

City of Andover

STORM WATER POLLUTION
PREVENTION PROGRAM
(SWPPP)

Revised: January 2024

City of Andover
1685 Crosstown Boulevard NW
Andover, Minnesota 55304
(763)755-5100
www.andovermn.gov



**City of Andover SWPPP
Summary**

The following is the City of Andover's SWPPP and attachments, which are in the appendix. This is a dynamic document, as applicable components of this may change or get updated as the program moves forward. Electronically, there is also an annual "Checklist" that lays out tasks that are proposed to be completed. Also, there is a running "NPDES Log" that helps keep track of significant items that are or will be completed.

TABLE OF CONTENTS

Title	Pages
MS4 Permit Application (SWPPP Document)	1-32
SWPPP Best Management Practices (BMPs)	33-71
TMDL	72-74
ERP's	75-82

Instructions: Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Permit (MNR040000). This application is due within 150 days from the issuance date of the MS4 General Permit (MNR040000). Throughout this application there are text fields with a typical maximum limit of four lines. If you need to provide information in a text field that exceeds the maximum limit, please submit an attachment(s) with supplemental information that is labeled with the corresponding field number (e.g., 9.J.).

Submittal: This application form and any associated documents (i.e., total maximum daily load (TMDL) application, any supplemental information) must be submitted electronically. To submit this form electronically, open the form using Internet Explorer Web browser or Adobe Acrobat Reader in order for the submit button to work properly. (If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.) Send the form to the Minnesota Pollution Control Agency (MPCA) by clicking the submit button at the end of the form (a "send email" window should open with the form attached), you can click on "Send" and then close the form. If you do not see a "send email", save the form to your computer and attach the form to an email message, using "MS4 Part 2 Permit Application" as the subject line to ms4permitprogram.pca@state.mn.us.

Review/Public Notice process: The MPCA will review the application for completeness. Incomplete applications will be returned. If the MPCA determines the application is complete, the MPCA will make a preliminary determination to issue permit coverage and place the application on public notice for 30 days. Once the applicant addresses any applicable comments or hearing requests, the MPCA will make a final determination to issue permit coverage to the applicant.

Please note, this application is intended to provide information about an applicant's existing SWPPP. An applicant that receives permit coverage is responsible for complying with all new applicable requirements set forth in the MS4 General Permit (MNR040000) by deadlines specified in Appendix B of the reissued permit.

Questions: If you have any questions, need additional information, contact MPCA staff. To find the staff assigned to your MS4, refer to the https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments; or see the staff contact information on the MPCA's MS4 webpage at <https://www.pca.state.mn.us/water/municipal-stormwater-ms4>.

Note: All questions with an asterisk(*) are required fields, and the form will not submit without the fields completed.

General contact information

1. **MS4 Owner** (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: 1.A. City of Andover *County: 1.B. Anoka
(City, county, municipality, government agency or other entity)

*Mailing address: 1.C. 1685 Crosstown Blvd.

*City: 1.D. Andover *State: 1.E. MN *Zip code: 1.F. 55304

2. **MS4 General contact** (with SWPPP implementation responsibility)

*Last name: 2.A. Berkowitz *First name: 2.B. David
(Department head, MS4 coordinator, consultant, etc.)

*Title: 2.C. Director of Public Works/City Engineer

*Mailing address: 2.D. 1685 Crosstown Blvd.

*City: 2.E. Andover *State: 2.F. MN *Zip code: 2.G. 55304

*Phone (including area code): 2.H. (763) 755-5100 *Email: 2.I. d.berkowitz@andovermn.gov

3. **Preparer information** (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: 3.A. Kytonen First name: 3.B. Kameron
(Department head, MS4 coordinator, consultant, etc.)

Title: 3.C. Natural Resources Technician Organization: 3.D. City of Andover

Mailing address: 3.E. 1685 Crosstown Blvd.

City: 3.F. Andover State: 3.G. MN Zip code: 3.H. 55304

Phone (including area code): 3.I. (763) 755-5100 Email: 3.J. k.kytonen@andovermn.gov

4. **Certification** (All fields are required)

*Yes - 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 ensure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

I have read, understood, and accepted all terms and conditions of the NPDES/SDS MS4 General Permit.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

*Signature: 4.A. David D. Berkowitz

(This document has been electronically signed)

*Title: 4.B. Director of Public Works/City Engineer

*Date: 4.C. 04/14/2021

*Mailing address: 4.D. 1685 Crosstown Blvd.

*City: 4.E. Andover

*State: 4.F. MN

*Zip code: 4.G. 55304

*Phone (including area code): 4.H. (763) 755-5100

*Email: 4.I. d.berkowitz@andovermn.gov

Note: *The application will not be processed without certification.*

*5. **Which type of MS4 do you represent?** (Check one)

5.A. City

5.B. County

5.C. Corrections

5.D. Education

5.E. Healthcare

5.F. Township

5.G. Transportation (i.e., Minnesota Department of Transportation [MnDOT])

5.H. Watershed District

*6. **Permit item 12.3:** Do you have any partnerships with another regulated small MS4(s) to satisfy one or more requirements of the General Permit?

Yes

No (skip to Q8)

7. **If yes in Q6, provide a description of the partnership(s):** (Maximum 10 lines of text)

The City partners with the Coon Creek Watershed District (CCWD) in various capacities, including but not limited to construction site erosion inspections, public education, public participation and involvement activities and plan review. Also, the City partners with the Anoka County Water Resource Outreach Collaborative (ACWROC) group, which consists of a Outreach Engagement Coordinator and several member cities and other entities. We work together on sharing similar, stormwater outreach messages and also try and involve the public in participation activities. Also, the City is a part of the Minnesota Cities Stormwater Coalition (MCSC) and the Watershed Partners group. Finally, all MS4s with categorical WLAs as part of Coon Creek Watershed TMDL are working together to meet applicable TSS and TP WLAs using Coon Creek WD as an aggregator.

MCM 1: Public education and outreach

- *8. **Permit item 16.3:** Do you distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
 No (skip to Q11)

9. **If yes in Q8, what are your high-priority topics?** (Check all that apply)

- 9.A. Specific TMDL reduction targets
9.B. Changing local business practices
9.C. Promoting adoption of residential best management practices (BMPs)
9.D. Lake improvements through lake associations
9.E. Household chemicals
9.F. Yard waste
9.G. Construction activities
9.H. Post-construction activities
9.I. Other (describe below):
9.J.

Additional information for checked items (optional):

9.K.

10. **If yes in Q8, how do you educate the public about stormwater-related issues?** (Check all that apply)

- 10.A. Brochure
10.B. Newsletter
10.C. Utility bill insert
10.D. Newspaper ad
10.E. Radio ad
10.F. Television ad
10.G. Cable access channel
10.H. Website
10.I. Stormwater-related event
10.J. Other (describe below):
10.K.

Additional information for checked items (optional):

10.L.

- *11. **Permit item 16.4:** At least once each calendar year, do you distribute educational outreach focused on illicit discharge recognition and reporting illicit discharges? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
 No (skip to Q13)

12. **If yes in Q11, how do you educate the public about illicit discharge recognition and reporting?** (Check all that apply)

- 12.A. Brochure
12.B. Newsletter
12.C. Utility bill insert

- 12.D. Newspaper ad
- 12.E. Radio ad
- 12.F. Television ad
- 12.G. Cable access channel
- 12.H. Website
- 12.I. Stormwater-related event
- 12.J. Other (describe below):
- 12.K.

Additional information for checked items (optional):

12.L.

If you represent a city or township, please answer questions 13-16; if you do not represent a city or township, skip to question 17.

- 13. **Permit item 16.5:** At least once each calendar year, do you distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on deicing salt use? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
 - Yes
 - No (skip to Q15)
- 14. **If yes in Q13, what does your education or outreach cover?** (Check all that apply)
 - 14.A. The impacts of salt use on receiving waters
 - 14.B. Methods to reduce salt use
 - 14.C. Proper storage of salt or other deicing materials
 - 14.D. Other (describe below):
 - 14.E.

Additional information for checked items (optional):

14.F.

- 15. **Permit item 16.6:** At least once each calendar year, do you distribute educational materials or equivalent outreach focused on pet waste? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
 - Yes
 - No (skip to Q17)
- 16. **If yes in Q15, what do your educational materials or equivalent outreach on pet waste include?** (Check all that apply)
 - 16.A. Impacts of pet waste on receiving waters
 - 16.B. Proper management of pet waste
 - 16.C. Any existing regulatory mechanism(s) for pet waste
 - 16.D. Other (describe below):
 - 16.E.

Additional information for checked items (optional):

16.F.

-
- *17. **Permit item 16.7:** Do you have an education and outreach plan?
- Yes
 No (skip to Q19)
18. **If yes in Q17, which components does your education and outreach plan include?** (Check all that apply)
- 18.A. Target audience(s) (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*) If checked, specify your target audiences:
- 18.A.1. Residents
18.A.2. Businesses
18.A.3. Commercial facilities
18.A.4. Institutions
18.A.5. Local organizations
18.A.6. Low income residents
18.A.7. People of color
18.A.8. Non-native English speaking residents
18.A.9. Other (describe below):
18.A.10. The City's approach is to educate all residents of all backgrounds the same.
- 18.B. Name or position title of responsible person(s) for overall plan implementation.
18.B.1. If checked, specify the name(s) or position title(s):
Kameron Kytönen, Natural Resources Technician
- 18.C. Specific activities and schedules to reach each target audience.
18.C.1. If checked, provide any additional information (optional):
- 18.D. A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.
18.D.1. If checked, provide any additional information (optional):
The City partners with the Coon Creek Watershed District (CCWD), Lower Rum River Watershed Management Organization (LRRWMO) and the Anoka Water Resource Outreach Collaborative to deliver concise, consistent messages to the public on applicable stormwater topics.
- *19. **Permit item 16.8:** Do you document information relating to MCM 1?
- Yes
 No (skip to Q21)
20. **If yes in Q19, what do you document?** (Check all that apply)
- 20.A. A description of all specific stormwater-related issues you identified in item 16.3
20.B. All information required under your education and outreach plan in item 16.7
20.C. Activities held, including dates, to reach each target audience
20.D. Quantities and descriptions of educational materials distributed, including dates distributed
20.E. Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- *21. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Kameron Kytonen, Natural Resorces Technician

- 22. **Provide any additional information about your current education and outreach program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 2: Public participation/involvement

- *23. **Permit item 17.3:** Do you provide a minimum of one (1) annual opportunity for the public to provide input on the adequacy of the SWPPP?
 Yes
 No (skip to Q25)

- 24. **If yes in Q23, describe the opportunity(ies):**
 During its annual presentation and public meeting at a City Council meeting, which is typically in February.

- *25. **Permit item 17.4:** Do you provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request?
 Yes
 No (skip to Q27)

- 26. **If yes in Q25, how can the public access this information? (Check all that apply)**
 26.A. Hardcopy upon request
 26.B. Our website
 26.C. Available at public event
 26.D. Other (describe below):
 26.E.

- *27. **Permit item 17.5:** Do you consider oral and written input regarding the SWPPP submitted by the public?
 Yes
 No

- *28. **Permit item 17.6:** Each calendar year, do you provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 Yes
 No (skip to Q30)

- 29. **If yes in Q28, what are the themes of your public involvement activity/activities? (Check all that apply)**
 29.A. Rain barrel distribution event
 29.B. Rain garden workshop
 29.C. Cleanup event
 29.D. Storm drain stenciling

- 29.E. Volunteer water quality monitoring
- 29.F. Adopt a storm drain program
- 29.G. Household hazardous waste collection day
- 29.H. Other (describe below):
- 29.I. Arbor Day event

Additional information for checked items (optional):
29.J.

- *30. **Permit item 17.7:** Do you document information relating to MCM 2?
 Yes
 No (skip to Q32)
- 31. **If yes in Q30, what do you document?** (Check all that apply)
 - 31.A. All relevant written input submitted by persons regarding the SWPPP
 - 31.B. All of your responses to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received
 - 31.C. Date(s), location(s), and estimated number of participants at events held for purposes of compliance with permit item 17.3
 - 31.D. Notices provided to the public of any events scheduled to meet permit item 17.3, including any electronic correspondence (e.g., website, email distribution lists, notices, etc.)
 - 31.E. Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with permit item 17.6 (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- *32. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Kameron Kytonen, Natural Resources Technician
- 33. **Provide any additional information about your current public participation/involvement program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

- *34. **Permit item 18.3:** Do you maintain a storm sewer system map?
 Yes
 No (skip to Q36)
- 35. **If yes in Q34, which of the following does your storm sewer map include?** (Check all that apply)
 - 35.A. All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes
 - 35.B. Outfalls, including a unique identification (ID) number, and an associated geographic coordinate
 - 35.C. Structural stormwater BMPs that are part of your small MS4
 - 35.D. All receiving waters

*36. **Permit item 18.4:** Do you have a regulatory mechanism(s) that prohibits non-stormwater discharges into your MS4?
 Yes
 No (skip to Q39)

37. **If yes in Q36, what does your regulatory mechanism(s) consist of?** (Check all that apply)

- 37.A. Contract language
- 37.B. Ordinance
- 37.C. Permits
- 37.D. Standards
- 37.E. Written policies
- 37.F. Operational plans
- 37.G. Legal agreements
- 37.H. Other mechanism(s) (describe below):
 - 37.I. ERP's have been adopted and will get updated accordingly.

38. **If yes in Q36, provide a website address to the regulatory mechanism(s).** If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:
<https://www.andovermn.gov/DocumentCenter/View/258/Title-10---Water-and-Sewer-PDF>

If you represent a **city, township, or county** please answer question 39. *If you do not represent a city, township, or county skip to question 42.*

39. **Permit item 18.5:** Do you have a regulatory mechanism(s) that requires owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
 Yes
 No

If you represent a **city or township**, please answer questions 40-41. *If you do not represent a city or township, skip to question 42.*

40. **Permit item 18.6:** Do you have a regulatory mechanism(s) that requires proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
 Yes
 No (Skip to Q42)

41. **If yes in Q40, what does your regulatory mechanism(s) require?** (Check all that apply)
41.A. Designated salt storage areas must be covered or indoors
41.B. Designated salt storage areas must be located on an impervious surface
41.C. Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and containment)
41.D. Other (describe below):
41.E.

*42. **Permit item 18.7:** Do you incorporate illicit discharge detection into all inspection and maintenance activities conducted in permit items 21.9, 21.10, and 21.11?
 Yes
 No (Skip to Q44)

43. **If yes in Q42:** where feasible, do you conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation)?
 Yes
 No

- *44. **Permit item 18.8:** At least once each calendar year, do you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
 No (Skip to Q47)
45. **If yes in Q44, which field staff do you train?** (Check all that apply)
- 45.A. Police
45.B. Fire department
45.C. Public works
45.D. Parks staff
45.E. Other (describe below):
45.F.
46. **If yes in Q44, how do you train staff?** (Check all that apply)
- 46.A. Videos
46.B. In-person presentations
46.C. Webinars
46.D. Training documents
46.E. Emails
46.F. Other (describe below):
46.G.
- *47. **Permit item 18.9:** Do you ensure that individuals receive training commensurate with their responsibilities as they relate to your IDDE program? Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
 No (Skip to Q50)
48. **If yes in Q47, how are these individuals trained?** (Check all that apply)
- 48.A. Videos
48.B. In-person presentations
48.C. Webinars
48.D. Training documents
48.E. Emails
48.F. Other (describe below):
48.G.
49. **If yes in Q47, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training?**
- Yes
 No
- *50. **Permit item 18.10:** Do you maintain a written or mapped inventory of priority areas you identify as having a higher likelihood for illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
 No

- *51. **Permit item 18.11:** To the extent allowable under state or local law, do you conduct additional illicit discharge inspections in priority areas?
- Yes
- No (Skip to Q53)
52. **If yes in Q51,** how often do you conduct illicit discharge inspections in priority areas:
- *53. **Permit item 18.12:** Do you have written procedures for investigating, locating, and eliminating the source of illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
- No (Skip to Q55)
54. **If yes in Q53, what do your procedures include? Check all that apply: (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 54.A. A timeframe in which you will investigate a reported illicit discharge
- 54.A.1. If checked, describe:
Based on the report, staff will decide on the urgency of performing the investigation. For example, a spill or illegal dumping will be investigated immediately. However, a report of grass clippings being blown into the street may wait until the following day; depending on availability of applicable staff.
- 54.B. Use of visual inspections to detect and track the source of an illicit discharge
- 54.C. Tools to investigate and locate an illicit discharge
- If checked, what tools do you use? (Check all that apply)
- 54.C.1. Mobile cameras
- 54.C.2. Collecting and analyzing water samples
- 54.C.3. Smoke testing
- 54.C.4. Dye testing
- 54.C.5. Other (describe below):
- 54.C.6
- 54.D. Cleanup methods to remove an illicit discharge or spill:
- 54.D.1. If checked, describe:
This depends on what the illicit discharge is. It may be able to be cleaned up by our Utilities Dept. (in-house). Otherwise, an appropriate company that specializes in clean up of illicit, hazardous discharges may need to be hired. Finally, sometimes the MPCA Duty Officer will be contacted to notify of an illicit discharge and/or to get suggestions/advice on remedying the situation.
- 54.E. Name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge
- 54.E.1. If checked, specify the name(s) or position title(s):
Kameron Kytönen, Natural Resources Technician
- *55. **Permit item 18.13:** Do you have written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4?
- Yes
- No (Skip to Q57)
56. **If yes in Q55, do your written procedures include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061?**
- Yes
- No

- *57. **Permit item 18.14:** Do you maintain written enforcement response procedures (ERPs) to compel compliance with your regulatory mechanism(s) in Section 18? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
 No (Skip to Q60)
58. **If yes in Q57, which of the following enforcement tools are available to you?** (Check all that apply)
- 58.A. Verbal warning
58.B. Notice of violation
58.C. Fine
58.D. Criminal action
58.E. Civil penalty
58.F. Other (describe below):
58.G.
59. **If yes in Q57, do your ERPs include the following?** (Check all that apply)
- 59.A. Timeframes to complete corrective actions
59.B. Name or position title of responsible person(s) for conducting enforcement
- *60. **Permit item 18.15:** Do you document information relating to MCM 3?
- Yes
 No (Skip to Q62)
61. **If yes in Q60, what do you document?** (Check all that apply)
- 61.A. Date(s) and location(s) of IDDE inspections conducted in accordance with permit items 18.7 and 18.11
61.B. Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) you take
61.C. Date(s) of discovery of all illicit discharges
61.D. Identification of outfalls, or other areas, where illicit discharges have been discovered
61.E. Sources (including a description and the responsible party) of illicit discharges (if known)
61.F. Action(s) you take, including date(s), to address discovered illicit discharges
- *62. **Permit item 18.16:** Do you document training relating to permit item 18.8 and 18.9?
- Yes
 No (Skip to Q64)
63. **If yes in Q62, what training information do you document?** (Check all that apply)
- 63.A. General subject matter covered
63.B. Names and departments of individuals in attendance
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
63.C. Date of each event
- *64. **Permit item 18.17:** Do you document enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings?
- Yes
 No (Skip to Q66)
65. **If yes in Q64, what do you document relating to ERPs for MCM 3?** (Check all that apply)
- 65.A. Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
65.B. Date(s) and location(s) of the observed violation(s)
65.C. Description of the violation(s)
65.D. Corrective action(s) (including completion schedule) that you issued
65.E. Referrals to other regulatory organizations (if any)
65.F. Date(s) violation(s) resolved
- *66. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Kameron Kytönen, Natural Resources Technician

67. Provide any additional information about your current illicit discharge detection and elimination program that you would like to share (optional): (Maximum 10 lines of text)

MCM 4: Construction site stormwater runoff control

- *68. **Permit item 19.3:** Do you have a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls?
 Yes
 No (skip to Q73)

69. If yes in Q68, what does your regulatory mechanism(s) consist of? (Check all that apply)

- 69.A. Contract language
69.B. Ordinance
69.C. Permits
69.D. Standards
69.E. Written policies
69.F. Operational plans
69.G. Legal agreements
69.H. Other mechanism(s) (describe below):
69.I.

70. If yes in Q68, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:
<https://www.andovermn.gov/DocumentCenter/View/258/Title-10---Water-and-Sewer-PDF>

71. If yes in Q68, is your regulatory mechanism(s) at least as stringent as the MPCA's most current Construction Stormwater General Permit (MNR100001) for erosion, sediment, and waste controls by incorporating the Construction Stormwater General Permit by reference, or by incorporating all items in Q72?

- Yes (skip to Q73)
 No

72. If no in Q71, which of the following requirements are incorporated into your regulatory mechanism(s)? (Check all that apply)

72.A. Erosion prevention practices:

- 72.A.1. Before work begins, owner(s)/operator(s) must delineate the location of areas not to be disturbed.
72.A.2. Owner(s)/operator(s) must minimize the need for disturbance of portions of the project with steep slopes. When steep slopes must be disturbed, owner(s)/operator(s) must use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).
72.A.3. Owner(s)/operator(s) must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased. Stabilization is not required on constructed base components of roads, parking lots and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but owner(s)/operator(s) must provide sediment controls at the base of the stockpile.

- 72.A.4. For Public Waters that the Minnesota Department of Natural Resources (DNR) has promulgated "work in water restrictions" during specified fish spawning time frames, owner(s)/operator(s) must complete stabilization of all exposed soil areas within 200 feet of the water's edge, and that drain to these waters, within 24 hours during the restriction period.
- 72.A.5. Owner(s)/operator(s) must stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Owner(s)/operator(s) must complete stabilization of the remaining portions of temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.
- 72.A.6. Temporary or permanent ditches or swales that are being used as a sediment containment system during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized. Owner(s)/operator(s) must stabilize these areas within 24 hours after their use as a sediment containment system ceases.
- 72.A.7. Owner(s)/operator(s) must not use mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than two percent.
- 72.A.8. Owner(s)/operator(s) must provide temporary or permanent energy dissipation at all pipe outlets within 24 hours after connection to a surface water or permanent stormwater treatment system.
- 72.A.9. Owner(s)/operator(s) must not disturb more land (i.e., phasing) than can be effectively inspected and maintained.

72.B. Sediment control practices:

- 72.B.1. Owner(s)/operator(s) must establish sediment control BMPs on all down gradient perimeters of the site and downgradient areas of the site that drain to any surface water, including curb and gutter systems. Owner(s)/operator(s) must locate sediment control practices upgradient of any buffer zones. Owner(s)/operator(s) must install sediment control practices before any upgradient land-disturbing activities begin and must keep the sediment control practices in place until they establish permanent cover.
- 72.B.2. If the downgradient sediment controls are overloaded, based on frequent failure or excessive maintenance requirements, owner(s)/operator(s) must install additional upgradient sediment control practices or redundant BMPs to eliminate the overloading and amend the site plans to identify these additional practices.
- 72.B.3. Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.
- 72.B.4. A floating silt curtain placed in the water is not a sediment control BMP to satisfy perimeter control requirements in this part except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g. installation of rip rap along the shoreline) in that area is complete, owner(s)/operator(s) must install an upland perimeter control practice if exposed soils still drain to a surface water.
- 72.B.5. Owner(s)/operator(s) must re-install all sediment control practices adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity is completed. Owner(s)/operator(s) must re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.
- 72.B.6. Owner(s)/operator(s) must protect all storm drain inlets using appropriate BMPs during construction until they establish permanent cover on all areas with potential for discharging to the inlet.
- 72.B.7. Owner(s)/operator(s) may remove inlet protection for a particular inlet if a specific safety concern (e.g., street flooding/freezing) is identified by owner(s)/operator(s) or the jurisdictional authority (e.g., city/county/township/MnDOT engineer). Owner(s)/operator(s) must document the need for removal in the site plans.
- 72.B.8. Owner(s)/operator(s) must provide silt fence or other effective sediment controls at the base of stockpiles on the downgradient perimeter.
- 72.B.9. Owner(s)/operator(s) must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.
- 72.B.10. Owner(s)/operator(s) must install a vehicle tracking BMP to minimize the track out of sediment from the construction site or onto paved roads within the site.
- 72.B.11. Owner(s)/operator(s) must use street sweeping if vehicle tracking BMPs are not adequate to prevent sediment tracking onto the street.
- 72.B.12. In any areas of the site where final vegetative stabilization will occur, owner(s)/operator(s) must restrict vehicle and equipment use to minimize soil compaction.
- 72.B.13. Owner(s)/operator(s) must preserve topsoil on the site, unless infeasible.
- 72.B.14. Owner(s)/operator(s) must direct discharges from BMPs to vegetated areas unless infeasible.
- 72.B.15. Owner(s)/operator(s) must preserve a 50 foot natural buffer or, if a buffer is infeasible on the site, provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water. Owner(s)/operator(s) must install

perimeter sediment controls at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, owner(s)/operator(s) must document the reasons in the site plans. Sheet piling is a redundant perimeter control if installed in a manner that retains all stormwater.

- 72.B.16. Owner(s)/operator(s) must use polymers, flocculants, or other sedimentation treatment chemicals in accordance with accepted engineering practices, dosing specifications and sediment removal design specifications provided by the manufacturer or supplier. Owner(s)/operator(s) must use conventional erosion and sediment controls prior to chemical addition and must direct treated stormwater to a sediment control system for filtration or settlement of the floc prior to discharge.

72.C. Dewatering and basin draining:

- 72.C.1. Owner(s)/operator(s) must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Owner(s)/operator(s) may dewater to surface waters if they visually check to ensure adequate treatment has been obtained and nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If owner(s)/operator(s) cannot discharge the water to a sedimentation basin prior to entering a surface water, owner(s)/operator(s) must treat it with appropriate BMPs such that the discharge does not adversely affect the surface water or downstream properties.
- 72.C.2. If owner(s)/operator(s) must discharge water that contains oil or grease, owner(s)/operator(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharge.
- 72.C.3. Owner(s)/operator(s) must discharge all water from dewatering or basin-draining activities in a manner that does not cause erosion or scour in the immediate vicinity of discharge points or inundation of wetlands in the immediate vicinity of discharge points that causes significant adverse impact to the wetland.
- 72.C.4. If owner(s)/operator(s) use filters with backwash water, they must haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion.

72.D. Inspection and maintenance:

- 72.D.1. Owner(s)/operator(s) must ensure that a trained person will inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than one-half inch in 24 hours.
- 72.D.2. Owner(s)/operator(s) must inspect and maintain all permanent stormwater treatment BMPs.
- 72.D.3. Owner(s)/operator(s) must inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness. Owner(s)/operator(s) must repair, replace, or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery unless another time frame is specified below. Owner(s)/operator(s) may take additional time if field conditions prevent access to the area.
- 72.D.4. During each inspection, owner(s)/operator(s) must inspect surface waters, including drainage ditches and conveyance systems but not curb and gutter systems, for evidence of erosion and sediment deposition. Owner(s)/operator(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems and restabilize the areas where sediment removal results in exposed soil. Owner(s)/operator(s) must complete removal and stabilization within seven (7) calendar days of discovery unless precluded by legal, regulatory, or physical access constraints. Owner(s)/operator(s) must use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Owner(s)/operator(s) are responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- 72.D.5. Owner(s)/operator(s) must inspect construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. Owner(s)/operator(s) must remove sediment from all paved surfaces within one (1) calendar day of discovery or, if applicable, within a shorter time to avoid a safety hazard to users of public streets.
- 72.D.6. Owner(s)/operator(s) must repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches one-half of the height of the device.
- 72.D.7. Owner(s)/operator(s) must drain temporary and permanent sedimentation basins and remove the sediment when the depth of sediment collected in the basin reaches one-half of the storage volume.
- 72.D.8. Owner(s)/operator(s) must ensure that at least one individual present on the site (or available to the project site in three (3) calendar days) is trained in the job duties of overseeing the implementation of, revising and/or amending the site plans and performing inspections for the project.
- 72.D.9. Owner(s)/operator(s) may adjust the inspection schedule as follows:
- a. inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
 - b. where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or

- c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.
- 72.D.10 Owner(s)/operator(s) must record all inspections and maintenance activities within 24 hours of being conducted and these records must be retained with the site plans. These records must include:
- a. date and time of inspections; and
 - b. name of person(s) conducting inspections; and
 - c. accurate findings of inspections, including the specific location where corrective actions are needed; and
 - d. corrective actions taken (including dates, times, and party completing maintenance activities); and
 - e. date of all rainfall events greater than one-half inch in 24 hours, and the amount of rainfall for each event. Owner(s)/operator(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of owner(s)/operator(s) location, or a weather reporting system that provides site specific rainfall data from radar summaries; and
 - f. if owner(s)/operator(s) observe a discharge during the inspection, they must record and should photograph and describe the location of the discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutants); and
 - g. any amendments to the site plans proposed as a result of the inspection must be documented within seven (7) calendar days.

72.E. Inspection and maintenance:

- 72.E.1. Owner(s)/operator(s) must place building products and landscape materials under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater. Owner(s)/operator(s) are not required to cover or protect products which are either not a source of contamination to stormwater or are designed to be exposed to stormwater.
- 72.E.2. Owner(s)/operator(s) must place pesticides, fertilizers and treatment chemicals under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater.
- 72.E.3. Owner(s)/operator(s) must store hazardous materials and toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) in sealed containers to prevent spills, leaks or other discharge. Storage and disposal of hazardous waste materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
- 72.E.4. Owner(s)/operator(s) must properly store, collect, and dispose of solid waste in compliance with Minn. R. ch. 7035.
- 72.E.5. Owner(s)/operator(s) must position portable toilets so they are secure and will not tip or be knocked over. Owner(s)/operator(s) must dispose of sanitary waste in accordance with Minn. R. ch. 7041.
- 72.E.6. Owner(s)/operator(s) must take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Owner(s)/operator(s) must ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Owner(s)/operator(s) must report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.
- 72.E.7. Owner(s)/operator(s) must limit vehicle exterior washing and equipment to a defined area of the site. Owner(s)/operator(s) must contain runoff from the washing area in a sediment basin or other similarly effective controls and must dispose of waste from the washing activity properly. Owner(s)/operator(s) must properly use and store soaps, detergents, or solvents.
- 72.E.8. Owner(s)/operator(s) must provide effective containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. Owner(s)/operator(s) must prevent liquid and solid washout wastes from contacting the ground and must design the containment so it does not result in runoff from the washout operations or areas. Owner(s)/operator(s) must properly dispose of liquid and solid wastes in compliance with Minn. R. ch. 7035. Owner(s)/operator(s) must install a sign indicating the location of the washout facility.

72.F. Temporary sediment basins:

- 72.F.1. Where ten (10) or more acres of disturbed soil drain to a common location, owner(s)/operator(s) must provide a temporary sediment basin to provide treatment of the runoff before it leaves the construction site or enters surface waters. Owner(s)/operator(s) may convert a temporary sediment basin to a permanent basin after construction is complete. The temporary basin is no longer required when permanent cover has reduced the acreage of disturbed soil to less than ten (10) acres draining to a common location.
- 72.F.2. The temporary basin must provide live storage for a calculated volume of runoff from a two (2)-year, 24-hour storm from each acre drained to the basin or 1,800 cubic feet of live storage per acre drained, whichever is greater.

- 72.F.3. Where owner(s)/operator(s) have not calculated the two (2)-year, 24-hour storm runoff amount, the temporary sediment basin must provide 3,600 cubic feet of live storage per acre of the basin's drainage area.
- 72.F.4. Owner(s)/operator(s) must design basin outlets to prevent short-circuiting and the discharge of floating debris.
- 72.F.5. Owner(s)/operator(s) must design the outlet structure to withdraw water from the surface to minimize the discharge of pollutants. Owner(s)/operator(s) may temporarily suspend the use of a surface withdrawal mechanism during frozen conditions. The basin must include a stabilized emergency overflow to prevent failure of pond integrity.
- 72.F.6. Owner(s)/operator(s) must provide energy dissipation for the basin outlet within 24 hours after connection to a surface water.
- 72.F.7. Owner(s)/operator(s) must locate temporary basins outside of surface waters and any required buffer zones.
- 72.F.8. Owner(s)/operator(s) must construct temporary basins prior to disturbing (10) or more acres of soil draining to a common location.
- 72.F.9. Where a temporary sediment basin meeting the requirements of this part is infeasible, owner(s)/operator(s) must install effective sediment controls such as smaller sediment basins and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures as dictated by individual site conditions. In determining whether installing a sediment basin is infeasible, owner(s)/operator(s) must consider public safety and may consider factors such as site soils, slope, and available area on-site. Owner(s)/operator(s) must document this determination of infeasibility in the site plans.

72.G. Termination conditions:

- 72.G.1. Owner(s)/operator(s) must complete all construction activity and must install permanent cover over all areas. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.
- 72.G.2. Owner(s)/operator(s) must clean the permanent stormwater treatment system of any accumulated sediment and must ensure the system meets all applicable requirements and is operating as designed.
- 72.F.3. Owner(s)/operator(s) must remove all sediment from conveyance systems.
- 72.G.4. Owner(s)/operator(s) must remove all temporary synthetic erosion prevention and sediment control BMPs. Owner(s)/operator(s) may leave BMPs designed to decompose on-site in place.
- 72.G.5. For residential construction only, permit coverage terminates on individual lots if the structure(s) are finished and temporary erosion prevention and downgradient perimeter control is complete and the residence sells to the homeowner.
- 72.G.6. For construction projects on agricultural land (e.g., pipelines across cropland), owner(s)/operator(s) must return the disturbed land to its preconstruction agricultural use.

72.H. If applicable, additional requirements for discharges to special and impaired waters:

- 72.H.1. Owner(s)/operator(s) must immediately initiate stabilization of exposed soil areas, and complete the stabilization within seven (7) calendar days after the construction activity in that portion of the site temporarily or permanently ceases.
- 72.H.2. Owner(s)/operator(s) must provide a temporary sediment basin for common drainage locations that serve an area with five (5) or more acres disturbed at one time.
- 72.H.3. Owner(s)/operator(s) must include an undisturbed buffer zone of not less than 100 linear feet from a special water (not including tributaries) and must maintain this buffer zone at all times, both during construction and as a permanent feature post construction, except where a water crossing or other encroachment is necessary to complete the project. Owner(s)/operator(s) must fully document the circumstance and reasons the buffer encroachment is necessary in the site plans and include restoration activities. Owner(s)/operator(s) must minimize all potential water quality, scenic and other environmental impacts of these exceptions by the use of additional or redundant (double) BMPs and must document this in the site plans for the project.
- 72.H.4. Owner(s)/operator(s) must conduct routine site inspections once every three (3) days for projects that discharge to prohibited waters.

*73. **Permit item 19.5:** Does your regulatory mechanism(s) require that owners and operators of construction activity develop site plans that must be submitted to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity?

- Yes
- No

*74. **Permit item 19.6:** Do you have written procedures for site plan reviews to ensure compliance with requirements of the regulatory mechanism(s)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
- No (Skip to Q76)

75. **If yes in Q74, do your procedures include the following?** (Check all that apply)
- 75.A. Written notification to owners and operators of the need to apply for and obtain coverage under the CSW Permit.
- 75.B. Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required.
- *76. **Permit item 19.7:** Do you have written procedures for conducting site inspections to determine compliance with your regulatory mechanism(s)?
- Yes
- No
- *77. **Permit item 19.8:** Do you maintain written procedures for identifying high-priority and low-priority sites for inspection?
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
- Yes
- No (Skip to Q79)
78. **If yes in Q77, do your procedures include the following?** (Check all that apply)
- 78.A. A detailed explanation describing how sites will be categorized as either high-priority or low-priority.
 If checked, how do you prioritize sites for inspection? (Check all that apply)
- 78.A.1. Site topography
- 78.A.2. Soil characteristics
- 78.A.3. Types of receiving water(s)
- 78.A.4. Stage of construction
- 78.A.5. Compliance history
- 78.A.6. Weather conditions
- 78.A.7. Citizen complaints
- 78.A.8. Project size
- 78.A.9. Other (describe below):
- 78.A.10.
- 78.B. A frequency at which you will conduct inspections for high-priority sites.
 If checked, how often will you inspect high-priority sites? (Check only one)
- 78.B.1. More than once every seven (7) days
- 78.B.2. Once every seven (7) days
- 78.B.3. Once every 14 days
- 78.B.4. Once every 21 days
- 78.B.5. Once every 30 days
- 78.B.6. Other (describe below):
- 78.B.7.
- 78.C. A frequency at which you will conduct inspections for low-priority sites.
 If checked, how often will you inspect low-priority sites? (Check only one)
- 78.C.1. More than once every seven (7) days
- 78.C.2. Once every seven (7) days
- 78.C.3. Once every 14 days
- 78.C.4. Once every 21 days
- 78.C.5. Once every 30 days
- 78.C.6. Other (describe below):
- 78.C.7.

78.D. The name(s) of individual(s) or position title(s) responsible for conducting site inspections:

*79. **Permit item 19.9:** Do you use a written checklist to document each site inspection when determining compliance with your regulatory mechanism(s)? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes

No (Skip to Q82)

80. **If yes in Q79, are the following items incorporated in your written checklist?** (Check all that apply)

80.A. Stabilization of exposed soils (including stockpiles)

80.B. Stabilization of ditch and swale bottoms

80.C. Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones

80.D. Storm drain inlet protection

80.E. Energy dissipation at pipe outlets

80.F. Vehicle tracking BMPs

80.G. Preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils

80.H. Owner/operator of construction activity self-inspection records

80.I. Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials)

80.J. BMPs maintained and functional

81. **Provide any additional information on your process to document site inspections (optional):**

*82. **Permit item 19.10:** Do you have written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted to you by the public?

Yes

No (Skip to Q84)

83. **If yes in Q82, please provide your procedures or a description of your procedures (e.g., how the public may submit concerns, typical timeframe for you to investigate reports):**

General public may email or call the City main switchboard or Engineering Dept. to report this. The City will generally act within 24 hours of the report.

*84. **Permit item 19.11:** Do individuals receive training commensurate with their responsibilities as they relate to your Construction Site Stormwater Runoff Control program? Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

Yes

No (Skip to Q87)

85. If yes in Q84, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
- Yes
 No
86. If yes in Q84, what training do your staff who perform site inspections receive? (Check all that apply)
- 86.A. University of Minnesota Erosion and Stormwater Management Certification Program
86.B. Qualified Compliance Inspector of Stormwater
86.C. Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
86.D. Minnesota Utility Contractors Association Erosion Control Training
86.E. Certified Professional in Erosion and Sediment Control
86.F. Certified Professional in Stormwater Quality
86.G. Certified Erosion Sediment and Storm Water Inspector
86.H. Other (describe below):
86.I.
- *87. Permit item 19.12: Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) in Section 19? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
- Yes
 No (Skip to Q89)
88. If yes in Q87, which enforcement tools are included in your ERPs? (Check all that apply)
- 88.A. Verbal warning
88.B. Notice of violation
88.C. Administrative order
88.D. Stop work order
88.E. Fine
88.F. Forfeit of security bond money
88.G. Withholding of certificate of occupancy
88.H. Criminal action
88.I. Civil penalty
88.J. Other (describe below):
88.K.
- *89. Please specify name or position title of responsible person(s) for conducting enforcement:
Kameron Kytönen, Natural Resources Technician
- *90. Permit item 19.13: Do you document each site plan review you conduct?
- Yes
 No (Skip to Q92)
91. If yes in Q90, what do you document in your site plan review process? (Check all that apply)
- 91.A. Project name
91.B. Location
91.C. Total acreage to be disturbed
91.D. Owner and operator of the proposed construction activity
91.E. Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
91.F. Any stormwater related comments and supporting completed checklist, to determine project approval or denial
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

- *92. **Permit item 19.14:** Do you document training related to permit item 19.11?
 Yes
 No (Skip to Q94)
93. **If yes in Q92, what do you document?** (Check all that apply)
 93.A. General subject matter covered
 93.B. Name(s) and departments of individuals in attendance
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
 93.C. Date of each event
- *94. **Permit item 19.15:** Do you document enforcement conducted pursuant to your ERPs in item 19.12, including verbal warnings?
 Yes
 No (Skip to Q96)
95. **If yes in Q94, what do you document relating to ERPs for MCM 4?** (Check all that apply)
 95.A. Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
 95.B. Date(s) and location(s) of the observed violation(s)
 95.C. Description of the violation(s)
 95.D. Corrective action(s) (including completion schedule) that you issued
 95.E. Referrals to other regulatory organizations (if any)
 95.F. Date(s) violation(s) resolved
- *96. **Permit item 12.4: Who is responsible for implementation of this MCM? List name(s) or position title(s):**
 Kameron Kytönen, Natural Resources Technician
97. **Provide any additional information about your current construction site stormwater runoff control program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 5: Post-construction stormwater management

- *98. **Permit item 20.3:** Do you have a post-construction stormwater management regulatory mechanism(s)?
 Yes
 No (skip to Q102)
99. **If yes in Q98, what does your regulatory mechanism(s) consist of?** (Check all that apply)
 99.A. Contract language
 99.B. Ordinance
 99.C. Permits
 99.D. Standards
 99.E. Written policies
 99.F. Operational plans
 99.G. Legal agreements
 99.H. Other mechanism(s) (describe below):
 99.I.

100. If yes in Q98, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:
<https://www.andovermn.gov/DocumentCenter/View/256/Title-9---Building-Regulations-PDF->

There are also other locations in the City Code and language in policies and agreements as well.

101. If yes in Q98, which of the following requirements are incorporated into your regulatory mechanism? (Check all that apply)
- 101.A. **Permit item 20.4:** You must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity.
- 101.B. **Permit item 20.5:** You must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.C. **Permit item 20.6:** For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.D. **Permit item 20.7:** For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.E. **Permit item 20.8:** Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. This permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If this permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.
- 101.F. **Permit item 20.9:** Infiltration systems must be prohibited when the system would be constructed in areas:
- That receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - Where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - Where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - Of predominately Hydrologic Soil Group D (clay) soils. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - In an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - In an ERA within a DWSMA classified as moderate vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - Outside of an ERA within a DWSMA classified as high or very high vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 - Within 1,000 feet up-gradient or 100 feet down gradient of active karst features. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- j. That receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.
- 101.G. **Permit item 20.10:** For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, you must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of permit items 20.11 through 20.14 are met.
- 101.H. **Permit item 20.11:** You must ensure off-site treatment project areas are selected in the following order of preference:
- Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
 - Locations within the same DNR catchment area as the original construction activity
 - Locations in the next adjacent DNR catchment area up-stream
 - Locations anywhere within your jurisdiction
- 101.I. **Permit item 20.12:** Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet this requirement.
- 101.J. **Permit item 20.13:** Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If you determine that more time is needed to complete the treatment project, you must provide the reason(s) and schedule(s) for completing the project in the annual report.
- 101.K. **Permit item 20.14:** If you receive payment from the owner of a construction activity for off-site treatment, you must apply any such payment received to a public stormwater project, and all projects must comply with permit items 20.11 through 20.13.
- 101.L. **Permit item 20.15:** You must include the establishment of legal mechanism(s) between you and owners of structural stormwater BMPs not owned or operated by you, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:
- Allow you to conduct inspections of structural stormwater BMPs not owned or operated by you, perform necessary maintenance, and assess costs for those structural stormwater BMPs when you determine the owner of that structural stormwater BMP has not ensured proper function.
 - Are designed to preserve your right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by you, when those responsibilities are legally transferred to another party.
 - Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.
- *102. **Permit item 20.16:** Do you maintain a written or mapped inventory of structural stormwater BMPs that you do not own or operate that meet all of the following criteria? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- The structural stormwater BMP includes an executed legal mechanism(s) between you and owners responsible for the long-term maintenance, as required in item 20.15; and
 - The structural stormwater BMP was implemented on or after August 1, 2013.
- Yes
 No
- *103. **Permit item 20.17:** Do you to have written procedures for site plan reviews to ensure compliance with requirements of your regulatory mechanism(s)?
- Yes
 No
- *104. **Permit item 20.18:** Do individuals receive training commensurate with their responsibilities as they relate to your Post-Construction Stormwater Management program? Individuals include, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.
- Yes
 No (Skip to Q106)
105. **If yes in Q104,** do previously trained individuals attend a refresher training every three (3) calendar years following the initial training? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes
 No
- *106. **Permit item 20.19:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) required in Section 20? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes
 No (Skip to Q108)

107. If yes in Q106, what enforcement tools are included in your ERPs? (Check all that apply)

- 107.A. Verbal warning
- 107.B. Notice of violation
- 107.C. Administrative order
- 107.D. Fine
- 107.E. Criminal action
- 107.F. Civil penalty
- 107.G. Other (describe below):
- 107.H.

*108. Please specify name or position title of responsible person(s) for conducting enforcement:

Kameron Kytönen, Natural Resources Technician

*109. Permit item 20.20: Do you document each site plan review you conduct?

- Yes
- No (Skip to Q111)

110. If yes in Q109, what do you document in your site plan review process? (Check all that apply)

- 110.A. Supporting documentation used to determine compliance, including any calculations for the permanent stormwater treatment system.
- 110.B. The water quality volume that will be treated through volume reduction practices compared to the total water quality volume required to be treated. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 110.C. Documentation associated with off-site treatment projects you authorize, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 110.D. Payments received and used in accordance with permit item 20.14.
- 110.E. All legal mechanisms drafted in accordance with permit item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.

*111. Permit item 20.21: Do you document training related to your Post-Construction Stormwater Management program?

- Yes
- No (Skip to Q113)

112. If yes in Q111, what are you documenting? (Check all that apply)

- 112.A. General subject matter covered
- 112.B. Names and departments of individuals in attendance *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 112.C. The date of each event

*113. Permit item 20.22: Do you document enforcement conducted pursuant to your ERPs in item 20.19, including verbal warnings?

- Yes
- No (Skip to Q115)

114. If yes in Q113, what do you document relating to ERPs for MCM 5? (Check all that apply)

- 114.A. The name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
- 114.B. The date(s) and location(s) of the observed violation(s)
- 114.C. A description of the violation(s)
- 114.D. Corrective action(s) issued
- 114.E. Referrals to other regulatory organizations
- 114.F. The date(s) violation(s) are resolved

*115. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Kameron Kytönen, Natural Resources Technician

116. **Provide any additional information about your current post-construction stormwater management program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 6: Pollution prevention/Good housekeeping for municipal operations

*117. **Permit item 21.3:** Do you maintain a written or mapped inventory of your owned/operated facilities that contribute pollutants to stormwater discharges?

Yes

No (skip to Q119)

118. **If yes in Q117, which of the following facilities do you own and/or operate? (Check all that apply)**

118.A. Composting

118.B. Equipment storage and maintenance

118.C. Hazardous waste disposal

118.D. Hazardous waste handling and transfer

118.E. Landfill(s)

118.F. Solid waste handling and transfer

118.G. Park(s)

118.H. Pesticide storage

118.I. Public parking lot(s)

118.J. Public golf course(s)

118.K. Public swimming pool(s)

118.L. Public works yard(s)

118.M. Recycling

118.N. Salt storage

118.O. Snow storage

118.P. Vehicle storage and maintenance (e.g., fueling and washing) yard(s)

118.Q. Materials storage yard(s)

118.R. Other (describe below):

118.S.

*119. **Permit item 21.4:** Do you implement BMPs to prevent or reduce pollutants in stormwater discharges from municipal operations?

Yes

No (Skip to Q121)

120. **If yes in Q119, provide additional information on the BMPs you implement to address stormwater discharges from municipal operations (e.g., waste disposal, management of stockpiles, road maintenance):**
 Training is conducted and appropriate field operations to prevent pollution. We have an active and consistent street sweeping program. We are always looking to limit use of road salt where possible. Our maintenance and inspection program is sound to ensure functionality and pollution prevention into our waters of the state.
- *121. **Permit item 21.5:** Do you implement BMPs at your owned/operated salt storage areas?
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
 Yes
 No (Skip to Q123)
122. **If yes in Q121, what BMPs do you have in place at salt storage areas? (Check all that apply)**
 122.A. Salt is covered or stored indoors
 122.B. Salt stored on an impervious surface
 122.C. Implementation of practices to reduce exposure when transferring material from salt storage areas
 122.D. Other (describe below):
 122.E.
- *123. **Permit item 21.6:** Do you implement a written snow and ice management policy for individuals that perform winter maintenance activities for you? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
 Yes
 No (Skip to Q125)
124. **If yes in Q123, what practices and procedures for snow and ice control operations are included?**
 (Check all that apply)
 124.A. Plowing or other snow removal practices
 124.B. Sand use
 124.C. Application of deicing compounds
 124.D. Other (describe below):
 124.E.
- *125. **Permit item 21.7:** Each calendar year, do all individuals that perform winter maintenance activities for you receive training?
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
 Yes
 No (Skip to Q127)
126. **If yes in Q125, what does the winter maintenance training include? (Check all that apply)**
 126.A. The importance of protecting water quality
 126.B. BMPs to minimize the use of deicers
 126.C. Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool)
 126.D. Other (describe below):
 126.E.
- *127. **Permit item 21.8:** Do you maintain written procedures for determining TSS and total phosphorus (TP) treatment effectiveness of all owned/operated ponds constructed and used for the collection and treatment of stormwater?
 Yes
 No

- *128. **Permit item 21.9:** Do you inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule) each calendar year to determine structural integrity, proper function, and maintenance needs (excluding structural stormwater BMPs where the inspection frequency has been adjusted)?
 Yes
 No
- *129. **Do you have a different inspection frequency (i.e., more or less than each calendar year) for any of your structural stormwater BMPs?**
 Yes
 No (Skip to Q131)
130. **If yes in Q129, what led to your adjusted inspection frequency? (Check all that apply)**
 130.A. Complaints received or patterns of maintenance indicated a greater frequency was necessary.
 130.B. Determined maintenance or sediment removal was not required after completion of the first two calendar year inspections.
 130.C. Other (describe below):
 130.D.
- *131. **Permit item 21.10:** Do you inspect all ponds and outfalls (excluding underground outfalls) each permit term in order to determine structural integrity, proper function, and maintenance needs?
 Yes
 No (Skip to Q133)
132. **If yes in Q131, describe the frequency of inspections:**
 Once every 3 to four years. This varies though, because some areas are inspected more frequently; specifically for outfalls in high resource water bodies (i.e. Rum River).
- *133. **Permit item 21.12:** Do you implement a stormwater management training program commensurate with individual's responsibilities as they relate to your SWPPP, including reporting and assessment activities? Training materials can be from the U.S. Environmental Protection Agency (EPA), state and regional agencies, or other organizations as appropriate to meet this requirement.
 Yes
 No (Skip to Q135)
134. **If yes in Q133, what does your stormwater management training program include? (Check all that apply)**
 134.A. The importance of protecting water quality.
 134.B. Cover the requirements of the permit relevant to the responsibilities of the individual.
 134.C. A schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.
 134.D. Other (describe below):
 134.E.
 134.F. Additional information for checked items (optional):
- *135. **Permit item 21.13:** Do you document information associated with the operations and maintenance program?
 Yes
 No (Skip to Q137)
136. **If yes in Q135, what are you documenting? (Check all that apply)**
 136.A. Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10.
 136.B. Any adjustments to inspection frequency as authorized in item 21.9.
 136.C. Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.

- 136.D. Schedule(s) for maintenance of structural stormwater BMPs and outfalls when necessary maintenance cannot be completed within one year of discovery (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- 136.E. Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

*137. **Permit item 21.14:** Do you document pond sediment excavation and removal activities?

- Yes
 No (Skip to Q139)

138. **If yes in Q137, what pond sediment excavation and removal activity information is documented?**

(Check all that apply)

- 138.A. A unique ID number and geographic coordinate of each stormwater pond from which sediment is removed.
138.B. The volume (e.g., cubic yards) of sediment removed from each stormwater pond.
138.C. Results from any testing of sediment from each removal activity.
138.D. Location(s) of final disposal of sediment from each stormwater pond.
138.E. Additional information for checked items (optional):

*139. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s).

Kameron Kytönen, Natural Resources Technician

140. **Provide any additional information about your current pollution prevention/good housekeeping for municipal operations program that you would like to share (optional): (Maximum 10 lines of text)**

Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

To determine if you have an applicable WLA(s), please reference the MPCA's MS4 Permit TMDL Application Form webpage at <https://stormwater.pca.state.mn.us/index.php?title=Guidance> for completing the MS4 Permit TMDL Application Form.

*141. **Permit item 22.3:** Do you have an applicable WLA where a reduction in pollutant loading is required for bacteria?

- Yes
 No (Skip to Q146)

142. **If yes in Q141, do you maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)**

- Yes
 No (Skip to Q145)

143. **If yes in Q142, do you maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory? The written plan must include BMPs you will implement over the permit term. (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)**

- Yes
 No (Skip to Q145)

144. **If yes in Q143, which of the following are included in your written plan? (Check all that apply)**

- 144.A. Water quality monitoring to determine areas of high bacteria loading.
144.B. Installation of pet waste pick-up bags in parks and open spaces.
144.C. Elimination of over-spray irrigation at permittee land owned areas.

- 144.D. Removal of organic matter via street sweeping.
- 144.E. Implementation of infiltration structural stormwater BMPs.
- 144.F. Management of areas that attract dense populations of waterfowl (e.g., riparian plantings).
- 144.G. Other (describe below):
- 144.H.

145. **Permit item 12.9:** If yes in Q141, who is or will be responsible for implementation of this required component (i.e., inventory, plan, and BMP implementation)? List name(s) or position title(s):
 Kameron Kytönen, Natural Resources Technician

*146. **Permit item 22.5:** Do you have an applicable WLA where a reduction in pollutant loading is required for chloride?
 Yes
 No (Skip to Q151)

147. **If yes in Q146, do you document the amount of deicer applied each winter maintenance season to all your owned/operated surfaces? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
 Yes
 No

148. **If yes in Q146, each calendar year do you conduct an assessment of your winter maintenance operations to reduce the amount of deicing salt applied to your owned/operated surfaces and determine current and future opportunities to improve BMPs? You may use the MPCA's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The assessment must be documented. (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
 Yes
 No (Skip to Q150)

149. **If yes in Q148, what does your winter maintenance operations assessment include? (Check all that apply)**

- 149.A. Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.
- 149.B. Implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use.
- 149.C. Regular calibration of equipment.
- 149.D. Optimizing mechanical removal to reduce use of deicers.
- 149.E. Designation of no salt and/or low salt zones.
- 149.F. Other (describe below):
- 149.G.

149.H. Additional information for checked items (optional):

150. **Permit item 12.9:** If yes in Q146, who is or will be responsible for implementation of this required component (i.e., documenting deicer applied and winter maintenance operations assessment)? List name(s) or position title(s):

*151. **Permit item 22.7:** Do you have an applicable WLA where a reduction in pollutant loading is required for temperature?
 Yes
 No (Skip to Q155)

152. If yes in Q151, do you maintain a written plan that identifies specific activities you will implement to reduce thermal loading during the permit term? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes
- No (Skip to Q154)
153. If yes in Q152, what activities does the plan include? (Check all that apply)
- 153.A. Implementation of infiltration BMPs such as bioinfiltration practices
- 153.B. Disconnection and/or reduction of impervious surfaces
- 153.C. Retrofitting existing structural stormwater BMPs
- 153.D. Improvement of riparian vegetation
- 153.E. Other (describe below):
- 153.F.

153.G. Provide any additional information about your written plan (optional):

154. Permit item 12.9: If yes in Q151, who is or will be responsible for implementation of this required component? List name(s) or position title(s):

- *155. Permit item 12.8: Do you have an applicable WLA(s) for oxygen demand, nitrate, TSS, or TP?
- Yes - If yes, you **must complete** the corresponding tabs in the *MS4 Permit TMDL Application* (available on the MPCA's website at <https://stormwater.pca.state.mn.us/index.php?title=Guidance> for completing the MS4 Permit TMDL Application Form) and submit it with this application.
- No

Alum or Ferric Chloride Phosphorus Treatment Systems

- *156. Permit Section 23: Do you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your MS4?
- Yes - If yes, complete questions 157-173 as directed.
- No (Skip to Q174)
157. Provide the geographic coordinates of the alum or ferric chloride phosphorus treatment system, in decimal degrees. (Approximate centroid of treatment system within five-foot accuracy):
- 157.A. Latitude: _____
- 157.B. Longitude: _____
158. Who is responsible for the operation of the treatment system? List name(s) or position title(s):

- 159.A. Provide the date the system first became operational (mm/dd/yyyy): _____

For question 159.B-G, provide information for calendar year 2020.

159.B. For each month, provide the number of days the system was operational:

- 159.B.1. January: _____
- 159.B.2. February: _____
- 159.B.3. March: _____
- 159.B.4. April: _____
- 159.B.5. May: _____
- 159.B.6. June: _____
- 159.B.7. July: _____
- 159.B.8. August: _____
- 159.B.9. September: _____
- 159.B.10. October: _____
- 159.B.11. November: _____
- 159.B.12. December: _____

159.C. What chemical(s) was used for treatment:

- 159.C.1. Alum
- 159.C.2. Ferric Chloride

159.D. Provide the number of gallons of water treated: _____

159.E. Provide the number of gallons of alum or ferric chloride treatment used: _____

159.F. Provide the calculated pounds of phosphorous removed: _____

159.G. Describe any performance issue(s) and the corrective action(s), including the date(s) when corrective action(s) were taken:

160. Permit item 23.3: Which of the following requirements are you meeting? (Check all that apply)

- 160.A. Your treatment system is for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system.
- 160.B. Your treatment system is contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs do not include any receiving waters.
- 160.C. Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride receive written approval from the MPCA.
- 160.D. In-lake phosphorus treatment activities are not authorized.

161. Permit item 23.3: Which of the following design parameters does your treatment system include? (Check all that apply)

- 161.A. The treatment system is constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system.
- 161.B. A high flow bypass is part of the inlet design.
- 161.C. A flocculent storage/settling area is incorporated into the design, and adequate maintenance access is provided (minimum of eight feet wide) for the removal of accumulated sediment.

162. Permit item 23.5: Do you have a designated person perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours?

- Yes
- No (Skip to Q164)

163. If yes in Q162, please list the name(s) of the individual(s) or position title(s):

164. **Permit item 23.5:** Following visual monitoring which occurs within 24 hours after a rainfall event, do you conduct the next visual monitoring of your system seven (7) days after that rainfall event?
 Yes
 No
165. **Permit item 23.6:** Does your treatment system utilize three (3) benchmark monitoring stations? Table 1 in Appendix A in the permit must be used for the parameters, units of measure, and frequency of measurement for each station.
 Yes
 No
166. **Permit item 23.7:** Do you collect grab samples or flow-weighted 24-hour composite samples at your treatment system?
 Yes
 No
167. **Permit item 23.8:** Are your treatment system samples, excluding potential of hydrogen (pH) samples, analyzed by a laboratory certified by the Minnesota Department of Health and/or the MPCA?
 Yes
 No
168. **Which of the following do your sample tests include?** (Check all that apply)
- 168.A. Sample preservation and test procedures for the analysis of pollutants that conform to 40 CFR Part 136 and Minn. R. 7041.3200.
- 168.B. Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron that are a minimum of 6 micrograms per liter ($\mu\text{g/L}$), 10 $\mu\text{g/L}$, and 20 $\mu\text{g/L}$, respectively.
- 168.C. pH that is measured within 15 minutes of sample collection using calibrated and maintained equipment.
169. **Permit item 23.9:** In the following situation(s) do you perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer? (Check all that apply)
- 169.A. The pH of the discharged water is not within the range of 6.0 and 9.0.
- 169.B. Indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment.
- 169.C. A spill or discharge or alteration resulting in water pollution, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride.
170. **Permit item 23.13:** Do you conduct site-specific jar testing using typical and representative water samples in accordance with the most current approved version of ASTM D2035? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
 Yes
 No
171. **Permit item 23.14:** Do you have baseline concentrations of the following parameters in the influent and receiving waters at your treatment system location? (Check all that apply)
- 171.A. Aluminum or iron
- 171.B. Phosphorus
172. **Permit item 23.15:** Do you have the following system parameters and how each was determined at your treatment system location? (Check all that apply)
- 172.A. Flocculant settling velocity
- 172.B. Minimum required retention time
- 172.C. Rate of diversion of stormwater into the system
- 172.D. The flow rate from the discharge of the outlet structure
- 172.E. Range of expected dosing rates
173. **Permit item 23.16:** Have you developed the following site-specific procedures? (Check all that apply)
- 173.A. Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment.
- 173.B. Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of.
- 173.C. Procedures for cleaning up and/or containing a spill of each chemical stored on site.

Complete last page and submit using Adobe Acrobat Reader.

(If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.)

Additional information

174. Provide any additional information about your current Stormwater Pollution Prevention Program (SWPPP) that you would like to share (optional): (Maximum 30 lines of text)

Complete last page and submit using Adobe Acrobat Reader.

(If you do not have Acrobat Reader, you can download a free version at [https://get.adobe.com/reader/.](https://get.adobe.com/reader/))

Submit

Reset

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 12.3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Partnership with Other MS4's

BMP Description:

The City of Andover continues to have good working relationships with other cities and agencies. This collaborative effort helps to meet the General Permit. This is further detailed in the SWPPP Document.

Measurable Goals:

Timeline / Implementation Schedule:

- On-going
- More information in other bmp's

Specific Components & Notes (optional):

- CCWD TAC meetings (monthly)
- ACWROC (Anoka County Water Resources Outreach Collaborative)
- Community Adopt-a-Drain Program
- Distribution of educational materials
- Presentations and workshops

Responsible Person for this BMP

Responsible Department or Organization

Name: Kameron Kytonen

Dept. or Org.: Engineering

Title: Natural Resources Technician

Dept. Head: David Berkowitz

Phone: 763-755-5100

Phone: 763-755-5100

E-mail: k.kytonen@andovermn.gov

E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 12.5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Storm Sewer System Map

BMP Description:

The City of Andover has a map that meets section 14.2 of the permit. Staff will continue to update this map as needed. In addition, a map will be produced showing priority areas for illicit discharges (to meet 18.10 of the Permit) and a mapped inventory of structural stormwater BMP's (to meet 20.16 of the Permit) as noted below.

Measurable Goals:

Timeline / Implementation Schedule:

- On-going
- Updates as needed and technology advances
- A map showing priority areas for illicit discharges by April 2024
- A map to meet requirements of 20.16 by January 2025

Specific Components & Notes (optional):

- The City's entire MS4 is mapped
- Outfalls with unique ID numbers
- Structural stormwater BMP's
- All receiving waters

Responsible Person for this BMP

Responsible Department or Organization

Name: Girish Uprety

Dept. or Org.: Engineering

Title: GIS Coordinator

Dept. Head: David Berkowitz

Phone: 763-755-5100

Phone: 763-755-5100

E-mail: g.uprety@andovermn.gov

E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 12.8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

TMDL Compliance/Waste Load Allocation (WLA)

BMP Description:

In accordance to Section 12.8-12.10 of the permit, the City shall take the necessary measures for Waste Load Allocation not being met for the applicable criteria listed. The applicable TMDL's for Andover are found in the appendix in the "TMDL Master List."

Measurable Goals:

- Meeting the Permit and collaborating with other agencies including Coon Creek Watershed District (CCWD) and Lower Rum River Watershed Management Organization (LRRWMO)

Timeline / Implementation Schedule:

- On-going
- More information in other BMP's
- Meet 22.3 and 22.4 of the Permit by end of 2024; continue to update "Checklist for Bacteria Source Inventory" as needed

Specific Components & Notes (optional):

- Implement the BMPs included on the aggregated compliance schedule (in the appendix)
- Strategies included on the "Checklist for Bacteria Source Inventory" (in the appendix)
- Mapped inventory of potential sources of bacteria
- CCWD Technical Advisory Committee (TAC) guidance and oversight; work with other MS4's to annually track implementation progress
- Work with Lower Rum River Watershed Management Organization (LRRWMO) and other applicable Cities and entities as needed
- BMP's to be added as program progresses and advances

Responsible Person for this BMP

Name: Kameron Kytönen

Title: Natural Resources Technician

Phone: 763-755-5100

E-mail: k.kytönen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering

Dept. Head: David Berkowitz

Phone: 763-755-5100

E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.3

Minimum Control Measures Addressed by This BMP

X	Public education & outreach		Construction site runoff controls
X	Public participation & involvement	X	Post-construction stormwater management
X	Illicit discharge detection & elimination	X	Pollution prevention/Good housekeeping

BMP Title:

Storm Water Education/Outreach Implementation Program

BMP Description:

The City of Andover has and will continue to facilitate an education program that is aimed at educating residents, businesses, contractors and City staff and officials about various storm water quality topics including hazards associated with illegal discharges, improper disposal of waste and volume management through a combination of but not limited to newsletter articles, announcements, presentations, meetings and during property evaluations. There will be focus on at least 2 specifically selected stormwater issues. In addition, adequate information on salt and pet waste shall be distributed annually. The goal is to improve all audiences' behavior to protect the quality and integrity of our water bodies.

Measurable Goals:

- Number of people reached
- Number of people attending meetings and presentations
- Number of inspections done
- Increased awareness, appreciation and behavior toward our natural resources

Timeline / Implementation Schedule:

- On-going
- More information in other bmp's
- Annually distribute materials focused on illicit discharge recognition and reporting

Specific Components & Notes (optional):

- Newsletter articles
- Facebook postings
- Website
- Events (i.e. North Suburban Home Show)
- Local cable channel announcements
- Pre-construction meetings
- Natural resources-related inspections
- Training programs
- Collaboration with other cities and agencies
- Volume management through landscape practices that encourage infiltration
- Adequate documentation to meet the Permit

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.31

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Storm Water Update Newsletter Articles/Distribute Educational Materials</p>	
<p><u>BMP Description:</u> The City of Andover has and will continue to include articles in the City newsletter to update residents and businesses on a bi-monthly basis. It will explain storm water related issues including, but not limited to, those listed within the specific components below. It will work with other agencies on this, including but not limited to the CCWD, LRRWMO and ACD.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of newsletter articles Number of households reached 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Environmentally friendly lawn care practices Native plantings Sweeping up grass clippings, leaves, etc. Pet waste and reducing salt use Public meetings and presentations Public awareness and changes to the SWPPP 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Kameron Kytönen Title: Natural Resources Technician Phone: 763-755-5100 E-mail: k.kytönen@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Engineering Dept. Head: David Berkowitz Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p> <ul style="list-style-type: none"> The audience or audiences involved: See “Description” Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See “Description” Activities used to reach educational goals for each audience: See “Specific Components” Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See “Responsible Person”, Responsible Department” and “Timeline” Available performance measures that can be used to determine success in reaching education goals: See “Measurable Goals” 	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.32

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Local Cable Channel Announcements</p>	
<p><u>BMP Description:</u> The City of Andover has and will continue to work with the local cable channel (QCTV) to produce and air announcements on various stormwater related topics including but not limited to the topics outlined below to educate and inform all viewers of the importance of storm water quality improvement.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of announcements produced annually Number of times aired on cable channel Number of households reached Feedback from viewers Increased appreciation, awareness and behavior towards our natural resources 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going At least 1 per year
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Program history Challenges cities are facing Environmentally friendly lawn care practices Proper disposal of hazardous substances Native plantings Projects cities are undergoing to improve storm water quality (i.e. native prairie projects) 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Kameron Kytonen Title: Natural Resources Technician Phone: 763-755-5100 E-mail: k.kytonen@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Engineering Dept. Head: David Berkowitz Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p> <ul style="list-style-type: none"> <u>The audience or audiences involved:</u> See “Description” <u>Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior:</u> See “Description” <u>Activities used to reach educational goals for each audience:</u> See “Specific Components” <u>Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules:</u> See “Responsible Person”, “Responsible Department” and “Timeline” <u>Available performance measures that can be used to determine success in reaching education goals:</u> See “Measurable Goals” 	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.33

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Storm Water Information Website and Social Media

BMP Description:

The City of Andover has developed and continues to update a website with a link to a page with specific components listed below. The Website provides citizens with an understanding of the NPDES regulations and how the City is meeting those requirements, along with information for residents on improving storm water quality. In addition, the City has a Facebook page, where noteworthy projects and messages will be shared as needed.

Measurable Goals:

- Website developed and posted for public access
- Feedback from website users

Timeline / Implementation Schedule:

- On-going
- At least 2 water-quality related Facebook posts annually

Specific Components & Notes (optional):

- Program history
- Storm water goals
- Challenges cities are facing
- Actions people can take to improve storm water quality
- Pet waste and reducing salt use

Responsible Person for this BMP

Name: Kameron Kytönen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytönen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See “Description”
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See “Description”
- Activities used to reach educational goals for each audience: See “Specific Components”
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See “Responsible Person”, “Responsible Department” and “Timeline”
- Available performance measures that can be used to determine success in reaching education goals: See “Measurable Goals”

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.34

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

BMP Title:

Coordination of Educational Program

BMP Description:

The City of Andover has and will continue to work with, share and exchange ideas with (network) and join forces with other public and/or private groups including but not limited to the Minnesota Cities Stormwater Coalition (MCSC), Metro Watershed Partners, the Metro Water Resource Coordinators Group (WRCG), the Anoka County Water Resource Outreach Collaborative group (ACWROC), the Coon Creek Watershed District (CCWD), Technical Advisory Committee (CCWD TAC), Lower Rum River Watershed Management Organization (LRRWMO), Anoka Conservation District (ACD), Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA) to maintain the operation of a sound stormwater educational program aimed at all audiences that meets the Permit requirements.

Measurable Goals:

- Number of collaborative effort functions
- Number of attendees at meetings
- Continued improvement of program effectiveness
- Maintain communication channels between numerous groups for most up to date information
- Share information with other groups to facilitate efficient educational program

Timeline / Implementation Schedule:

- On-going
- Attend and participate in yearly Work Team meetings
- Attend and participate in at least 1 MCSC, Watershed Partners or WRCG meeting per year
- Attend and participate in Technical Advisory Committee (TAC) meetings

Specific Components & Notes (optional):

- Training for construction contractors
- Newsletter articles
- Meetings and presentations
- Environmentally friendly lawn care practices
- Native plantings and rain gardens

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See “Description”
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See “Description”
- Activities used to reach educational goals for each audience: See “Specific Components”
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See “Responsible Person”, Responsible Department” and “Timeline”
- Available performance measures that can be used to determine success in reaching education goals: See “Measurable Goals”

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 16.9

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

BMP Title:

Annual Assessment/Internal Audit

BMP Description:

Every year, the City will conduct an assessment of its program for all 6 MCM's to ensure it is meeting the Permit. This will take place prior to completing the annual report and any modifications will be noted and documented accordingly.

Measurable Goals:

- Allow opportunity to reflect, rate program and see what we're doing well and what we can improve upon

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Details will be noted in the "NPDES Log" and "Checklist"

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.21

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Pollution prevention/Good housekeeping

BMP Title:
Natural Resources-Related Inspections

BMP Description:
The City of Andover has and will continue to provide customer service to Andover residents. One large part of this is doing site evaluations at the request of the residents. Staff consults with residents in person, over the phone and thru electronic mail to address various natural resources topics including but not limited to the list below.

Measurable Goals:

- Number of inspections
- Increased awareness, appreciation and behavior toward our water bodies and natural resources

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Native plantings
- Trees and benefits of trees
- Insect and disease control
- Environmentally friendly lawn care practices

Responsible Person for this BMP	Responsible Department or Organization
Name: Kameron Kytonen	Dept. or Org.: Engineering
Title: Natural Resources Technician	Dept. Head: David Berkowitz
Phone: 763-755-5100	Phone: 763-755-5100
E-mail: k.kytonen@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See “Description”
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See “Description”
- Activities used to reach educational goals for each audience: See “Specific Components”
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See “Responsible Person”, “Responsible Department” and “Timeline”
- Available performance measures that can be used to determine success in reaching education goals: See “Measurable Goals”

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.22

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:
Adopt-A-Street

BMP Description:
The City presently has and will continue to implement an Adopt-A-Street program to assist in keeping the streets and boulevards free of debris. This program has been expanded and promoted to the residents of Andover. It gives Andover residents an opportunity to help improve the quality of storm water and get involved in the community.

- Measurable Goals:**
- Number of streets adopted
 - Number of residents participating in program

- Timeline / Implementation Schedule:**
- On-going

- Specific Components & Notes (optional):**
- Increase public participation
 - Increased appreciation, awareness and behavior towards our natural resources

Responsible Person for this BMP	Responsible Department or Organization
Name: Jason Baumunk	Dept. or Org.: Public Works
Title: Parks/Streets Operations Manager	Dept. Head: David Berkowitz
Phone: 763-755-5100	Phone: 763-755-5100
E-mail: j.baumunk@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.23

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Adopt-A-Park</p>	
<p><u>BMP Description:</u> The City presently has and will continue to implement an Adopt-A-Park program to assist in keeping the parks free of debris. This program has been expanded and promoted to the residents of Andover. It gives Andover residents an opportunity to help improve the quality of storm water, improve the appearance of our public open spaces and get involved in the community.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of parks adopted Number of residents participating in program 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Increase public participation Increased appreciation, awareness and behavior towards our natural resources 	
<p><u>Responsible Person for this BMP</u></p>	<p><u>Responsible Department or Organization</u></p>
<p>Name: Jason Baumunk</p>	<p>Dept. or Org.: Public Works</p>
<p>Title: Parks/Streets Operations Manager</p>	<p>Dept. Head: David Berkowitz</p>
<p>Phone: 763-755-5100</p>	<p>Phone: 763-755-5100</p>
<p>E-mail: j.baumunk@andovermn.gov</p>	<p>E-mail: d.berkowitz@andovermn.gov</p>
Empty row for additional notes or comments	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.24

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Adopt-A-Pond</p>	
<p><u>BMP Description:</u> The City coordinates an Adopt-A-Pond program to assist in keeping areas in and around the numerous storm water ponds free of debris and litter and to enhance the vegetation around the ponds. The City promotes this to Andover residents. It gives Andover residents an opportunity to improve storm water quality by picking up litter and/or planting native vegetation around the ponds and getting involved in the community.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of ponds adopted Number of residents participating in program 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Increase public participation Increased appreciation, awareness and behavior towards our natural resources 	
<p><u>Responsible Person for this BMP</u></p>	<p><u>Responsible Department or Organization</u></p>
Name: Kameron Kytonen	Dept. or Org.: Engineering
Title: Natural Resources Technician	Dept. Head: David Berkowitz
Phone: 763-755-5100	Phone: 763-755-5100
E-mail: k.kytonen@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Annual Presentation and Public Meeting at City Council Meeting

BMP Description:

The City of Andover currently provides a notice of public informational meeting addressing the Storm Water Pollution Prevention Program at least 30 days prior to the meeting. The notice includes all components listed below and is distributed in areas to best notify a diverse group of citizens within the Andover jurisdiction. This meeting will occur annually at a City Council meeting, which will be preceded by a brief presentation on a stormwater related topic. The public will have opportunity to orally comment on the program and the City will respond to comments and make adjustments to the SWPPP and/or program as needed. Finally, the City encourages the public to comment any time on the program. They may do this by phone, email, social media or in person anytime. The SWPPP and associated materials are available on the City's website.

Measurable Goals:

- Completed public notice
- Completed presentation and public meeting
- Public comments on the program
- Gauge effectiveness of program

Timeline / Implementation Schedule:

- On-going
- Annually

Specific Components & Notes (optional):

- Date, time and location
- Description of how the meeting will be conducted
 - Presentation followed by public meeting
- Location of the SWPPP for review prior to the meeting
- Location of notice
- Adequate documentation to meet the Permit

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 17.6

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Annual Public Involvement Activity</p>	
<p><u>BMP Description:</u> Each year, the City will ensure that there is at least 1 public involvement activity that has a benefit to stormwater.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Completed activity 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> Annually
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Recycling Day/Arbor Day event Tree Giveaway Adopt-a-Drain Adopt-a-Pond Adopt-a-Street Adopt-a-Park North Suburban Home Show 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Kameron Kytonen Title: Natural Resources Technician Phone: 763-755-5100 E-mail: k.kytonen@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Engineering Dept. Head: David Berkowitz Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p>	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 18.2

Minimum Control Measures Addressed by This BMP

X	Public education & outreach	X	Construction site runoff controls
X	Public participation & involvement	X	Post-construction stormwater management
X	Illicit discharge detection & elimination	X	Pollution prevention/Good housekeeping

BMP Title:

Illicit Discharge Detection and Elimination Program

BMP Description:

The City presently has personnel available on a normal working day basis, voice mail and email options for residents to report illicit discharges, construction site upkeep and erosion violations, other stormwater related issues and to provide comments on the SWPPP. City staff keeps thorough records of these complaints and responds to the inquiries as needed. In addition, staff has developed Enforcement Response Procedures and Emergency Response Procedures (ERP's), which will supplement the applicable City ordinances and detail the process, timelines and steps taken for addressing illicit discharges.

Measurable Goals:

- Number and type of inquiries/complaints from the community
- Number and type of city staff actions initiated based on inquiries received
- Number and type of responses from the violators
- Compliance level
- Proper documentation

Timeline / Implementation Schedule:

- On-going
- Staff responds within a reasonable timeframe to inquiries related to these items; the more serious the issue, the quicker the response
- Update ordinance to meet Permit

Specific Components & Notes (optional):

- Illicit Discharge Detection and Enforcement Ordinance
- ERP's
- Cameras and testing equipment
- Increase public participation
- Allows citizen reporting on illicit discharge detection
- Allows citizen reporting on construction site erosion violations
- Complaint and response log
- Map showing priority areas
- Adequate documentation to meet the Permit

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 18.21

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Post Construction Septic System Maintenance</p>	
<p><u>BMP Description:</u> City Ordinance requires maintenance from the owner or owner's agent of a Subsurface Sewage Treatment System to have the tanks of the septic system pumped regularly, but not less than three years or per the designer's maintenance plan for their system. The ordinance also has a provision for bringing non-compliant systems back into compliance.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Reports submitted 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> • Pumping Records Report 	
<p><u>Responsible Person for this BMP</u></p>	<p><u>Responsible Department or Organization</u></p>
Name: Joe Heidelberg	Dept. or Org.: Building
Title: Building Official	Dept. Head: Joe Heidelberg
Phone: 763-755-5100	Phone:
E-mail: j.heidelberg@andovermn.gov	E-mail:

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 18.22

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Commercial Properties Inspection Program</p>	
<p><u>BMP Description:</u> Every couple years, the City sends letters to owners of commercial properties to remind them of site upkeep and the importance of protecting the environment and meeting City Code. It follows up with inspections and enforcement to ensure they are in compliance.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of inspections Number of violations noted and acted upon Increased awareness for site upkeep on commercial properties 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Letters sent every couple years Parking lot striping Clean sites with adequate waste control and general site upkeep Map showing priority areas O and M agreements 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Kameron Kytonen	Dept. or Org.: Engineering
Title: Natural Resources Technician	Dept. Head: David Berkowitz
Phone: 763-755-5100	Phone: 763-755-5100
E-mail: k.kytonen@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 18.8

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Storm Water System/Operations/Illicit Discharge Detection Training Program

BMP Description:

The City of Andover continues to train applicable employees at the City in storm water system maintenance. The program focuses on the components listed below. The City will continue to train employees as needed to meet the requirements of the Permit. Methods include email, videos, in-person meetings, presentations and webinars.

Measurable Goals:

- Number of employees trained

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Parking lot and street cleaning
- Storm drain system cleaning
- Illicit discharge detection and enforcement
- ERP's
- Salt usage training

Responsible Person for this BMP	Responsible Department or Organization
Name: Steve Weinhold	Dept. or Org.: Public Works
Title: Public Utilities Supervisor	Dept. Head: David Berkowitz
Phone: 763-767-5180	Phone: 763-755-5100
E-mail: s.weinhold@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See "Description"
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See "Description"
- Activities used to reach educational goals for each audience: See "Specific Components"
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See "Responsible Person", "Responsible Department" and "Timeline"
- Available performance measures that can be used to determine success in reaching education goals: See "Measurable Goals"

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 19.11

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Construction/Post-Construction Site Upkeep Training Program

BMP Description:

The City of Andover will ensure all those involved in site inspections and plan reviews get adequate training and refresher training to meet the intent of the Permit.

Measurable Goals:

- Number of employees trained

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Construction and post-construction site BMP's and enforcement
- Record of individuals in attendance
- Date of event(s)

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-767-5137
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Public Works
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See "Description"
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See "Description"
- Activities used to reach educational goals for each audience: See "Specific Components"
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See "Responsible Person", "Responsible Department" and "Timeline"
- Available performance measures that can be used to determine success in reaching education goals: See "Measurable Goals"

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 19.6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Development and Re-Development Site Plan Review Program

BMP Description:

The City of Andover has established procedures, guidelines and policies for a Development and Re-Development Plan Review. The specific components listed below are current practices conducted by the City. The City will work in partnership with the CCWD and LRRWMO and adhere to their regulations and will work with developers to encourage Low Impact Development (LID) to encourage volume reduction and increase infiltration. These volume reduction strategies will be considered in all city projects as well.

Measurable Goals:

- Documentation to meet 19.13 of the Permit
- Number of plan reviews performed
- Number of projects incorporating volume reduction strategies
- Number of grants received
- Training per Permit requirements

Timeline / Implementation Schedule:

- Continue plan review
- Make modifications as needed

Specific Components & Notes (optional):

- Engineering Plan Review Checklist
- Surface Water Management Plan
- Storm water wetland detention
- Slope rip-rap stabilization
- Timeline for a site plan review process
- Scenic River Ordinance
- Shoreland Ordinance
- Practices that encourage infiltration
- Incorporation of LID
- Apply for applicable grants that award projects incorporating infiltration (e.g. rain gardens, grassy swales, native gardens, tree plantings)

Responsible Person for this BMP	Responsible Department or Organization
Name: Joe Janish	Dept. or Org.: Planning
Title: Community Development Director	Dept. Head: Joe Janish
Phone: 763-755-5100	Phone:
E-mail: j.janish@andovermn.gov	E-mail:

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 19.7

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Construction Site Erosion and Waste Control Ordinance/Inspection Program/Written Procedures for Site Plan Review

BMP Description:

The City has an ordinance that outlines the requirements for proper construction site erosion and waste control and the process for inspections, enforcement and penalties for non-compliance. This ordinance meets or exceeds the provisions set forth in the Permit. Additional information is included in other ordinances and correspondence including but not limited to development contracts for new developments. In addition, a checklist is developed and ERP's to further outline the processes used.

Post-construction runoff from new development and redevelopment policies, enforcement and sanctions is covered under the City's Storm Water Management Plan, ordinance and ERP's.

Measurable Goals:

- Continue improved efficiency and effectiveness of program

Timeline / Implementation Schedule:

Specific Components & Notes (optional):

- Ordinance
- Checklist
- ERP's
- Identify high and low priority sites and develop written procedures as needed
- Building Inspections by Building Department
- Engineering Plan Review Checklist

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 19.71

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Building Inspections

BMP Description:

The City Building Inspectors are generally out in the field on a daily basis performing formal, arranged inspections throughout the various phases of the home-building process. While performing these inspections, they help to verify the construction sites are properly maintained to ensure proper compliance with the NPDES Phase II permit process with regard to the specific components below. If there are violations noted, they inform applicable Engineering staff.

Measurable Goals:

- Number of building inspections
- Number of violations
- Number of enforcement actions

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Maintenance of tree protection and erosion control
- Streets and gutters free of sediment and debris
- Construction site waste properly managed and maintained on site
- Adequate site stabilization
- ERP's

Responsible Person for this BMP

Name: Joe Heidelberg

Title: Building Official

Phone: 763-755-5100

E-mail: j.heidelberg@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Building

Dept. Head: Joe Heidelberg

Phone:

E-mail:

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 20.11

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Surface Water Management Plan (SWMP)</p>	
<p><u>BMP Description:</u> The City of Andover has a Surface Water Management Plan (formerly Water Resource Management Plan) to comply with State and Watershed District requirements, which identifies the specific components listed below. The City will continue to update the plan as required by Minnesota Statute 1036.235 and Minnesota Rule 8410.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Completed SWMP for Andover • Number of projects that incorporate volume reductions strategies 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • On-going • Last updated 2018
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> • Geology and soil types <ul style="list-style-type: none"> ○ City is a part of Anoka Sandplain, which has above average infiltration rates • Water resources • Sensitive resources • Wetland inventory • Water quality goals • Land uses • Load reduction and volume management techniques (LID) 	
<p>Responsible Person for this BMP</p> <p>Name: David Berkowitz</p> <p>Title: Director of Public Works/City Engineer</p> <p>Phone: 763-755-5100</p> <p>E-mail: d.berkowitz@andovermn.gov</p>	<p>Responsible Department or Organization</p> <p>Dept. or Org.: Engineering</p> <p>Dept. Head: David Berkowitz</p> <p>Phone:</p> <p>E-mail:</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p>	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 20.12

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Stabilization Sodding or Seeding

BMP Description:

Currently the City of Andover requires proper sodding or seeding consistent with the provisions within the City ordinance. The City will continue to enforce this requirement to ensure timely vegetative cover after soil disturbance to stabilize the surfaces and limit or prevent erosion and or deposition. City staff ensures that all new construction projects are properly vegetated during the formal "grading inspection," which is typically done prior to issuance of the Certificate of Occupancy (CO). Generally, CO's are not issued until this requirement has been satisfied.

Measurable Goals:

- Number of grading inspections
- Number of violations to sodding or seeding provision
- Number and types of enforcement actions

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- ERP's
- Alternative landscaping (incorporation of native plantings) and/or low maintenance turf grasses

Responsible Person for this BMP

Name: Kameron Kytonen
 Title: Natural Resources Technician
 Phone: 763-755-5100
 E-mail: k.kytonen@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 20.2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Post-Construction Stormwater Management Program

BMP Description:

Currently, the City has post-construction control regulations and policies in place through the City's Surface Water Management Plan (SWMP), Coon Creek Watershed District (CCWD) and Lower Rum River Watershed Management Organization (LRRWMO) to ensure effective long-term water quality conditions and to meet 20.2-20.15 of the Permit. The City's SWMP is an enforceable policy approved by the City Council. Also, language is found in a guide and standard "Engineering Plan Review Checklist." Also, the City performs necessary inspections and maintenance to its public infrastructure to ensure their proper working condition and to help keep water bodies clean. The City has a storm water utility fee established to help fund repairs and improvements and procedures in place to ensure long-term operation and maintenance of BMP's installed to address post-construction runoff.

Measurable Goals:

- Water quality standards met through provisions of SWMP
- Number of projects incorporating volume reduction strategies.

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Surface Water Management Plan
- Engineering Plan Review Checklist

Responsible Person for this BMP	Responsible Department or Organization
Name: David Berkowitz	Dept. or Org.: Engineering
Title: Director of Public Works/City Engineer	Dept. Head: David Berkowitz
Phone: 763-755-5100	Phone:
E-mail: d.berkowitz@andovermn.gov	E-mail:

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.10

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Outfalls Inspection Program</p>	
<p><u>BMP Description:</u> The City will ensure all known outfalls are inspected prior to the expiration date of the Permit. This will result in at least 20% per year. Timing of maintenance (if applicable) will be based on priority. For example, an illicit discharge may result in immediate attention, while a minor structural defect may not be repaired for no more than one year from finding. Data collected on each inspection includes but is not limited to date, weather conditions, inspection results, whether maintenance is needed and photo(s) taken.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of outfalls inspected and maintained each year 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Storm sewer system map Storm Water System Maintenance Training Program Detailed and thorough record-keeping Evolving technology for improved program Documentation per 21.13 of the Permit 	
<p>Responsible Person for this BMP</p>	<p>Responsible Department or Organization</p>
<p>Name: Steve Weinhold</p>	<p>Dept. or Org.: Public Works</p>
<p>Title: Public Utilities Supervisor</p>	<p>Dept. Head: David Berkowitz</p>
<p>Phone: 763-767-5180</p>	<p>Phone: 763-755-5100</p>
<p>E-mail: s.weinhold@andovermn.gov</p>	<p>E-mail: d.berkowitz@andovermn.gov</p>

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.16

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Wellhead Protection Plan</p>	
<p><u>BMP Description:</u> The City of Andover has a Wellhead Protection Plan to protect areas identified as vulnerable. The plan identifies BMP's to prevent high vulnerable wells from possible wellhead contaminants. The City has a map of these sources as well.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Adequate protection of drinking water from storm water discharges 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> Wellhead Protection Plan was completed and approved by the MDH in June 2017 The next update will be completed by 2028
<p><u>Specific Components & Notes (optional):</u></p>	
<p><u>Responsible Person for this BMP</u></p> <p>Name: David Berkowitz Title: Director of Public Works/City Engineer Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Engineering Dept. Head: David Berkowitz Phone: E-mail:</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p>	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.41

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Waste Management/Recycling/Building Maintenance Program

BMP Description:

The City has a sound program to ensure waterways and the environment are protected. It has the proper receptacles for waste management in its boneyard. It has a robust recycling program that is funded by Anoka County. Finally, it has an internal staff member who oversees building maintenance.

Measurable Goals:

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Recycling Center
- Monthly "recycling days" offered to residents
- Spring and fall "expanded recycling days" offered to residents
- Hazardous materials handled by Anoka County

Responsible Person for this BMP

Responsible Department or Organization

Name: Jason Baumunk

Dept. or Org.: Public Works

Title: Parks/Streets Operations Manager

Dept. Head: David Berkowitz

Phone: 763-767-5178

Phone: 763-755-5100

E-mail: j.baumunk@andovermn.gov

E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.42

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

BMP Title:

Parking Lot and Street Cleaning

BMP Description:

The City of Andover currently uses three City owned mechanical street sweepers to remove sediment and debris from the road surface and other City-owned impervious surfaces within the jurisdiction and minimize the amount received by the storm sewer system. It will identify high priority areas and ensure those areas receive extra attention. In addition, associated stockpiles of soils, sweepings, organics and cleanings will be properly stored and/or disposed of. Applicable erosion control/stabilization measures are used if needed. Finally, neighboring cities and the CCWD are working together on a research initiative to improve program efficiencies and effectiveness.

Measurable Goals:

- Number of employees trained
- Number of lane miles swept
- Number of parking lots swept
- Continued adequate storage of waste

Timeline / Implementation Schedule:

- On-going
- All city streets swept twice each year and as needed
- Quarterly evaluation of storage yards

Specific Components & Notes (optional):

- Street Sweeping Policy
- Sweeping schedule
- Sweeper maintenance schedule
- Map showing high priority areas
- Map of debris stockpiles

Responsible Person for this BMP

Name: Jason Baumunk
 Title: Parks/Streets Operations Manager
 Phone: 763-767-5178
 E-mail: j.baumunk@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Public Works
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.43

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Stockpile Management Program

BMP Description:

The City of Andover has a designated location on the City grounds that is used for stockpiling gravel, fill, mulch, organics and street sweepings. It is properly contained, maintained and inspected to meet the Permit requirements.

Measurable Goals:

- Number of employees trained
- Number of lane miles swept
- Number of parking lots swept
- Continued adequate storage of waste

Timeline / Implementation Schedule:

- On-going
- All city streets swept twice each year and as needed
- Quarterly evaluation of storage yards

Specific Components & Notes (optional):

- Material is contained on site to protect our surface and groundwater
- Map of debris stockpiles
- Street Sweeping Policy

Responsible Person for this BMP

Name: Jason Baumunk
 Title: Parks/Streets Operations Manager
 Phone: 763-767-5178
 E-mail: j.baumunk@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Public Works
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.44

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Park and Open Space Management/Fertilizer-Chemical Program

BMP Description:

The City of Andover continues responsible practices for maintenance of its turf grass and leaves in its parks and rights-of-way. This includes removing the clippings, leaves and other organics from impervious surfaces. In addition, it controls fertilizer and pesticide/herbicide applications. The City will ensure contracted folks are licensed and the applications are performed responsibly.

Measurable Goals:

- Continued operation
- Improve efficiencies and environmental impact

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Applicable training to develop new, innovative ways of operations

Responsible Person for this BMP

Name: Jason Baumunk
 Title: Parks/Streets Operations Manager
 Phone: 763-767-5178
 E-mail: j.baumunk@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Public Works
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

- The audience or audiences involved: See "Description"
- Education goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior: See "Description"
- Activities used to reach educational goals for each audience: See "Specific Components"
- Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules: See "Responsible Person", "Responsible Department" and "Timeline"
- Available performance measures that can be used to determine success in reaching education goals: See "Measurable Goals"

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.45

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction stormwater management <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping
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<u>BMP Title:</u> Emergency Response Program	
<u>BMP Description:</u> The City has an Emergency Operations Plan. This plan is in effect to provide a guide for "All-Hazard" emergency operations during a natural or man-made disaster. It is continuously reviewed and periodically updated to improve efficiencies and operations. The Andover Fire Chief is the Emergency Manager.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of employees trained Number of work orders completed Number of responses to emergencies 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> On-going
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Emergency Response Procedures (ERP's) 	
<u>Responsible Person for this BMP</u>	<u>Responsible Department or Organization</u>
Name: Dennis Jones	Dept. or Org.: Public Works
Title: Fire Chief	Dept. Head: David Berkowitz
Phone: 763-767-5192	Phone: 763-755-5100
E-mail: d.jones@andovermn.gov	E-mail: d.berkowitz@andovermn.gov
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.46

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Automobile/Fleet Maintenance Program</p>	
<p><u>BMP Description:</u> The City of Andover currently operates a dynamic Automobile/Fleet Maintenance Program. Three full-time mechanics provide necessary service to all vehicles and fleet operating in the City. Also, a new vehicle maintenance facility was constructed in 2020 that is completely self-contained and improves efficiencies and effectiveness. Storm water quality is improved with this new facility.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of vehicles in fleet inspected and maintained Number of employees trained in program 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Commercial, City owned wash bay for all fleet Fuel conservation Inspection requirements and checklists Documenting and reporting procedures 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Erick Sohr</p> <p>Title: Vehicle Maintenance Supervisor</p> <p>Phone: 763-767-5179</p> <p>E-mail: d.berkowitz@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Public Works</p> <p>Dept. Head: David Berkowitz</p> <p>Phone: 763-755-5100</p> <p>E-mail: d.berkowitz@andovermn.gov</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p> <ul style="list-style-type: none"> The audience or audiences involved: See "Description" 	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.47

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction stormwater management <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping
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<u>BMP Title:</u> Road Maintenance Program	
<u>BMP Description:</u> The City has a detailed program on proper, safe and environmentally sound road and shoulder maintenance; specific to and not limited to pothole repair, crack sealing, pavement marking and repaving.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of employees trained Number of work orders completed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> On-going
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Person for this BMP</u>	<u>Responsible Department or Organization</u>
Name: Jason Baumunk	Dept. or Org.: Public Works
Title: Parks/Streets Operations Manager	Dept. Head: David Berkowitz
Phone: 763-767-5178	Phone: 763-755-5100
E-mail: j.baumunk@andovermn.gov	E-mail: d.berkowitz@andovermn.gov
<u>Educational components related to this BMP (description or number – optional):</u> 	

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

BMP Title:

Snow and Ice Management Program

BMP Description:

The City of Andover has a policy in place for effective snow and ice management of roads and highways. Safety is paramount, but strategic methods are utilized to protect the environment and save time and money. Details are laid out in the policy. Salt usage is tracked and application rates are evaluated to compare to industry standards. In addition, adequate training will be provided per requirements of the Permit (21.7). Finally, salt storage adheres to language in 21.5 of the Permit.

Measurable Goals:

- Amount of road salt applied each year
- Number of employees trained per year in road salt management and application rates
- Continued development of program

Timeline / Implementation Schedule:

- On-going

Specific Components & Notes (optional):

- Proper and safe plowing operations
- Pre-wet applications (when applicable)
- Treated salt
- Training
- Partnership with CCWD

Responsible Person for this BMP	Responsible Department or Organization
Name: Jason Baumunk	Dept. or Org.: Public Works
Title: Parks/Streets Operations Manager	Dept. Head: David Berkowitz
Phone: 763-767-5178	Phone: 763-755-5100
E-mail: j.baumunk@andovermn.gov	E-mail: d.berkowitz@andovermn.gov

Educational components related to this BMP (description or number – optional):

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title:

Storm Water Ponds Inspection and Maintenance Program

BMP Description:

The City, Coon Creek Watershed District (CCWD) and Lower Rum River Watershed Management Organization (LRRWMO) require wet ponds, dry ponds, sedimentation basins, detention or retention basins and infiltration basins as appropriate for storm water management, volume and treatment. Written procedures will be created and updated as needed for the purpose of determining overall pollutant treatment effectiveness. Per the Permit requirements, all City ponds will be inspected prior to expiration. Data collected on each inspection includes but is not limited to date, weather conditions, inspection results, whether maintenance is needed and photo(s) taken. Maintenance needs will adhere to 21.11 of the Permit.

Measurable Goals:

- Number of ponds inspected annually
- Creation of written procedures to determine TSS and TP treatment effectiveness

Timeline / Implementation Schedule:

- On-going
- Quotes in spring 2024 to get bathymetric surveys on at least 2 ponds
- Based on results, will decide what changes, adjustments, actions to be taken

Specific Components & Notes (optional):

- Surface Water Management Plan
- Pond inspections
- Documentation per 21.13 and 21.14 of the Permit

Responsible Person for this BMP

Name: Steve Weinhold
 Title: Public Works Utilities Supervisor
 Phone: 763-755-5100
 E-mail: s.weinhold@andovermn.gov

Responsible Department or Organization

Dept. or Org.: Engineering
 Dept. Head: David Berkowitz
 Phone: 763-755-5100
 E-mail: d.berkowitz@andovermn.gov

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.9

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach	<input type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction stormwater management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

<p><u>BMP Title:</u> Structural Stormwater BMPs Inspection Program</p>	
<p><u>BMP Description:</u> The City will attempt to inspect as many structural pollution control devices (PCD's) annually as possible. It will develop a program that tracks and evaluates its findings. Because the City has so many sumps in its catch basins, it is paying highest priority to the most downstream ones. With that, it is filling in some of the upstream sumps; and records are kept. A realistic inspection program is set, which is based on historical observations and known maintenance needs. This reasonable strategy ensures that procedures are documented. Data collected on each inspection includes but is not limited to date, weather conditions, inspection results, whether maintenance is needed and photo(s) taken.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of BMPs inspected and maintained each year 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going Schedule generally dictated by complaints, noticed patterns and location in relation to waterway
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Storm sewer system map Storm Water System Maintenance Training Program Detailed and thorough record-keeping Priority areas selected based on criteria including but not limited to: location, water body, type of PCD (if any), amount of sediment/organic material detected during inspection, etc. GPS unit for inspections Adjustments in inspection program made as needed Evolving technology for improved program Documentation per 21.13 of the Permit 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Steve Weinhold Title: Public Utilities Supervisor Phone: 763-767-5180 E-mail: s.weinhold@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Public Works Dept. Head: David Berkowitz Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>

BMP Description Sheet

MS4 Name: City of Andover

Unique Identifying Number: 21.91

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction stormwater management <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping
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<p><u>BMP Title:</u> Storm Sewer System Cleaning Program</p>	
<p><u>BMP Description:</u> The City of Andover currently operates a sewer cleaning truck (Vac truck) and secondary trailer unit to clean out debris from catch basin sumps, flared-end sections and the storm sewer system as needed. Historically, the City is broken down into zones and they are inspected on a rotating basis, but the City will adjust schedule based on priority areas. More details in other BMP's.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> Number of sumps cleaned each year Miles of storm sewer pipe cleaned each year 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> On-going Maintenance schedules adjusted accordingly
<p><u>Specific Components & Notes (optional):</u></p> <ul style="list-style-type: none"> Storm Sewer System Maintenance Training Program Storm sewer and sump cleaning schedule Storm sewer system map Documentation of which upstream sumps are being filled in 	
<p><u>Responsible Person for this BMP</u></p> <p>Name: Steve Weinhold Title: Public Utilities Supervisor Phone: 763-767-5180 E-mail: s.weinhold@andovermn.gov</p>	<p><u>Responsible Department or Organization</u></p> <p>Dept. or Org.: Public Works Dept. Head: David Berkowitz Phone: 763-755-5100 E-mail: d.berkowitz@andovermn.gov</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p>	

TMDL Master List

Municipal Separate Storm Sewer Systems (MS4) Program
 Total Maximum Daily Load (TMDL), Watershed Allocations (WLA)

This table is for reference only and shows ALL waste load allocations assigned to an MS4 and all flow zones, whether they need to be reported on in this application or not. See Applicable WLA determination tab for oxygen demand, nitrogen, TSS and TP WLA that need compliance schedules or documentation to demonstrate that the WLAs are being met.

Permittee name	MS4 Permit #	TMDL project name	Watershed ID	Waterbody name	WLA type	Numeric WLA	Units	Flow Condition	Percent Reduction	Pollutant	Annual/Daily	MPRA Recommended Baseline Year	TMDL Approval Date	Notes
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	340,160	billions of organims/day	Very High	39%	E. coli	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	167,280	billions of organims/day	High	5%	E. coli	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	103,690	billions of organims/day	Mid	49%	E. coli	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	69,240	billions of organims/day	Low	34%	E. coli	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	44,070	billions of organims/day	Very Low	**	E. coli	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	60,050	lbw/day	Very High	61%	TP	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	29,410	lbw/day	High	47%	TP	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	18,330	lbw/day	Mid	15%	TP	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	11,280	lbw/day	Low	0%	TP	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	5,580	lbw/day	Very Low	0%	TP	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	8,940	tonn/day	Very High	49%	TSS	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	4,410	tonn/day	High	49%	TSS	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	2,730	tonn/day	Mid	8%	TSS	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	0,980	tonn/day	Low	0%	TSS	Daily	2009	9/28/2015	
Andover city of	MS400073	Coon Creek Watershed District WRAFS 2010	07010206-530	Coon Creek	Categorical	0,490	tonn/day	Very Low	0%	TSS	Daily	2009	9/28/2015	
Andover city of	MS400073	Run River WRAFS 2013	07010207-521	Cedar Creek	Individual	25,940	billions of organims/day	Very High	58%	E. coli	Daily	2005	9/28/2017	Overall reduction
Andover city of	MS400073	Run River WRAFS 2013	07010207-521	Cedar Creek	Individual	13,390	billions of organims/day	High	58%	E. coli	Daily	2005	9/28/2017	Overall reduction
Andover city of	MS400073	Run River WRAFS 2013	07010207-521	Cedar Creek	Individual	8,310	billions of organims/day	Mid	58%	E. coli	Daily	2005	9/28/2017	Overall reduction
Andover city of	MS400073	Run River WRAFS 2013	07010207-521	Cedar Creek	Individual	5,830	billions of organims/day	Low	58%	E. coli	Daily	2005	9/28/2017	Overall reduction
Andover city of	MS400073	Run River WRAFS 2013	07010207-521	Cedar Creek	Individual	3,090	billions of organims/day	Very Low	58%	E. coli	Daily	2005	9/28/2017	Overall reduction
Andover city of	MS400073	South Metro Mississippi TSS TMDL	07040001-531	Mississippi River	Categorical	154,000	lbw/acre/year	Not Applicable	0%	TSS	Annual	Not Applicable	4/28/2016	

Best Management Practice/Activity	BMP description (Select all that apply, optional)	Anticipated number of practices (if applicable, optional)	Expected Implementation Year(s)	CCWD WRAPs; Coon Cr (-530) TP	CCWD WRAPs; Coon Cr (-530) TSS	Primary MS4(s)	Proposed Location(s)	Notes
Supplemental public education, outreach	Presentations, Publications, Workshops/Clinics		entire permit cycle	x	x	All	Districtwide	newsletters, open houses, website content, outreach events, volunteer clean ups/storm drain stending, etc.
Supplemental public education, outreach	Workshops/Clinics		entire permit cycle	x	x	All	Districtwide	Districtwide implementation of Adopt a Drain Program
Supplemental employee education, training	Staff training, employee education		entire permit cycle	x	x	All	Districtwide	Turf maintenance, Erosion control, post construction, etc. trainings
Supplemental employee education, training	Contaminant source inventory		entire permit cycle	x	x	CCWD	Districtwide	Subwatershed scale stormwater retrofit assessment planning, monitoring, modeling (Springbrook, Ditch 39, Pleasure Creek, additional subwatershed within Coon Cr)
Other	feasibility studies, grant administration		entire permit cycle	x	x	CCWD	Districtwide	Feasibility studies and grant applications/administration resulting from subwatershed targeting work above
BMP improvement, enhancement, retrofitting	Inspection		entire permit cycle	x	x	All	Districtwide	CCWD ditch, outfall, BMP, & IDDE inspections; City pond & pipe infrastructure inspections
Establish, ordinance	Post construction controls		2023, 2024, 2025	x	x	CCWD, Fridley	Districtwide	Fridley ordinance update by 2022 and District rule update by 2023
Establish, ordinance	Pet waste		2022, 2023, 2024, 2025	x	x	Coon Rapids	Coon Rapids	CR to establish pet waste ordinance for MS4 permit compliance by 2022. All other Cities have existing ordinances.
Supplemental, street, sweeping	Increased sweeping frequency, modified sweeping schedule, vacuum sweeping		entire permit cycle	x	x	Coon Rapids, Blaine, Fridley, Ham Lake	Coon Rapids, Blaine, Fridley, Ham Lake	Additional sweeping frequency and/or modified seasonal targeting compared to baseline year will continue in Blaine, Fridley, CR and HL for entire permit term. Blaine and Fridley have upgraded a portion of their fleet to vacuum-assisted sweepers. Andover & Spring Lake Park likely to remain at baseline levels.
BMP improvement, enhancement, retrofitting	BMP improvement		entire permit cycle	x	x	All	Districtwide	Construction stormwater management/inspection/enforcement programs have improved since baseline year and will continue at higher standard
Filter	media filter		2020	x	x	CCWD/CR	Coon Rapids	Woodcrest biochar- & iron-enhanced sand filter (IBESF) on-line as of 7/2020
swale, or, strip	Filter strip/buffer		entire permit cycle	x	x	CCWD	Andover, CR, Ham Lake	Enhanced buffers as part of MSCCR, CCPSR, SS-4 corridor restoration projects; future yearly projects locations TBD and pending Board approval
manufactured device	sump, hood		2021	x	x	CCWD	Coon Rapids	Skunk device installed as part of MSCCR; Sand Cr reductions count for Coon Cr too
swale or strip	Dry swale		2021	x	x	CCWD	Coon Rapids	MSCCR swale w/ plantings to mangrove basin; Sand Cr reductions count for Coon Cr too
Eliminate, illicit, discharge, connection	Increased implementation of illicit discharge detection and elimination		entire permit cycle	x	x	CCWD/Blaine	Blaine, Coon Rapids	Installation and ongoing maintenance of pet waste disposal stations along public trails. 13 stations installed in Blaine in 2020 (Pleasure Cr Ponds, Lakes of Radisson, D39) with additional stations planned for Blaine/Coon Rapids in 2021. (Sand Cr reductions count for Coon Cr too)
BMP improvement, enhancement, retrofitting	BMP improvement		2023	x	x	CCWD	Blaine	D39 project resulting from SRA study; Sand Cr reductions count for Coon Cr too, pending funding and approval by Board
BMP improvement, enhancement, retrofitting	BMP expansion		2021	x	x	HL/CCWD	Ham Lake	abandoned construction oversized wet ponds + sump; FY19 CCWD MQ cost share project
manufactured device	Sump		2021	x	x	HL/CCWD	Ham Lake	abandoned construction oversized wet ponds + sump; FY19 CCWD WD cost share project.
Improved_lawn_turf_vegetation_soil_practices	Improved Irrigation practices		entire permit cycle	x	x	Ham Lake	Ham Lake	HL implemented smart irrigation in municipal controlled systems since the baseline year and will continue to operate
Improved_lawn_turf_vegetation_soil_practices	native planting		entire permit cycle	x	x	Andover	Andover	Citywide improvements to vegetation management program, designated as pollinator friendly community as of 2015; host Annual Arbor Day event where free seedlings are dispersed; have sophisticated disease-insect management program to help protect trees in the community
Improved_lawn_turf_vegetation_soil_practices	nutrient (fertilizer) management		entire permit cycle	x	x	Andover	Andover	Citywide improvements to turf management program, reduced maintenance/fertilizer use
Infiltrator	permeable pavement with no underdrain		2020	x	x	Blaine/CCWD	Blaine	Installation of stormcrete at PW campus; CCWD cost share project
Other	goose management		entire permit cycle	x	x	Coon Rapids, Blaine	Coon Rapids, Blaine	contracted geese removal in hotspots per implementation of CR citywide plan. Blaine works with NSC and MAC for contracted removal in Hwy and surrounding area.
swale, or, strip	Filter strip/buffer		2023	x	x	Coon Rapids	Coon Rapids	Coon Creek Blvd & 131st improvements enhanced buffer, possible structural along with 2023 reconstruction, pending approval by City Council
Infiltrator	bioretention no underdrain		2023, 2024	x	x	Coon Rapids/CCWD	Coon Rapids	rain garden revitalization for end of life practices in Woodcrest/Sand Cr catchments and/or potential new rain gardens in partnership with ADC; pending approval by City Council and CCWD Board
Improved_lawn_turf_vegetation_soil_practices	Improved Irrigation practices, yard waste collection, composting/mulching		entire permit cycle	x	x	Coon Rapids	Coon Rapids	CR to continue implementing smart irrigation with all reconstruction; CR to expand organics/compost services pending approval by City Council



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ENFORCEMENT/EMERGENCY **RESPONSE PROCEDURES** **(ERP'S)**

*Specific for Minimum Control
Measure (MCM) 3: Illicit Discharge
Detection and Elimination (IDDE)*

March 2023

SUMMARY

The City will attempt to handle illicit discharges in the general process listed below. Each situation will be different, but this will act as a guide to help garner an efficient and effective process. This will ultimately help protect people and the environment. The City Natural Resources Technician (NRT) or designee is the individual responsible for administering this. The mechanisms for collecting the data will vary, but the City has GPS software and technology that will be utilized for accurate recordkeeping and documentation. For standard discharges, clean up methods may include but is not limited to street sweeping, hand sweeping, leaf blowing or using a Vac truck. If substances have advanced to a water body, more sophisticated work may be needed, including but not limited to removal with a backhoe or dredging. Clean up for emergency discharges is detailed below. Camera testing may be needed to determine if a substance has traveled downstream. Penalties for violators will vary depending on the following, which includes but is not limited to: the type of illicit discharge, severity and time spent. Examples of penalties include but are not limited to being billed and fines.

1. **Standard (non-emergency discharges):** the general process for discharges not listed on the MPCA "Reporting spills and leaks" fact sheet #1.01-February 2009 and at the discretion of appropriate City staff, which may include but is not limited to articles such as grass clippings, fertilizers, pet waste, sediment in the street, etc. will proceed as follows:
 - a. **Violation witnessed:** this may occur from City staff noticing it or a complaint from a concerned resident. Upon witnessing the violation, the NRT or designee will record information about the violation, including but not limited to type of illicit discharge, date, time, address and violator. Picture(s) will also be taken.

- b. Actions to be taken: staff will determine the best course of action depending on the severity of the discharge. Actions taken will include one or more of the following: phone call, e-mail, letter and/or door hanger notifying the property owner what the violation is, actions required to rectify the issue, deadlines for correcting issue and penalties for failing to come into compliance. This will all take place in accordance with the language of City Code Titles 4 and 10.
 - c. Compliance check: staff will do an inspection on the date of the issued deadline to verify the violation has been adequately corrected. If it hasn't, staff will immediately order correction of the violation as outlined in City Code Titles 4 and 10.
2. **Emergency discharges**: the general process for discharges, such as a hazardous spill or leak deemed as those that need immediate attention, which may be listed on the MPCA "Reporting spills and leaks" fact sheet #1.01-February 2009 and/or as defined in 18.13 of the Permit; and warrants need to contact MN Department of Public Safety Duty Officer at 651-649-5451 at the discretion of appropriate City staff will proceed as follows:
- a. Emergency Response Procedures will come into effect. This will involve the appropriate City staff person and/or State Inspector.
 - b. Violation witnessed: same procedure as outlined in Standard discharges.
 - c. Actions to be taken: staff will determine the best course of action depending on the severity of the discharge. The Public Works Utilities Supervisor and/or Fire Chief will be contacted. Staff will attempt to contact the private property owner who's responsible for the infraction (if known). At the very least, a door hanger will be left indicating what the

violation is and what actions are to occur. If the substance is known, the City will then proceed to clean up the violation to prevent it from advancing downstream. If it's a hazardous substance and/or unknown substance, City staff and the Duty Officer will contact an approved firm who handles these types of cleanups and immediately order safe and proper correction of the violation. Those involved will keep track of time and materials spent on the cleanup. The Fire Chief will adhere to applicable portions of the "Emergency Operations All-Hazard Plan."



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ENFORCEMENT RESPONSE PROCEDURES (ERP'S)

***Specific for Minimum Control
Measures (MCM's) 4: Construction Site
Stormwater Runoff Control and 5: Post-
Construction Stormwater Management***

March 2023

NARRATIVE

The City will continue its proactive inspection process for active construction sites – post street and utility construction. Pre-street and utility construction on new developments and other City improvement projects are conducted by other trained City staff. However, these ERP's apply to post street and utility. Each situation will be different, but this will act as a guide to help garner an efficient and effective program. This will ultimately help protect our ponds and waters of the state and help maintain tidy developments.

The City Natural Resources Technician (NRT) or designee is the individual responsible for administering this. The mechanisms for collecting the data will vary, but the City will utilize a checklist that meets the Permit requirements. There are a couple other data logs that will be used as well. Also, a GPS unit may be used and applicable technology for accurate recordkeeping and documentation.

For post-construction management, the City has a good process to ensure sites are adequately stabilized. Details on that are below.

General Process: Staff has a running list of active developments. The NRT or designee will make a point to visit all active developments at least once every three weeks in the growing season for low-priority sites. These are sites that are landlocked by detention ponds. The other sites would be classified as high-priority sites. These will be inspected at least every other week. Rainfall events and other factors may propel inspection frequency to increase. While inspecting, it will look to ensure the overall development and individual lots are adequately maintained.

Inspection Protocol: While reviewing the sites, staff will look to make sure streets are free of sediment, construction debris is contained, erosion control measures are in place where needed, industry approved inlet protection is in the catch basins and inactive or “idle” sites have at least temporary site stabilization. It will ultimately fall back on the checklist.

City Staff Involved: As mentioned above, the NRT or designee is the main individual responsible for overseeing this inspection program. There are other staff involved, principally the Building Official and Building Inspector. Almost on a daily basis, they are conducting routine inspections for new homes under construction. Thus, they see the active developments very often. Even though they are focusing on the inspection at hand, they will look to see how the exterior looks. If something isn't in compliance, they will let the NRT know. Open, consistent communication is a very big part of the City of Andover's program.

Notice of Violation: If a violation is noticed, staff will notify the applicable contractor by phone, email and/or in person. They will be given a reasonable timeframe to correct the issue. The amount of time depends on the significance of the violation. For example, if silt fence or biologs are down or missing in an area, the contractor may be given several days to rectify. However if a street is full of sediment and it's near a catch basin and rain is forecasted, they may only be given a day to correct. The Developer is responsible for keeping the streets free of sediment. Thus, they will be contacted for that most of the time. Individual builders will be contacted for infractions on lots.

Enforcement Tools: There are numerous tools that can be used if violations aren't corrected by the issued deadline. These include but are not limited to: the City conducting or contracting the work out and billing violator; withholding of

Certificate of Occupancies (CO's); or discontinuing scheduled inspections on the new home build. The method used will be determined by various circumstances, including type of violation and stage of construction on the home. The NRT and City Building Official will decide which tool to use.

Collaboration With Other Entities: Almost half of the City falls in the Coon Creek Watershed. Staff from the Coon Creek Watershed District (CCWD) also routinely perform compliance check inspections in active developments. Thus, the NRT or designee will keep open communication channels with their staff. This will help improve efficiencies and effectiveness of the inspection program. There are some differences in inspection style, but it will work with them to help garner consistent inspection programs. This will benefit the Developers, Builders and the City as a whole.

Final Stabilization: The City requires contractors to properly stabilize construction sites when the homebuilding is completed. This can be accomplished by sodding or professionally seeding. Also, trees are required to be planted. This is all in City Code. In the growing season, the work shall be completed prior to receiving the CO. If the CO is desired in the offseason, the City collects an escrow and a deadline is given to the contractor for completing the work. If the deadline is not met, the City will proceed to contract the work out and draw from the escrow. City staff inspects all new construction to make sure the final stabilization is completed.