



For FDEP Internal Use Only
Permit ID: FLR _____

NOTICE OF INTENT TO USE GENERIC PERMIT FOR DISCHARGE OF STORMWATER FROM PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-621.300(7)(b), F.A.C.)

INSTRUCTIONS:

- This NOI must be completed and submitted to the Department to authorize use of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP"), provided in Rule 62-621.300(7)(a), F.A.C.
- The type of municipal separate storm sewer system that qualifies for coverage under the MS4 GP and the applicable Phase II MS4 stormwater management program requirements are specified in the permit. You should familiarize yourself with the MS4 GP before completing this NOI.
- Submit this fully completed NOI, permit fee, and required attachments by mail to the address in the box at right. **DO NOT SUBMIT any materials not in the checklist in Section V. of this NOI.**
- Please print or type information in the appropriate areas below and complete each section.

Submit NOI, permit fee, and required attachments to:
 NPDES Stormwater Notices Center
 M.S. #2510
 Florida Department of
 Environmental Protection
 2600 Blair Stone Road
 Tallahassee, FL 32399-2400

SECTION I. PHASE II MS4 OPERATOR INFORMATION	
A.	Name of the Phase II MS4 Operator: Charlotte County
B.	Name of the Phase II MS4 Responsible Authority: Kelly Shoemaker
	Title: Assistant County Administrator
	Mailing Address: 18500 Murdock Circle
	City: Punta Gorda Zip Code: 33948 County: Charlotte
	Telephone Number: 941-743-1944
C.	Name of the Designated Phase II MS4 Stormwater Management Program Contact: Joanne Vernon, P.E.
	Title: Assistant County Engineer
	Department: Community Development Engineering
	Mailing Address: 410 Taylor Street, Suite 104
	City: Punta Gorda Zip Code: 33948 County: Charlotte
	Telephone Number: 941-575-3661
	E-mail Address: joanne.vernon@charlottefl.com
D.	Location of the Phase II MS4 (if different than the mailing address in Section I.C. above):
	Street Address: Same as I.C. above
	City: Zip Code: County:
E.	Approximate center of the Phase II MS4:
	Latitude: 26 ° 53 ' 53 " Longitude: 81 ° 57 ' 14 "
F.	Phase II MS4 ownership status (check one): <input checked="" type="checkbox"/> Public <input type="checkbox"/> State <input type="checkbox"/> Federal
G.	Total resident population of the Phase II MS4: 110975
H.	Name of the urbanized area(s) the Phase II MS4 is located within (if applicable): North Port-Punta Gorda UA; Sarasota-Bradenton UA
I.	Name of the Water Management District the Phase II MS4 is located within (check all that apply):
	<input type="checkbox"/> Northwest Florida Water Management District <input checked="" type="checkbox"/> Southwest Florida Water Management District
	<input type="checkbox"/> Suwannee River Water Management District <input type="checkbox"/> St. John's River Water Management District
	<input checked="" type="checkbox"/> South Florida Water Management District

SECTION II. SHARING RESPONSIBILITY

You may rely on another entity to satisfy some or all of your permit obligations if the conditions in Part IX of the MS4 GP are met. Another entity may implement one or more of the measures and/or a component of a measure on your behalf. You may rely on another entity to satisfy all permit obligations (including annual reporting) but only if the entity is permitted under Chapter 62-624, F.A.C. Note the following:

- You will remain responsible for compliance with your permit obligations if the other entity(ies) fails to implement the control measure(s) or a component thereof on your behalf. You must establish a written agreement with the other entity(ies) before submitting this NOI.
- Relying on another entity, or entities, either partially or fully does not preclude you from the obligation to fully complete this NOI, including the information required in Section IV.

A.	1.	Has another entity, regulated under Chapter 62-624, F.A.C., agreed to implement <u>all</u> of your permit obligations on your behalf? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	If yes, complete Section II.A.2. If no, skip to Section II.B.			
	2.	Name of Entity:		
		Contact Name:		
		Title:		
		Department:		
		Mailing Address:		
		City:	Zip Code:	County:
Telephone Number:				
E-mail Address:				
B.	1.	Has another entity agreed to implement one or more of the minimum control measures (or a component thereof) on your behalf? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	If yes, complete Sections II.B.2. and II.B.3. (See the note below for any additional entities)			
	2.	Control measure(s) or component of a control measure to be implemented by the other entity:		
	3.	Name of Entity:		
		Contact Name:		
		Title:		
		Department:		
		Mailing Address:		
		City:	Zip Code:	County:
		Telephone Number:		
E-mail Address:				
Note: For each additional entity sharing stormwater management program responsibilities with you, provide on a separate sheet the information requested in Sections II.B.2. and II.B.3. Title the sheet "Section II.B: Additional Entities Information" and attach it to this NOI.				

SECTION III. RECEIVING WATERS

Identify the named receiving waterbodies to which your Phase II MS4 discharges. Include all such waterbodies known to you at the time of this application:

<u>Gulf of Mexico</u>	<u>Charlotte Harbor</u>	<u>Lemon Bay</u>
<u>Oyster Creek</u>	<u>Rocky Creek</u>	<u>Myakka River</u>
<u>Peace River</u>	<u>Alligator Bay</u>	<u>Turtle Bay</u>
<u>Shell Creek</u>	<u>Hunter Creek</u>	<u>Whidden Bay</u>
<u>Deep Creek</u>	<u>Indian Creek</u>	<u>Broad Creek</u>
<u>Tippecanoe Bay</u>	<u>Bay Harbor</u>	<u>North Fork</u>

SECTION IV. MINIMUM CONTROL MEASURES

A. Complete the Phase II MS4 Stormwater Management Program (SWMP) Elements Form in Appendix A for each minimum control measure described in Part VI. of the MS4 GP, except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.

Include in the SWMP Elements Form all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the number of BMPs you may include. Make copies of the form as necessary to accommodate all of your BMPs. The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach all completed forms to this NOI.

B. Provide the total number of pages of SWMP Elements Forms that are attached to this NOI for each minimum control measure:

<u>Minimum Control Measure</u>	<u># of Pages</u>
Public Education and Outreach as to Stormwater Impacts	2
Public Involvement/Public Participation	1
Illicit Discharge Detection and Elimination	5
Construction Site Stormwater Runoff Control	6
Post-construction Stormwater Management in New Development and Redevelopment	0
Pollution Prevention/Good Housekeeping for Municipal Operations	3

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS NOI

Only the following materials are to be submitted to the Department along with your fully completed and signed NOI (check the appropriate box to indicate whether the item is attached or is not applicable):

<u>Attached</u>	<u>N/A</u>	
X		The permit application fee, as prescribed by Rule 62-4.050(4)(d)(6), F.A.C. Make all check and money orders payable to the Florida Department of Environmental Protection.
X		A fully completed Phase II MS4 Stormwater Management Program Elements Form (see Appendix A) for <u>each</u> minimum control measure except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the MS4 GP.
	X	Additional entities information, as required under the note in Section II.B. of this NOI.

DO NOT SUBMIT ANY OTHER MATERIALS

(such as your complete Stormwater Management Plan, ordinances, storm sewer map, public outreach, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.B. of this NOI must sign the following certification statement:¹

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

Name of Phase II MS4 Responsible Authority (type or print): Kelly Shoemaker

Title: Assistant County Administrator

Signature:  Date: 8/28/2012

¹ Signatory requirements are contained in Rule 62-620.305, F.A.C.

**INSTRUCTIONS FOR APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

General Instructions

- Complete this form for each minimum control measure described in Part VI. of the Generic Permit for Discharge of Stormwater from Phase II Municipal Separate Storm Sewer Systems ("MS4 GP") provided in Rule 62-621.300(7)(a), F.A.C., except the Post-construction Stormwater Management in New Development and Redevelopment minimum control measure if you have chosen the qualifying alternative program option for this measure under Part X. of the permit. If you choose, however, to implement BMPs for the Post-construction measure, please complete a SWMP Elements Form for the measure.
- Include all best management practices (BMPs) currently in place or planned for each element of each minimum control measure. There is no limit to the total number of BMPs you may include.
- Make copies of the form as necessary to accommodate all of your BMPs.
- The completed forms, in their entirety, will be considered by the Department to be the outline of your proposed stormwater management program. Attach the forms to the NOI and submit to the Department at the address provided on the NOI.
- **Please print or type information in the appropriate areas of this form.**

Section A.I: MINIMUM CONTROL MEASURE

- Indicate which minimum control measure the BMPs in Section A.II. address. Check only one measure. Use a separate form for each measure.

Section A.II: BEST MANAGEMENT PRACTICES

- Include BMPs only for the measure you have identified in Section A.I. The Department encourages the use of the Florida Land Development Manual: A Guide to Sound Land and Water Management (FDER, 1988) and the U.S. Environmental Protection Agency's National Menu of Best Management Practices for Storm Water Phase II in developing Phase II stormwater management programs. Both are available from the Department.
- Element ID: Table 1 below includes all the minimum control measure elements required under Part IV. of the MS4 GP. Using Table 1, identify which element of the minimum control measure each BMP addresses. For example, a BMP addressing the procedures for site plan review under the Construction Site Stormwater Runoff Control Minimum Control Measure would be labeled as "4d." You must include at least one BMP for each element.
- BMP Number: For each minimum control measure, number the BMPs starting with 01 and continue the numbering in sequential order on any additional forms for the measure. The numbering of the BMPs is for reference purposes only and does not provide additional weight to, nor prioritize, one BMP over another.
- Measurable Goals: List the measurable goal(s) for each BMP. You must include at least one measurable goal for each BMP and may include as many as necessary for the BMP – you are not limited to the four lines provided on the form.
- Schedule for Implementation/Completion: For each measurable goal, include the year each action will be implemented and, as applicable, the interim milestones, completion date, or planned frequency of the action.
- Responsible Entity/Department: Include the name of the entity (if other than the Phase II MS4 Operator) or of the internal department (if it is the Phase II MS4 Operator) responsible for implementing or coordinating each BMP.

Page Numbering

- Once this form has been completed for each minimum control measure, place the forms in an order corresponding to the order of the measures in Table 1 (below) and number the forms accordingly at the bottom of each.

Table 1: Minimum Control Measure Required Elements

Element ID	Description of Minimum Control Measure Required Elements
1a	<p>1. Public Education and Outreach Minimum Control Measure:</p> <p>a) Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.</p>
2a	<p>2. Public Participation/Involvement Minimum Control Measure:</p> <p>a) Comply with State and local public notice requirements when implementing a public involvement/public participation program.</p>
3a	<p>3. Illicit Discharge Detection and Elimination Minimum Control Measure:</p> <p>a) Develop, if not already completed, a storm sewer system map, showing the location of all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls.</p>
3b	<p>b) To the extent allowable under State or local law, effectively prohibit through ordinance, or other regulatory mechanism, of non-stormwater (i.e., "illicit") discharges into the storm sewer system and implement appropriate enforcement procedures and actions.</p>
3c	<p>c) Develop and implement a plan to detect and eliminate non-stormwater discharges, including illegal dumping, to the MS4.</p>
3d	<p>d) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.</p>
	<p>4. Construction Site Stormwater Runoff Control Minimum Control Measure:</p>
4a	<p>a) Develop and implement, to the extent allowable under State or local law, an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to reduce pollutants in any stormwater runoff to the Phase II MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of pollutants associated with stormwater discharges from construction activity disturbing less than one acre must also be included if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.</p>
4b	<p>b) Develop and implement requirements for construction site operators to implement appropriate erosion and sediment control best management practices.</p>
4c	<p>c) Develop and implement requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.</p>
4d	<p>d) Develop and implement procedures for site plan review that incorporate consideration of potential water quality impacts.</p>
4e	<p>e) Develop and implement procedures for receipt and consideration of information submitted by the public.</p>
4f	<p>f) Develop and implement procedures for site inspection and enforcement of control measures.</p>
	<p>5. Post-construction Stormwater Management in New Development and Redevelopment Minimum Control Measure: NOT REQUIRED IF USING QUALIFIED ALTERNATIVE PROGRAM</p>
5a	<p>a) Use an ordinance or other regulatory mechanism, to the extent allowable under State or local law, to address from post-construction runoff from 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 Phase II MS4. The program must require that controls be in place that would prevent or minimize water quality impacts from new development or redevelopment.</p>
5b	<p>b) Develop and implement strategies that include a combination of structural and/or non-structural best management practices (BMPs) appropriate for the community.</p>
5c	<p>c) Require adequate long-term operation and maintenance of BMPs.</p>
	<p>6. Municipal Operation Pollution Prevention and Good Housekeeping Minimum Control Measure:</p>
6a	<p>a) Develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from MS4 operator activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.</p>
6b	<p>b) Using training materials that are available from EPA, the Department, or other organizations, include employee training to prevent and reduce stormwater pollution from MS4 operator activities.</p>

**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

1. Public Education and Outreach
 3. Illicit Discharge Detection/Elimination
 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation
 4. Construction Site Stormwater Runoff Control
 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/ Completion	Responsible Entity/Department
1a	01	Distribute educational materials that teach the public about the impacts of stormwater pollution, how to prevent stormwater pollution, how to identify illicit stormwater discharges, and where to report suspected illicit stormwater discharges.	1. Number of stormwater education materials distributed.	Permit Years 1-5	Charlotte County Community Development, and Charlotte County Communications and Marketing
			2. Review and evaluate effectiveness of educational materials. Report results of evaluation.		
			3. Number and locations of literature distribution.	Permit Years 1-5	
			4. List of materials in non-English languages.	Permit Years 1-5	
1a	02	Continue to implement public education and outreach events and programs, providing information such as: stormwater pollution prevention, pesticide, herbicide and fertilizer minimization, identifying potential illicit discharges, Florida-friendly landscaping, septic tank maintenance, water conservation, volunteer water quality testing, etc.	1. Provide number of events, target audience and estimate of participants annually.	Permit Years 1-5	Cooperative Extension Service, Parks and Recreation, Communications and Marketing, Charlotte Harbor Environmental Center, Charlotte County Community Development

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/ Completion	D Responsible Entity/Department
1a	03	Provide displays and multi-media materials, that include information such as: stormwater pollution prevention, pesticide, herbicide and fertilizer minimization, identifying potential illicit discharges, Florida-friendly landscaping, septic tank maintenance, water conservation, volunteer water quality testing, etc	<ol style="list-style-type: none"> 1. Number and type of multi-media materials distributed or utilized, which may include video, audio, and print media; include materials on water conservation. 	Permit Years 1-5	Cooperative Extension Service, Parks and Recreation, Communications and Marketing, Charlotte Harbor Environmental Center, Charlotte County Community Development
1a	04	Sponsor, support, or conduct community clean-ups organized for local volunteers, to remove trash and debris from local waterways, beaches, canals, streets, roads, highways, or ditches.	<ol style="list-style-type: none"> 1. Number and list of clean-up events. 2. Pounds of trash collected by volunteers. 3. Number of established volunteer groups performing regular clean-up activities and number of participants. 	Permit Years 1-5 Permit Years 1-5 Permit Years 1-5	Charlotte County Community Development, Cooperative Extension Service, Charlotte Harbor Environmental Center, Public Works
1a	05	Implement a storm drain marking program within the Urbanized Area, and other areas as appropriate.	<ol style="list-style-type: none"> 1. Number of storm drains marked, locations, and the group that installed the markers. 	Permit Years 1-5.	Charlotte County Community Development, CHEC

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/ Completion	D Responsible Entity/Department
1a	06	Operate household hazardous waste and used oil pick-up and collection centers. Continue to educate citizens in the proper disposal of household hazardous wastes and how to reduce use of those materials.	<ol style="list-style-type: none"> 1. Amount of household hazardous waste collected at garbage transfer stations. 2. Number of pick-up/collection days per year and the number of locations. 3. Number of educational materials distributed to homeowners, or notices placed. 	<p>Permit Years 1-5</p> <p>Permit Years 1-5</p> <p>Permit Years 1-5</p>	Charlotte County Public Works-Solid Waste

**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

1. Public Education and Outreach 3. Illicit Discharge Detection/Elimination
 2. Public Involvement/Participation 4. Construction Site Stormwater Runoff Control 5. Post-construction Stormwater Management (optional)
 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A		B		C		D
		Description of BMP		Measurable Goal(s)		Schedule for Implementation/Completion		
2a	01	Provide opportunities to comment upon and question NPDES permit requirements. Develop and conduct presentations to appropriate Permittee departments, boards, and commissions, and the public as needed. Maintain a copy of the presentation and agenda at the meetings, and a brief summary of the meeting results.		1. Track the number of meetings held which involve the NPDES permit and the MS4 system.		Permit Years 1-5		Charlotte County Community Development, Public Works
				2. Number of attendees.		Permit Years 1-5		
2a	02	Provide appropriate notice to the public regarding opportunities to participate in public events and attend public programs.		1. Number of public notices provided and the media used to provide public notice.		Permit Years 1-5		Charlotte County Community Development Public notice is provided through several County departments, including: Communications and Marketing, Cooperative Extension Service, Charlotte Harbor Environmental Center, and Parks and Recreation

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A			B			C		D
		Description of BMP			Measurable Goal(s)			Schedule for Implementation/ Completion		Responsible Entity/Department
3c	01	Train appropriate Charlotte County staff to detect and address illicit non-stormwater discharges, spill prevention, or reducing stormwater pollution from MS4 operator activities.			1. The number of Charlotte County staff trained; include any "refresher" training.			1. Permit Years 1-5		Charlotte County Community Development training staff from other county departments including: CC Utilities Code Compliance, Parks and Recreation, Fire Rescue, Public Works
3c	02	Implement the written procedures, including proactive inspections, to detect and address illicit non-stormwater discharges, as described in the "Handbook for Identifying Illicit Stormwater Discharges." Maintain an internal log of suspected and confirmed illicit discharges, including a summary of investigations.			<ol style="list-style-type: none"> 1. Conduct regularly scheduled inspections for identification of illicit discharges. 2. Conduct proactive investigations of possible illicit discharges and provide incident report. 3. Establish and maintain an internal log of potential illicit stormwater discharge reports from employees. 4. Report the number of suspected illicit discharges to or dumping into the MS4 investigated and confirmed. 5. Provide a summary of actions taken as a result of staff detection and reporting (e.g. the number of suspected illicit discharges to or dumping into the MS4 eliminated, the type of enforcement or mitigation required). 			<ol style="list-style-type: none"> 1. Permit Years 1-5 2. Permit Years 1-5 3. Permit Years 1-5 		Charlotte County Community Development, Public Works

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/ Completion	D Responsible Entity/Department
3d	01	Continue to inform the general public of hazards associated with illicit discharges and improper disposal of household hazardous waste to the County's MS4. Continue announcements for Household Hazardous Waste Collections that include information on the hazards of improper waste disposal into the MS4.	1. Number of announcements published and the method of distribution.	1. Permit Years 1-5	Charlotte County Community Development, Public Works
3d	02	Develop and post to the existing Charlotte County web site information that informs readers of the hazards associated with suspected illicit discharges to or dumping into the MS4 and improper disposal of waste into the MS4.	<ol style="list-style-type: none"> 1. The number of readers visiting the web page describing the hazards associated with potential illicit discharges and improper disposal of waste into the MS4. 2. Number of updates to web page text and appropriate links to existing information, and to ensure the most current information is being provided. 	<ol style="list-style-type: none"> 1. Permit Years 1-5 2. Permit Years 2 and 4 	Charlotte County Community Development, Public Works and Communications and Marketing
3d	03	Televise on Charlotte County Government Broadcasting a scrolling message that informs viewers of the hazards associated with suspected illicit discharges to or dumping into the MS4 and improper disposal of waste into the MS4. The schedule of airing and message text will be maintained on file.	1. Estimate of viewing audience and number of messages aired.	1. Permit Years 1-5	Charlotte County Community Development and Communications and Marketing

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A		B		C		D	
		Description of BMP		Measurable Goal(s)		Schedule for Implementation/ Completion		Responsible Entity/Department	
3d	04	Utilize the local state-designated "Small Quantity Generator Program" to inform local businesses of hazards associated with improper disposal of waste into the MS4.		1. Report number of businesses receiving the printed information.		1. Permit Years 2 and 4		Charlotte County Community Development and Public Works	
3d	05	Maintain and advertise a County phone number for receiving citizen reports of suspected illicit discharges to or dumping into the MS4. Maintain an internal log of the citizen reports of potential illicit discharges.		1. Provide the number of calls logged.		1. Permit Years 1-5		Charlotte County Community Development Code Compliance	
				2. Provide the number of confirmed illicit discharges due to citizen reporting and the ultimate resolution of each.		2. Permit Years 1-5			

**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

1. Public Education and Outreach 3. Illicit Discharge Detection/Elimination 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation 4. Construction Site Stormwater Runoff Control 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form			
		A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
4a	01	Ord. No. 2008-001, § A, 1-8-08, requires erosion and sediment controls for all construction sites disturbing one acre or more of land, as well as sanctions to ensure compliance, to the extent allowable under State, or local law.	1. Notification of any updates or revisions to the ordinance.	Permit Years 1-5	Charlotte County Community Development and the Charlotte County Attorney's Office

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form			
		A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
4b	01	Continue using the existing standard permit language to specifically require the installation and maintenance of proper stormwater, erosion and sediment controls at construction sites disturbing one acre or more of land; require inclusion of an erosion and sediment control plan with all construction site plans; and require that the types and proposed locations of stormwater, erosion and sediment controls are included on the submitted site and drainage plans. Evaluate the existing language to determine if amendments and/or additions to existing language are needed to meet the criteria described above.	1. Track the number of construction sites that operate under Ord. No. 2008-001, § A, 1-8-08 2. Distribute fliers and/or pamphlets that provide information regarding stormwater, erosion and sediment controls; track number distributed.	1. Permit Years 1-5 2. Permit Years 1-5	Charlotte County Community Development

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/ Completion	D Responsible Entity/Department
4c	01	Ord. No. 2008-001, § A, 1-8-08 gives local legal authority to regulate the proper control, disposal and on-site temporary storage of construction-related materials and wastes at construction sites disturbing one acre or more of land, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste; and to carry out all inspection, surveillance and monitoring procedures necessary to determine compliance and noncompliance with permit conditions for construction site operators to control construction-related materials and waste; and to conduct appropriate enforcement to require effective mitigation of the improper control, disposal and on-site temporary storage of construction related materials and wastes.	1. Notification of any updates or revisions to the ordinance.	Permit Years 1-5	Charlotte County Community Development and County Attorney's Office.

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A		B		C		D
		Description of BMP		Measurable Goal(s)		Schedule for Implementation/ Completion		
4d	01	Ensure that all plans for construction sites disturbing one acre of land or more include appropriate stormwater, erosion and sediment controls, including the depiction of controls on site plans, instructions for installation, maintenance, and inspection of controls. Notify applicants of the potential need for an ERP from the water management district and/or NRPDES Construction Generic Permit from FDEP.		1. Number of construction plans reviewed by County.	1. Permit Years 1-5	Charlotte County Community Development Building Construction Services and Engineering		
				2. Number of building permit applicants notified of the ERP and/or CGP.	2. Permit Years 1-5			
4e	01	Provide phone number for citizen complaints. Publicize the phone number on the County's website and periodically on the Government Broadcasting channel. Continue to receive calls and maintain a log for calls or inquiries regarding specific construction projects including response and/or resolution		1. Document and report the number of calls related to construction site stormwater runoff.	1. Permit Years 1-5	Charlotte County Community Development Building Services and Engineering		
				2. Document and report the number of site investigations related to complaints.	2. Permit Years 1-5			
				3. Document and report the number of complaints resolved.	3. Permit Years 1-5			

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/ Completion	D Responsible Entity/Department
4f	01	Ensure that County construction site inspectors have received training for conducting stormwater, erosion and sediment control inspections at construction sites.	1. Document and report the number of County employees who have been certified under the FDEP Stormwater, Erosion and Sedimentation Control Inspector Training Program. As needed, conduct refresher training for certified staff.	1. Permit Years 1-5	Charlotte County Community Development and Code Compliance
4f	02	Develop and implement a written construction site inspection program, including enforcement of construction site control measures, inspection and reporting tools, and procedures for referring unresolved cases of improper construction site controls to the Permittee's Code Enforcement Department for appropriate enforcement measures. Incorporate stormwater, erosion and sediment control inspections into current construction site inspection procedures, including inspection checklists.	<ol style="list-style-type: none"> 1. Document and report the number of construction site stormwater, erosion and sediment control inspections. 2. Document and report the number of referrals to Code Compliance, and number of enforcement actions. 3. Document and report the number of sites with an ERP and/or CGP. 	<ol style="list-style-type: none"> 1. Permit Years 1-5 2. Permit Years 1-5 3. Permit Years 1-5 	Charlotte County Community Development

**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

1. Public Education and Outreach 3. Illicit Discharge Detection/Elimination 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation 4. Construction Site Stormwater Runoff Control 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form			
		A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
6a	01	Continue to implement the standardized procedures to store and mix pesticides, herbicides and fertilizers; and to minimize Charlotte County's use of pesticides, herbicides, & fertilizers.	1. Quantities of pesticides, herbicides, and fertilizers used.	1. Years 1-5	Charlotte County Community Development, Parks and Recreation, CC Utilities, Public Works
			2. Number of employees trained and state certified to handle pesticides, herbicides and fertilizers.	Permit Years 1-5	
6a	02	Implement appropriate stormwater pollution prevention measures identified for municipally operated facilities not covered by NPDES Individual or Multi-Sector Generic Permits	1. Number of stormwater pollution prevention inspections conducted at municipally operated facilities not covered by an NPDES or MSGP permit.	Permit Years 1-5	Charlotte County Community Development, Parks and Recreation, CC Utilities, Emergency Management, and Fire Rescue
6a	03	Continue to follow written standard operating procedures for the inspection, operation and maintenance of Charlotte County's MS4, including a schedule of regular maintenance activities such a catch basin cleaning, and the proper disposal of accumulated sediments	1. Number of inlets/catch basins.	Permit Years 1-5	Charlotte County Community Development and Public Works
			2. Amount of conveyance systems such as swales, channels, pipe.		
			3. Number of retention/detention ponds.		
6a	04	Continue to implement a street sweeping program for appropriate areas within the Charlotte County Urbanized Area	1. Number of miles swept.	Permit Years 1-5	Charlotte County Community Development and Public Works
			2. Weight or volume of debris collected.	Permit Years 1-5	

6a	05	Establish written policies and procedures to coordinate flood control and drainage improvement projects with water quality improvement activities to promote mutual benefits and improve water quality conditions; maintain an updated list of planned projects	1. Update list of the County's flood control projects in Years 2-5 Annual Reports. Report any additional flood control improvements or projects as funding availability permits.	Permit Years 1-5	Charlotte County Community Development, Parks and Recreation, CC Utilities, Emergency Management, and Fire Rescue
6a	06	Continue to implement litter control program(s) for highways, roads and streets within jurisdictional area; maintain a log of activities.	1. Report an estimate of the amount of litter collected.	Permit Years 1-5	Charlotte County Community Development and Public Works
6a	07	Continue to implement a recycling program at municipal offices; maintain a log of activities, including types and amounts of materials collected for recycling.	1. Report quantity of materials recycled.	Permit Years 1-5	Charlotte County Community Development and Public Works
6a	08	Purchase as needed and maintain spill kits at appropriate municipal facilities and in appropriate municipal vehicles and equipment.	1. Number of spill kits purchased and maintained at County facilities and in County vehicles.	Permit Years 1-5	Charlotte County Community Development, Parks and Recreation, CC Utilities, Emergency Management, and Fire Rescue, and Public Works

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A			B		C		D
		Description of BMP			Measurable Goal(s)		Schedule for Implementation/Completion		Responsible Entity/Department
6b	01	Provide appropriate Charlotte County employees with training to prevent and reduce stormwater pollution from MS4 operator activities.			1. Number of employees trained in spill prevention, containment and response as well as good housekeeping bmps.		Permit Years 1-5		Parks and Recreation, Cooperative Extension Service, Emergency Management, Fire Rescue, and Charlotte County Community Development and Public Works