

CDPS MS4 Phase II

STORMWATER MANAGEMENT

PROGRAM DESCRIPTIONS

FOR HERITAGE HILLS METROPOLITAN

DISTRICT

March 2008–March 2013

Agency Name	Heritage Hills Metropolitan District (HHMD)
Permit Certification Number	COR-070076
MS4 Location Description: List all Cities and Counties Permitted MS4s are located within	City: City of Lone Tree County: Douglas County
Map	<p>Attach</p> <p>A location map for the MS4 (hard copy only) must be submitted. The boundaries of permit coverage must be indicated. The map must be of sufficient detail so that the exact boundaries, by street or other demarcation, can be determined.</p> <p>The map must show the district/facility boundaries or service area, as applicable. If multiple separate locations are permitted (e.g., multiple campuses, parks, etc.), a map for each location must be provided. For any locations that are partially within an urbanized area, the location map must show the urbanized area boundaries. Urbanized Area information and maps are available online at: www.cdphe.state.co.us/wq/PermitsUnit/stormwater/municipal.html</p>
CDPS Program Descriptions	Attach

Certification: The following certification must be signed by the Legally Responsible Person. The signer must be either a principal executive officer, ranking elected official or other duly authorized employee.

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

Name (printed): Dana Verdoorn (dana@celebrityhomescolorado.com)

Title: President, Heritage Hills Metropolitan District

Signature: _____

Date: _____

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CDPS Stormwater Management Program Descriptions Instructions

A. Applicability

This template is applicable for **renewal permittees** covered under the Non-Standard MS4 general permit COR-070000. This template is **not** applicable to Standard MS4s permitted under the COR-080000 and COR-090000 general permits.

B. Filling out the Template

This template is intended to be filled out electronically, with additional lines added to the sections as descriptions are entered. Text in **blue** provides direct guidance on filling out the template, and should be given special attention.

C. Submitting the Program Description

A complete program description, including the original signed certification on page 2, must be submitted to the Water Quality Control Division by **June 10, 2008**.

The submittal must include an original signature. E-mailed or faxed copies will **not** be accepted.

D. Completeness

The form must be completed accurately and in its entirety, or it will be deemed incomplete. This template is intended to be a summary of all of the content for the CDPS Stormwater Management Program Submittal required by Part I.A.7 of the Non-Standard MS4 general permit, COR-070000. The descriptions provided must be detailed enough for the Water Quality Control Division to determine the permittee's general strategy for complying with the required items in each of the six CDPS Stormwater Management Program Minimum Control Measures (Parts I.B.1-6 of the general permit).

E. Cited Permit Requirements

Subsection B of this template for each of the six Minimum Control Measures includes citations of the specific permit requirements.

Heritage Hills Metropolitan District	PUBLIC EDUCATION & OUTREACH	STORMWATER DISCHARGES ASSOCIATED WITH NON- STANDARD MS4s Program Descriptions 2008–2013
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A. Program Perspective: The goal of the Public Education and Outreach Program is to educate the users of the permitted facilities to promote a reduction in pollutants in stormwater runoff and to help prevent illicit discharges.

B. Permit Requirements

The permittee must implement a program to educate the public that uses their facilities. The program must include outreach activities about steps that the public can take to reduce pollutants in stormwater runoff and illicit discharges from the permittee’s facilities. Pollutant sources targeted must include those actually present at the facilities, which may include items such as pet waste, litter, disposal of items such as oil to the ground or storm sewers, etc.

The permittee must meet the following minimum requirements:

- a) *Target the following specific populations, if present:*
 - i) *General Public: Educate the general public that uses the facilities on stormwater pollutant sources and illicit discharges they may produce while using those facilities. Examples include disposal of litter and picking up pet waste.*
 - ii) *Tenants: Educate any commercial or industrial tenants, such as vendors, stores, and restaurants, that operate within the permitted area about their stormwater pollution sources and illicit discharges. Examples of activities to address include proper disposal of waste and good housekeeping practices.*
- b) *Document the specific populations listed in subsection (a) above that are covered, and the outreach activities that will be conducted during the permit term.*
- c) *Implement specific activities and maintain materials, such as web pages, signs, etc, to ensure implementation of the outreach activities.*

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

i) Target Audience:

<p>Are tenants present at the permitted facility, such as vendors, stores, or restaurants?</p> <p>X NO</p> <p><input type="checkbox"/> YES: Include at least one program element in a table below that addresses pollutant sources associated with the tenants. Examples include providing education on used oil disposal for vendors or preventing discharges of power washing water from cleaning sidewalks and awnings of stores.</p>

ii) Pollutant Sources Addressed:

iii) Specific Activities Conducted:

iv) Educational Materials/Resources Maintained:

1. Public Education Program Name: Stormwater Brochures Developed by the City of Lone Tree	
i) Target Audience:	Homeowners
ii) Pollutants Addressed:	Past brochures have addressed pet waste, fertilizers, car care, and household hazardous waste.
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing, but will no longer be mailed. Brochures will be available on the web site.

2. Public Education Program Name: Community Web Site Article(s)	
i) Target Audience:	Homeowners
ii) Pollutants Addressed:	Car washing pollutants, pet waste, household hazardous waste, fertilizers, car maintenance pollutants, paint disposal
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Some articles have been published in past newsletters. Since the newsletter is developed by the homeowners association, it is sometimes difficult for HHMD to get the articles included. Therefore, articles will continue to be linked to the Heritage Hills web site. Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

3. Public Education Program Name: Imprinted Manhole Covers	
i) Target Audience:	Homeowners and contractors working in the District
ii) Pollutants Addressed:	Illicit discharges (e.g., grass clippings, paint, excess fertilizers)
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

4. Public Education Program Name: Standard Operating Procedure Manual Given to HHMD Landscaping and Pool Contractors	
i) Target Audience:	Landscaping contractors working for HHMD
ii) Pollutants Addressed:	Nutrients and chemicals
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

5. Public Education Program Name: Participation with the Douglas County Stormwater Cooperative to Distribute and/or Support Applicable Outreach Tools	
i) Target Audience:	Varies
ii) Pollutants Addressed:	Varies
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

6. Public Education Program Name: Mut Mitts at Open Spaces	
i) Target Audience:	Homeowners and pet owners
ii) Pollutants Addressed:	Pet waste

iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

7. Public Education Program Name: Heritage Hills Web Site	
i) Target Audience:	Homeowners
ii) Pollutants Addressed:	Current articles posted on the web site address lawn care, pet waste, and car care.
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

7. Public Education Program Name: Stormwater Advertisements (in conjunction with the Douglas County Stormwater Cooperative)	
i) Target Audience:	Citizens of Douglas County
ii) Pollutants Addressed:	Past advertisements have addressed nutrients, litter, and household hazardous waste. Future articles will address pollutants relevant to the applicable month the article is published.
iii) Specific Activities Conducted: <i>Provide years for implementation, or state "ongoing"</i>	Ongoing
iv) Educational Materials/Resources Maintained: <i>Provide dates for development, or state "ongoing"</i>	Ongoing

D. Measurable Goals

No new permit requirements are included for the Public Education and Outreach Program. Therefore, inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.

Heritage Hills Metropolitan District	PUBLIC PARTICIPATION / INVOLVMENT	STORMWATER DISCHARGES ASSOCIATED WITH NON- STANDARD MS4s Program Descriptions 2008–2013
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II. PUBLIC PARTICIPATION/INVOLVMENT

A. Program Perspective

Public participation/involvement is often discussed in the context of the public education measure because they share a common goal—reaching out to citizens to improve awareness and achieve program compliance. The distinction between the two programs is that public participation/involvement provides a conduit for citizens to participate in the development and implementation of the publicly funded stormwater program.

B. Permit Requirements

The permittee must provide a mechanism and processes to allow for ongoing public and staff review and input of the CDPS Stormwater Management Program.

The permittee must meet the following minimum requirements:

- a) *Implement processes to ensure public feedback and information requests are directed to the proper permittee contacts, documented, and responded to as appropriate.*
- b) *Provide one or more of the following feedback mechanisms:*
 - i) *Publish and maintain a web page providing information on the permittee’s CDPS Stormwater Management Program, including directions for providing feedback.*
 - ii) *Publish and distribute, or post in a public place, notice of the permittee’s CDPS Stormwater Management Program and directions for obtaining more information and providing feedback.*

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

Check all of the methods below that you use to publicize contact information and direct inquiries to appropriate staff. Provide the required additional information for reach method checked.

X Web Page: Maintain a web page that briefly describes your CDPS Stormwater Management Program and provides contact information for staff and/or contractors that can respond to public inquiries/comments.	
Year of Implementation (or list as “ongoing”):	Ongoing
Web Address for page (if already implemented):	http://www.heritagehillshoa.org/

X Alternative Contact Information Distribution: Provide contact information for staff and/or contractors that can respond to public inquiries/comments in a publication readily available to the general public and tenants that use your facilities. Examples include contact directories, yellow pages, event calendars that are widely distributed (e.g., calendars distributed by school districts), regularly distributed newsletter with contact information, etc.	
Year(s) of Distribution (or list as “ongoing”):	Ongoing
Publication used:	Homeowners association newsletter

Add additional tables for “Other Methods,” if necessary.

D. Measurable Goals

No new permit requirements are included for the Public Education and Outreach Program. Therefore, inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.

Heritage Hills Metropolitan District	ILLICIT DISCHARGE DETECTION AND ELIMINATION	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008–2013
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A. Program Perspective

The goal of the Illicit Discharge Detection and Elimination Program is, to the maximum extent practicable, to reduce the frequency and environmental impact of illicit discharges in which pollutants are intentionally or accidentally discharged into the storm sewer system.

B. Permit Requirements

The permittee must develop, implement and enforce a program to detect and eliminate illicit discharges, as defined below, into the permittee’s MS4. Illicit discharges do not include discharges or flows from emergency fire fighting activities, or other activities specifically authorized by a CDPS permit.

The permittee must meet the following minimum requirements:

- a) Develop and maintain a current storm sewer system map, showing the location of all of the permittee’s storm sewer outfalls and the names and location of all state waters that receive discharges from those outfalls.*
- b) Develop, document, and implement a plan to detect and address illicit discharges to the system. The plan must include:*
 - i) Procedures for tracing the source of an illicit discharge;*
 - ii) Procedures for removing the source of the discharge, including procedures to refer discharges to a city or county for enforcement when appropriate; and*
 - iii) Procedures to document occurrences of illicit discharges and how they were responded to.*
- c) Develop and implement a program to train permittee staff to recognize and appropriately respond to illicit discharges observed during typical duties. The program must address who will be likely to make such observation and therefore receive training, and how staff will report observed suspected illicit discharges.*

Illicit Discharges include any discharge to an MS4 that is not composed entirely of stormwater, except:

- Discharges specifically authorized by a CDPS permit.*
- Discharges resulting from emergency fire fighting activities.*
- the following categories of non-stormwater discharges or flows, unless the permittee identifies them as significant contributors of pollutants to the permittee’s MS4: landscape irrigation, lawn watering, diverted stream flows, irrigation return flow, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), uncontaminated pumped ground water, springs, flows from riparian habitats and wetlands, water line flushing, discharges from potable water sources, foundation drains, air conditioning condensation, water from crawl space pumps, footing drains, individual residential car washing, dechlorinated swimming pool discharges, and water incidental to street sweeping (including associated side walks and medians) and that is not associated with construction.*

- *occasional incidental non-stormwater discharges similar to those in the above paragraph, (e.g., non-commercial or charity car washes, etc.) as determined and documented by the permittee, if approved by the Division, These nonstormwater discharges must not be reasonably expected (based on information available to the permittee) to be significant sources of pollutants to the MS4, because of either the nature of the discharges or conditions the permittee has established for allowing these discharges to the MS4 (e.g., a charity car wash with appropriate controls on frequency, proximity to sensitive waterbodies, BMPs, etc.). The permittee must document in their program any local controls or conditions placed on the discharges. The permittee must include a provision prohibiting any individual non-stormwater discharge that is determined to be contributing significant amounts of pollutants to the MS4.*

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2 of the permit.

1. Outfall map.

The outfall map has been completed and is maintained by the City of Lone Tree.
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2. Illicit Discharge Detection and Elimination Plan

This program is implemented by the City of Lone Tree through a memorandum of understanding (MOU).

The City of Lone Tree (City) has an Illicit Discharge Detection and Elimination Manual (December 2004 and as amended). The manual lists the priority areas and procedures for tracing and tracking an illicit discharge source and removing an illicit discharge.

Locating Priority areas

The City uses the following guidelines when identifying priority areas:

- Commercial/industrial areas;
- Older areas of the City;
- Areas where there have been repeated complaints; and
- Locations identified from ambient water quality sampling data.

Tracing the source of illicit discharges

The City has developed and maintains a map of the storm drain system and past illicit discharges utilizing the City's Global Information System (GIS). The City uses GPS units with applicable software so information can be collected in the field and downloaded into the system. Other tracing options include manhole observations, video inspection, smoke testing, dye testing, and aerial infrared and thermal photography.

Removing the source of illicit discharges

The City has three types of actions that it takes to remove illicit discharges—compliance assistance and enforcement for illegal connections to homes and businesses, proper construction and maintenance of MS4s, and responding to and preventing illegal dumping.

3. Staff/Contractor Education

Add Description Here

Applicable HHMD employees attend trainings on the stormwater program, how to identify and respond to illicit discharges, and other applicable subjects presented by nearby MS4s (e.g., City of Lone Tree, Douglas County.)

D. Measurable Goals

The permit includes a new requirement to train staff and contractors on observing, reporting, and responding to illicit discharges. Measurable Goals are required, as per Part I.C of the permit, unless this new permit requirement is already being met. Additional measurable goals should not be necessary if the elements described in Part C, above, constitute full program implementation and a commitment to continue these elements for all additional permit requirements.

Check Box 1 or 2, below. The Table in Part 3 must be filled out if you check Box 2.

1. A staff/contractor education program, as listed in Part C.3, above, has already been developed and implemented.

X (It is not necessary to complete Part 3 below if you check this box.)

2. A staff/contractor education program, as listed in Part C.3, above, has **NOT** already been fully developed and implemented and **I will comply with the following Measurable Goal.**

(You must complete Part 3 below if you check this box.)

3. **Staff/Contractor Education Measurable Goal:** The Measurable Goal has been provided. Include the year when written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee's municipal operations will be fully developed. **Measurable Goals must be completed by 2009.**

	Staff/Contractor Education	Implementation Year
	n/a	

Heritage Hills Metropolitan District	CONSTRUCTION SITES RUNOFF CONTROL	STORMWATER DISCHARGES ASSOCIATED WITH NON- STANDARD MS4s Program Descriptions 2008–2013
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A. Program Perspective

The goal of the Construction Sites Runoff Control Program is to reduce, to the maximum extent practicable, sediment and other construction-related pollutants from entering the municipal separate storm sewer system.

B. Permit Requirements

The permittee must develop, document, and implement a program to reduce the discharge of pollutants to the MS4 from construction activities owned and/or operated by the permittee that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. The program must reduce pollutants in discharges of stormwater runoff and also reduce pollutants in, or prevent when required in accordance with the I.B.3, non-stormwater discharges that have the potential to result in water quality impacts (e.g., construction dewatering, wash water, etc.), to the MS4. The program must require adequate design, implementation, and maintenance of BMPs.

If the Division waives requirements for stormwater discharges associated with a small construction activity in accordance with Regulation 61.3(2)(f)(ii)(B) (the “R-Factor” waiver), the permittee is not required to develop, implement, and/ or enforce its Construction Sites program to reduce pollutant discharges from such a site.

The permittee program must meet either the requirements in Option 1, subsection (a), or the requirements in Option 2, subsection (b), below. The requirements of Option 1 must be met for any areas discharging to the Cherry Creek Reservoir Drainage Basin.

- a) **Option 1** - Develop, document, and implement a program to follow the requirements of a city and/or county local program(s). Under this option, the permittee would be in violation of this permit if they fail to comply with the local program(s). The following requirements must be met under this option:
 - 1) Document the local program(s) that will be followed for the permitted area. If different programs will be followed in different areas, this must be clearly described.
 - 2) Require compliance, through contracts or other enforceable mechanisms, with all requirements of the local program(s). Have procedures in place and documented to ensure that contractors and staff comply with the requirements. Procedures must include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures.
 - 3) Submit construction plans and documentation for review by the local program(s), as required by those local programs.
 - 4) Allow for site inspections by the local program(s), as required by the local program.

- b) **Option 2** – Develop, document, and implement the permittee’s own program that meets all of the following requirements:
- 1) Require compliance, through contracts or other enforceable mechanisms, with all requirements of the program.
 - 2) Develop, document, and implement requirements for construction site operators to implement appropriate erosion and sediment control BMPs. The permittee must develop or reference specific design criteria for site planning and BMPs.
 - 3) Develop, document, and implement requirements for construction site operators to implement BMPs to control waste such as discarded building materials, concrete truck washout, chemicals, litter, sanitary waste, and other non-stormwater discharges including construction dewatering and wash water, at the construction site that may cause adverse impacts to water quality.
 - 4) Develop, document, and implement a Compliance Assessment program, including:
 - i) Procedures for site plan review which incorporate consideration of potential water quality impacts.
 - ii) Procedures for construction site compliance assessment, including:
 - A) site inspections; and
 - B) receipt and consideration of information submitted by the public.
 - iii) Procedures and mechanisms to track and provide the Annual Report information required in Part I.F.6(a) of the permit.
 - 5) Develop and implement a Compliance Assurance program, including:
 - i) Procedures for enforcement of control measures that include documented procedures for response to violations of the permittee’s program requirements. Procedures must include specific processes and sanctions adequate to minimize the occurrence of, obtain compliance from, chronic and recalcitrant violators of control measures.
 - ii) An education and training program for staff and contractors that includes, at a minimum, information for construction site operators unfamiliar with the program requirements.

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

<p>X Option 1 - Meet the requirements of I.B.3(a) of the permit: <i>“Develop, document, and implement a program to follow the requirements of a city and/or county local program(s). Under this option, the permittee would be in violation of this permit if they fail to comply with the local program(s).”</i></p> <p>IT IS NOT NECESSARY TO COMPLETE THE INFORMATION IN THIS TABLE IF YOU CHOOSE “OPTION 2”, BELOW</p>	
<p><i>If Option 1 is selected, you must provide the following information:</i></p>	
<p>1. Local Program(s) to be Followed:</p>	<p>List below the City and/or County Program(s) that will be complied with. If multiple programs are listed, indicate which programs apply to which of your facilities/locations.</p>
	<p>City of Lone Tree</p>
<p>2. Contract/Regulatory Mechanism: You are required to have contracts or other enforceable mechanisms in place that require contractors to comply with the local program(s) listed in row 1, above.</p>	<p>Check the appropriate box (and provide a description if box (ii) is checked) to indicate the mechanism used to meet this requirement.</p>
	<p><input checked="" type="checkbox"/> i. The requirements are included in construction contracts.</p>
	<p><input type="checkbox"/> ii. An alternative mechanism is utilized, and is described below.</p>
<p>3. Processes and Sanctions: You are required to have a process to address contractors that are out of compliance with local programs. The process must minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures.</p>	<p>Check the appropriate box (and provide a description if box (ii) is checked) to indicate the process used meet this requirement.</p>
	<p><input checked="" type="checkbox"/> i. Contractors are fully subject to the enforcement provisions and sanctions of the local program(s). For example, the contractor obtains permits and is subject to fines and stop work orders issued by the city or county.</p>
	<p><input type="checkbox"/> ii. Contractor compliance is addressed by my agency (the permittee). The process implemented by my agency to obtain compliance is described below. For example, issuing monetary penalties or stopping work when contractors are found to be not in compliance with the local program.</p>
<p>Add description here if box ii is checked:</p>	

<p><input type="checkbox"/> Option 2 - Meet the requirements of I.B.3(b) of the permit: <i>“Develop, document, and implement the permittee’s own program”</i></p> <p>IT IS NOT NECESSARY TO COMPLETE THE INFORMATION IN THIS TABLE IF YOU CHOOSE “OPTION 1”, ABOVE</p>	
<p><i>If Option 2 is selected, you must provide the following information:</i></p>	
<p>1. Contract/Regulatory Mechanism: You are required to have contracts or other</p>	<p>Check the appropriate box (and provide a description if box (ii) is checked) to indicate the mechanism used meet this requirement.</p>
	<p><input type="checkbox"/> i. The requirements are included in construction contracts.</p>
	<p><input type="checkbox"/> ii. An alternative mechanism is utilized, and is described below.</p>

enforceable mechanisms in place that require contractors to comply with your program	Add description here if box ii is checked:
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Option 2 Table (continued)	
2. Requirements for construction site operators to implement appropriate erosion and sediment control BMPs and materials handling BMPs:	List below the design criteria, BMP manuals, or fact sheets used to guide construction site operators in the selection and design of appropriate BMPs, stabilization methods and materials handling practices. For all items, provide the title and date of adoption/revision
	Add description here:
3. Requirements for construction site operators to control waste including discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste:	Describe below your process for requiring construction sites to implement BMPs to control waste such as discharged building materials, concrete truck washout, chemicals, litter, sanitary waste, and other non-stormwater discharges.
	Add description here:
4. Procedures for site plan review which incorporate consideration of potential water quality impacts:	i. <u>Site Plan Development</u> : Briefly describe below your requirements for construction site operators to develop stormwater control site plans based on the minimum design criteria
	Add description here:
	ii. <u>Site Plan Review</u> : Briefly describe below your site plan submittal, review, and preliminary approval process (e.g., is a checklist used?). Describe your system to track status of stormwater control site plans. Describe procedures for ongoing review of site plans during active construction (e.g., how are plans reviewed after construction starts and is additional approval required for revisions?) Describe how consideration of potential water quality impacts is achieved (e.g., stormwater permit required, which requires a plan, which requires that water quality impacts be considered; water quality impacts are required to be addressed by development code; etc.).
	Add description here:
5. Procedures for consideration of information submitted by the public:	Describe how inquiries are processed (i.e., received by, or forwarded to the MS4 Stormwater Program) and responded to. Describe how complaints are tracked and documented.
	Add description here:
6. Procedures to Track Annual Reporting Requirements:	Describe procedures used for tracking total number of construction sites covered, number of inspections performed, and enforcement actions.
	Add description here:

Option 2 Table (continued)	
7. Procedures for site inspection and enforcement of control measures:	i. Inspections: Describe procedures used for inspections, and list any manuals or other documentation used by your staff that includes inspection procedures. Include a description of how inspections are documented; how the frequency of inspections is determined; how sites are prioritized for inspections, if past experiences with construction site operators influence frequency; and how sites and inspections are tracked. Describe procedures for regularly scheduled compliance inspections, complaint response inspections, and reconnaissance inspections, as applicable to your program.
	Add description here:
	ii. Enforcement: Describe procedures used for enforcement, and list any manuals, response guides, or other documentation used by your staff that dictates how and when a response to non-compliance is carried out and how those enforcement actions are tracked. Describe enforcement tools used (e.g., withholding permits, inspections, plan review, C.O., letter of non-compliance, stop work, permit revocation, notice of violation, monetary fines, summons). Describe how enforcement actions are escalated as needed to prevent repeat violations associated with chronic or recalcitrant violators. If procedures are not already fully implemented to address chronic and recalcitrant violators, provide a measurable goal in Part D, below.
Add description here:	
8. Training and Education for Staff and Construction Site Operators: This program element must, at a minimum, include an informational program for construction site operators unfamiliar with the MS4's (reviewing authority's) regulatory requirements.	Describe how training/education is implemented. Describe the use of any fact sheets, pre-development documents, permit applications, pre-construction meetings, web sites, etc. that outline the MS4 (and/or State) construction requirements pertaining to stormwater.
	Add description here:

D. Measurable Goals

Inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.

Heritage Hills Metropolitan District	POST-CONSTRUCTION STORMWATER MANAGEMENT	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008–2013
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A. Program Perspective

The goal of the Post-Construction Stormwater Management program is to implement planning procedures and enforcement mechanisms to reduce, to the maximum extent practicable, stormwater impacts resulting from areas of new development and significant redevelopment.

B. Permit Requirements

The permittee must develop, document, and implement a program to address stormwater runoff from the permittee’s new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the MS4. The program must ensure that, following new development and/or redevelopment, permanent water quality controls are in place that would prevent or minimize water quality impacts.

The permittee program must meet either the requirements in Option 1, subsection (a), or the requirements in Option 2, subsection (b), below. The requirements of Option 1 must be met any areas discharging to the Cherry Creek Reservoir Drainage Basin.

- a) **Option 1** - Develop, document, and implement a program to follow the requirements of the city and/or county program(s) (local program(s)). Under this option, the permittee would be in violation of this permit if they fail to comply with the local program(s). The following requirements must be met under this option:
 - 1) Document the local program(s) that will be followed for the permitted area. If different programs will be followed in different areas, this must be clearly described.
 - 2) Require that permanent water quality controls are developed and implemented in compliance with all requirements of the local program(s).
 - 3) Ensure the long-term operation and maintenance of permanent water quality controls, in accordance with the local program(s).
 - 4) Submit construction and long-term operation and maintenance plans and documentation for review by the local program(s), as required by those local programs.
 - 5) Allow for site inspections, both during construction and following construction, by the local program(s), as required by the local program.

- b) **Option 2** - Develop, document, and implement the permittee’s own program that meets all of the following requirements:
 - 1) Develop, document, and implement strategies which include the use of structural and/or non-structural BMPs for new development and redevelopment projects. The BMPs shall address the discharge of pollutants, and/or maintain or restore hydrologic conditions at

sites, to minimize the discharge of pollutants and prevent in-channel impacts associated with increased imperviousness. The permittee must develop or reference specific design criteria for selection, implementation, and maintenance of controls.

- 2) Develop, document, and implement procedures to review post-construction BMP plans and designs prior to construction to ensure compliance with the requirements in subparagraph (1), above.
- 3) Develop, document, and implement procedures, including inspections, to determine if the controls required under subparagraph (1), above, are being installed according to specifications.
- 4) Develop, implement, and document procedures to ensure adequate long-term operation and maintenance of controls, including inspection procedures for all controls.
- 5) Develop, document, and implement procedures and mechanisms to track long-term BMPs implemented in accordance with the program. Tracking must address the location and the adequacy of long term operation and maintenance activities for the BMPs.
- 6) Develop, document, and implement procedures and mechanisms to track and provide the Annual Report information required in Part I.F.6 (b) of the permit.

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2. of the permit.

X Option 1 - Meet the requirements of I.B.4(a) of the permit:

“Develop, document, and implement a program to follow the requirements of the city and/or county program(s) (local program(s)). Under this option, the permittee would be in violation of this permit if they fail to comply with the local program(s).”

IT IS NOT NECESSARY TO COMPLETE THE INFORMATION IN THIS TABLE IF YOU CHOOSE “OPTION 2”, BELOW

If Option 1 is selected, you must provide the following information:

1. Local Program(s) to be Followed:	List below the City and/or County Program(s) that will be complied with. If multiple programs are listed, indicate which programs apply to which of your facilities/locations.
	City of Lone Tree

Option 2 - Meet the requirements of I.B.3(b) of the permit:
“Develop, document, and implement the permittee’s own program”

IT IS NOT NECESSARY TO COMPLETE THE INFORMATION IN THIS TABLE IF YOU CHOOSE “OPTION 1”, ABOVE

If Option 2 is selected, you must provide the following information:

<p>1. Design Criteria and Standards:</p>	<p>List below any SOPs or Design Criteria required, such as Urban Drainage Flood Control District’s Volume 3 –BMP Manual, or plan review checklists, for the selection and design of appropriate structural and non-structural BMPs appropriate for the community. List any planning tools such as Master Plans, Comprehensive Plans, Zoning Plans and regional BMPs.</p> <p>Add description here:</p>
<p>2. Review and Approval Procedures:</p>	<p>i. <u>Plan Review:</u> Briefly describe below your process for review and approval of permanent water quality control plans. Describe your system to track status of plans.</p> <p>Add description here:</p> <p>ii. <u>Field verification:</u> Describe below how the correct installation of BMPs is confirmed, and the enforcement procedures used when BMPs have not been built as approved.</p> <p>Add description here:</p>
<p>3. Tracking:</p>	<p>Describe below how permanent BMP locations and maintenance history are tracked.</p> <p>Add description here:</p>
<p>4. Ensuring long-term operation and maintenance of BMPs</p>	<p>Describe below your procedures to ensure BMPs are maintained in operating condition.</p> <p>Add description here:</p>
<p>5. Monitoring long-term compliance:</p>	<p>Describe below your inspection programs, including routine and complaint response inspections.</p> <p>Add description here:</p>
<p>6. Procedures to Track Annual Reporting Requirements:</p>	<p>Describe below procedures used for tracking total number of sites for which BMPs were required, number of sites/BMPs inspected to ensure compliance with long-term maintenance and operation requirements, and types of enforcement actions used.</p> <p>Add description here:</p>

D. Measurable Goals

Inclusion of measurable goals should not be necessary, as the elements described in Part C, above, should constitute full program implementation and a commitment to continue these elements.

Heritage Hills Metropolitan District	POLLUTION PREVENTION/ GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS	STORMWATER DISCHARGES ASSOCIATED WITH MS4s Program Descriptions 2008–2013
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A. Program Perspective

The goal of the Pollution Prevention/Good Housekeeping for Municipal Operations program is to reduce, to the maximum extent practicable, the amount and type of pollution that is generated from the operations conducted by or for the MS4.

B. Permit Requirements

The permittee must develop and implement an operation and maintenance program that includes a training component for employees, and contractors when applicable, and has the ultimate goal of preventing or reducing pollutants in runoff from the operations conducted by or for the permittee. The program must also inform employees/contractors of impacts associated with illegal discharges and improper disposal of waste from the permittee’s operations. The program must prevent and/or reduce stormwater pollution from the permittee’s facilities, or their contracted facilities located within the permitted area, such as streets, roads, parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas, and waste transfer stations, and from the permittee’s, and/or their contractors’, activities such as park and open space maintenance, fleet and building maintenance, street maintenance, new construction of facilities, and stormwater system maintenance, as applicable.

The permittee must:

- a) develop and maintain written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s operations. The program must specifically list the operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The program must also include a list of any industrial facilities the permittee owns or operates that are subject to separate coverage under the State’s general stormwater permits for discharges of stormwater associated with industrial activity;*
- b) develop and implement procedures to provide training to employees and contractors as necessary to implement the program under Item 1, above.*

C. Program Elements: Address both new and existing education programs, including those developed during the first permit term that you will continue to implement/maintain. By using existing, ongoing program elements to meet the permit requirements, the MS4 is committed to continuing each of these program elements. Any changes would require use of the program modification process as outlined in Part I.E.2 of the permit.

1. Implementation of an operation and maintenance program

HHMD developed written standard operating procedures (SOPs) and distributed them to contractors working within the District. All contractors are made aware of the SOPs prior to beginning any work

for the District. Contractor activities are routinely observed by District personnel to ensure of compliance with the SOPs. If contractors' activities are observed to not be consistent with the District's SOPs, the contractor is immediately notified by the District.

2. Employee Training program

Add Description Here
 Applicable HHMD contractors attend local (e.g., the City of Lone Tree, Douglas County) MS4's training on pollution prevention, good housekeeping, and other applicable subjects.

D. Measurable Goals

The permit includes a new requirement to develop written procedures for the operation and maintenance program. The previous permit required that the program be implemented, but did not specifically require written procedures. Measurable Goals are required, as per Part I.C of the permit, unless this new permit requirement is already being met. Additional measurable goals should not be necessary if the elements described in Part C, above, constitute full program implementation and a commitment to continue these elements for all additional permit requirements.

Check Box 1 or 2, below. The Table in Part 3 must be filled out if you check Box 2.

- 1. Written procedures, as listed in Part C.1, above, for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee's municipal operations, have already been developed.

(It is not necessary to complete Part 3 below if you check this box.)

- 2. Written procedures and lists for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee's municipal operations have **NOT** already been fully developed and I **will comply with the following Measurable Goal.**

(You must complete Part 3 below if you check this box.)

- 3. **Pollution Prevention/ Good Housekeeping Measurable Goal:** The Measurable Goal has been provided. Include the year when written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee's municipal operations will be fully developed. **Measurable Goals must be completed by 2009.**

	Pollution Prevention/ Good Housekeeping Measurable Goals	Implementation Year
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3.a	<p>Review existing documented procedures, and develop new written procedures, as necessary, for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee's municipal operations. The documentation must specifically list the municipal operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The documentation must also include a list of the industrial facilities the permittee owns or operates that are subject to separate coverage under the State's general stormwater permits for discharges of stormwater associated with industrial activity.</p>	
<p><i>Add additional lines if you have more measurable goals.</i></p>		