waters **Section 3.3.7 of the Permit**

There are no impaired waters located within the City of Hapeville at the time of the SWMP preparation.

1. Population at the time of designation: _____
2. The Impaired Waters Plan (see Part 3.3.7 of the NPDES Permit) must, at a minimum, include:
 - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
 - A map showing the location of the impaired waters, the monitoring location, and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - The sample location (instream or at the outfalls);
 - Information on the sample type, frequency, and any seasonal considerations;
 - Schedule for starting monitoring for any newly identified pollutants
 - BMPs that will be implemented to address each pollutant of concern; and
 - A schedule for implementing the BMPs;
 - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
3. If the population exceeds 10,000, and a water is impaired for fecal coliform bacteria, then the MS4 must also address the following in the Impaired Water Plan:
 - Sample frequency for fecal coliform bacteria to include four geometric means per reporting period (16 samples);
 - A description of the development of a Sampling Quality and Assurance Plan if the fecal coliform data is below water quality standards for two years.

Appendix (I)

Municipal Employee Training **Section 3.3.8 of the Permit**

1. Description of the Employee Training Program:
 - a. The City strives to hold training sessions for applicable staff at least one time per year. The training sessions are generally related to various aspects of stormwater topics such as the various inspection procedures, illicit discharge detection and elimination, and stormwater sampling. Training sessions may also involve attendance at an applicable seminar or conference. Other training sessions utilized by the City are often offered online.
2. Measureable Goal(s):
 - a. Provide applicable stormwater-related training to City staff at least one time per year.
 - b. Document each training session.
3. Documentation to be submitted with each Annual Report:
 - a. Provide documentation of each training activity during the reporting period including topics covered, date(s), location of training, website of training program (if applicable), and list of attendees at each event.