



Stormwater Management Plan

For The

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

Prepared For

City of Norcross

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Prepared By



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- Appendix M – Municipal Employee Training

STRUCTURAL AND SOURCE CONTROL MEASURES

Table 3.3.1 of the Permit

1. MS4 Control Structure Inventory and Map

1. Description of SWMP Component:

The City of Norcross will continue to maintain a GIS based map and inventory of all MS4 components owned or maintained by the City within the City Limits. At a minimum, the inventory and map will include all of the following:

- Collection Structures (i.e. Catch Basins, Drop Inlets, Yard Inlets)
- Junction Boxes
- Headwalls and other Pipe End Treatments
- Storm Drain Pipes
- Ditches
- City Owned Detention / Retention ponds

As part of the inventory / map, the City will include a summary of the totals for each MS4 component. Each year, the City will update the inventory and map as new structures are added or existing structures are removed. A summary of the total number of structures added / removed each year will be included in the annual report for that permit year. A copy of the City's existing MS4 control structure inventory and map has been included in Appendix C.

2. Measurable goal(s):

- Provide an updated MS4 control structure inventory & map
- Provide a summary of the total number of structures added/removed each reporting period

3. Documentation to be submitted with each Annual Report:

- Updated MS4 control structure inventory & map

2. MS4 Inspection & Maintenance Program

1. Description of SWMP Component:

Inspection Program

The City of Norcross will continue to implement an MS4 inspection program. Please note the City will be inspected on a geographic area basis. The City has been divided into 5 sectors and will be inspected such that each area will be inspected once and 100% of the structures inside the City Limits will be inspected over the course of the permit. A copy of the City's MS4 inspection sector area map has been included in Appendix C.

Generally, the MS4 will be inspected for evidence of sedimentation, debris, or structural defects. Each year, the results of inspection will be recorded in a database table format via GIS and provided in the annual report for that year. An example of the table format has been included in Appendix C.

Maintenance Program

The City will implement an MS4 maintenance program. The program will be based on the results of the MS4 inspection program (see above) as well as citizen complaints received via various reporting methods. The maintenance program will generally be implemented based on the maintenance protocols outlined in Appendix C. and budget availability. Each year, the City will report the number of work orders developed related to maintenance of the MS4 system as well as the actions taken on each work order during the reporting period.

2. Measurable goal(s):

- The City will inspect the MS4 one sector per year such that the entire City will be inspected over the course of the permit
- Conduct maintenance on MS4 structures as needed

3. Documentation to be submitted with each Annual Report:

- Map and database of structures inspected during the reporting period
- Number and percentage of structures inspected during the reporting period
- Summary of work orders developed and completed during the reporting period that are related to MS4 structures
- Summary of number of structures maintained during the reporting period

3. Planning Procedures

1. Description of SWMP Component:

Recently, the City adopted the “*Imagine Our Future*” 2040 Comprehensive Plan. The plan addresses, in part, areas of new development and redevelopment to reduce pollutants in discharges from the MS4. The ordinances of the City are used to develop, implement, and enforce post-construction controls in areas of new development or redevelopment. The comprehensive plan has been included in Appendix C. Additionally, the public can view the Comprehensive Plan on the City’s website at https://ga-norcross2.civicplus.com/DocumentCenter/View/2957/01_Norcross2040CP_Adopted_2019-03-04

2. Measurable goal(s):

- Review and update as needed the stormwater portion of the Comprehensive Plan and describe any changes made during the reporting period in each annual report.

3. Documentation to be submitted with each Annual Report:

- A description of any changes made to the Comprehensive Plan during the reporting period

4. **Street Maintenance**

1. Description of SWMP Component:

Street Sweeping

To reduce polluted runoff originating from streets, roads, and highways from vehicle traffic, leaks and spills, and atmospheric deposition, the City utilizes a contracted sweeping service to sweep public curb and gutter roads within an area of the City on a monthly basis. Debris collected by the street sweeping operation is disposed of at a local solid waste landfill.

Roadside Litter Removal Program

Annually, the City utilizes Public Work staff, community service workers and Gwinnett County Corrections inmate crews to remove litter at least once a month on right-of-ways throughout the City. All trash and debris removed is disposed of at a local landfill. The log of trash/debris collected will track the following:

- Street Cleaned
- Curb Miles Cleaned
- Date of Cleaning

2. Measurable goal(s):

- Use private contractor to conduct street sweeping on City streets during the reporting period
- Use Public Work staff, community service workers, or Gwinnett County Corrections inmate crews to remove litter from City right-of-ways at least once a week

3. Documentation to be submitted with each Annual Report:

- Provide street sweeping log and invoices from private sweeping contractor
- Provide log of litter collected during the reporting period

5. Flood Management Projects

1. Description of SWMP Component:

New Flood Management Projects

The City of Norcross requires all new developments to comply with the Post Construction Stormwater Management ordinance, which includes requirements of the Gwinnett County Stormwater Management Manual. These requirements include provisions mandating water quality enhancements be included within the design of the facility. The City will continue to comply with these requirements. Additionally, the City will assess all new flood management projects to determine if water quality will be impacted by the project and if water quality measures are warranted.

Existing Structure Flood Control Devices

The City of Norcross will select an existing City owned / maintained drainage flood control facility (i.e. detention pond) each year and conduct an assessment for potential retrofitting to address water quality impacts. To determine if the facility should be retrofitted, the City will utilize the worksheet included in the SWMP in Appendix C. If a facility is determined to be suitable for retrofit, the facility will be added to the City's Capital Improvements Program needs list and programmed for funding as part of Norcross's budget process.

2. Measurable goal(s):

- Ensure all new flood management projects are assessed for water quality impacts
- Review one existing flood control management project per year

3. Documentation to be submitted with each Annual Report:

- The City will report the number of plans reviewed during the reporting period
- Copy of completed flow chart for one existing flood management project per reporting period

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

1. Description of SWMP Component:

The City of Norcross will develop a municipal facility inventory to document each facility owned and/or maintained by the City with the potential to cause pollution. As part of this BMP, the City will implement an inspection program for the facilities to identify and address potential pollution sources. The inventory was developed during the previous permit period and will be revised to include an inspection year for each facility. It is the intent of this schedule to ensure 100% of all City facilities are inspected prior to April 30, 2024 and at least one inspection be conducted each year of the permit. A copy of the inspection checklist for each facility inspected in that reporting period will be included with the annual report for that year. An example of the inspection checklist and the existing inventory have been included in Appendix C. If sites are found to need improvements, the appropriate department will be notified of the problem. The Public Works Department will perform a re-inspection, after the stipulated time frame, to ensure proper action has been taken.

2. Measurable goal(s):

- The City will update the municipal facilities inventory annually (if required).
- Implement an inspection program for all facilities such that 100% of the facilities are inspected prior to April 30, 2024

3. Documentation to be submitted with each Annual Report:

- Updated municipal facility inventory
- Copy of completed inspection checklist for each municipal facility inspected during the reporting period

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

1. **Description of SWMP Component:**

Commercial Applicators and Distributors

The City of Norcross relies heavily on the State Department of Agriculture (DoA) and Gwinnett's UGA Cooperative Extension Service (CES) for assistance in addressing requirements for this part of the program. The State DoA requires commercial applicators of pesticides (herbicides and insecticides) to obtain and retain a "Commercial Pesticide Applicators License." The State DoA also requires distributors of restricted pesticides to obtain and retain "Distributor Licenses." Continuing education units are required each year to maintain the license.

The CES provides training opportunities to homeowners, private applicators, commercial applicators and municipal applicators that desire education on the appropriate management and use of pesticides. This training (though not required for state DoA licensing) is designed to assist persons in passing the state exam, which is required to obtain a license. The CES offers the following programs to the public:

- Landscape Professionals Training
- Commercial Pesticide Applicators Training
- Pesticide Safety and Use

Each of these programs contains a component that addresses the potential impacts on water quality associated with the misuse of pesticides. The Landscaping Professionals training also contains information on the proper use of fertilizers and their potential for water quality impacts.

Additionally, a brochure has been uploaded to the City's website called, "*Solution to Water Pollution for the Commercial Landscaping & Lawn Care Industry*". This EPD educational brochure is dedicated to raising awareness of pollution prevention caused by the application of pesticides, fertilizers, and herbicides. A copy of the brochure has been included in Appendix C.

Municipal Pesticide Use

The City utilizes herbicides in minimal amounts as part of maintenance activities at City owned facilities. The City does not currently utilize or store fertilizer or pesticides. In the future an employee of the Public Works Department will acquire the certification from the Georgia Department of Agriculture for the use of pesticides, herbicides, or fertilizers. At that time, the City will submit the employee's license and inventory of PFH's stored at the Public Works building.

2. Measurable goal(s):

- Continue to provide PFH educational brochure on City website
- Use State-certified private contractors to perform any PFH application within the City

3. Documentation to be submitted with each Annual Report:

- Inventory of Pesticides, Fertilizers, Herbicides; if in storage
- Copy of employee's DoA applicators licens; if PFH's are used in-house
- Screenshot of PFH educational brochure on City website

ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM
(IDDE)

Table 3.3.2 of the Permit

1. Legal Authority

1. Description of SWMP Component:

The City of Norcross will maintain an illicit discharge prohibition ordinance within the City's Code of Ordinances meeting the requirements of the NPDES Phase I MS4 permit as well as the requirements of the Metropolitan North Georgia Water Planning District. If the requirements of the aforementioned programs conflict, the more stringent requirement will be maintained. Please note the ordinance was adopted in a previous permit year and a copy of the ordinance can be found in Appendix D.

2. Measurable goal(s):

- The City will maintain an illicit discharge prohibition ordinance within the City's Code of Ordinances at all times during the course of the permit. Each year, the City will evaluate the ordinance to determine if revisions are required. If revisions are required, the City will submit a copy of the revised ordinance to EPD to be included in the SWMP.

3. Documentation to be submitted with each Annual Report:

- If revised, ordinance will be included with the Annual Report due for that reporting period

2. Outfall Inventory and Map

1. Description of SWMP Component:

The City of Norcross has developed an outfall inventory and a map showing the location of all outfalls from the MS4 and the names and location of all Waters of the State that receive discharges from those outfalls. Each year, the City will update the map to reflect the addition of outfalls from new infrastructure projects or developments. The City has also created a database inventory of all MS4 outfalls and will include it in the annual report. The database will also include an inspection year field in order to track which outfalls have been inspected. In subsequent annual reports, the City will remove from the inventory outfalls that have been reclassified or removed. A copy of the outfall inventory map and database inventory have been included in Appendix D.

2. Measurable goal(s):

- The City will maintain and update a map showing the location of all outfalls from the MS4 and the names and location of all Waters of the State that receive discharges from those outfalls as part of the City's annual report
- The City will maintain and update a database inventory of all outfalls from the MS4 and provide with the City's annual report

3. Documentation to be submitted with each Annual Report:

- Updated MS4 outfall map
- Updated MS4 outfall inventory database with inspection schedule

3. IDDE Plan

1. Description of SWMP Component:

The City of Norcross's dry weather screening procedures consists of inspecting outfalls and sampling any dry weather flow to determine if upstream facilities/connections are discharging non-stormwater flows to the drainage system and eliminating all identified illicit discharges. A copy of the Dry Weather Screening Procedures and the Dry Weather Outfall Screening Form are in Appendix D. The City will utilize approved EPD procedures to conduct dry weather screening annually. Please note the City will be screened on a geographic basis. The City has been divided into 5 sectors and will be screened such that each area will be screened once and 100% off the City will be screened over the course of the permit. A copy of the City's outfall inspection sector map has been included in Appendix D.

If a dry weather flow is observed then the City will initiate a source tracing and removal program. City outfalls that are found to have a dry weather flow will be screened and appropriate action taken as outlined in the IDDE Plan, the Illicit Discharge Detection and Elimination Ordinance, and the Enforcement Response Plan.

2. Measurable goal(s):

- Provide a map and completed dry weather screening forms for all dry weather screened outfalls completed during the reporting period in each year's annual report
- Dry weather screen all outfalls in designated sector annually
- 100% of suspected illicit discharges investigated
- 100% of identified illicit connections removed
- All dry weather flow investigations will be reported in each year's annual report

3. Documentation to be submitted with each Annual Report:

- Map and completed dry weather screening checklists for outfalls screened in the sector for that reporting period
- Copy of completed inspection checklist for each municipal facility inspected during the reporting period
- Copy of dry weather flow investigations (if flow is discovered)

4. Spill Response Procedures

1. Description of SWMP Component:

Gwinnett County maintains and operates the sanitary sewer system in the City of Norcross. Confirmed or suspected sewage spills will immediately be reported to Gwinnett County Department of Public Utilities Dispatch at 678-376-7000.

Gwinnett County's HazMat team completes spill response for major spills. A copy of their procedure has been attached in Appendix D. Records of all spills attended by Gwinnett County HazMat are held by the Gwinnett County Fire Department and are stored within a computer database. It should be noted that Gwinnett HazMat staff does not accept responsibility for clean-up, however, the team facilitates clean-up through contractors currently including: Hepaco, Inc., HazTech Environmental, and Georgia Environmental. Spill response is handled in the following manner:

- Where the company who caused the spill has a clean-up company on retainer to deal with these incidents, Gwinnett HazMat will notify the clean-up company of the need for clean-up and provide information as necessary to assist in the clean-up and appropriate response.
- Where the company or individual does not have a retainer with a clean-up company and:
 - *The company or individual responsible for the spill is willing to work with the HazMat teams and have the spill cleaned up and are willing to pay for such clean-up* – The Hazmat team will provide a list of clean-up companies the company or individual can select. All HazMat trucks have fax machines that can be used by the clean-up company to secure signed paperwork from the company or individual responsible for the spill stating that they accept responsibility for the costs associated with the clean-up. Once the signed statement is received, that clean-up company will commence its response and clean-up.

Or

- *The company or individual responsible for the spill is not willing to work with the HazMat teams and have the spill cleaned up* – The HazMat teams will notify EPD emergency response of the situation and ask for assistance in encouraging the company or individual to clean up the spill. EPD emergency response is notified at any time any hazardous materials enter any drainage structure or water.

2. Measurable goal(s):

- Maintain documentation on any spill occurrences and describe cleanup performed during the reporting period

3. Documentation to be submitted with each Annual Report:

- Provide documentation on any spill occurrences and describe cleanup performed during the reporting period

5. Public Reporting Procedures

1. Description of SWMP Component:

The City of Norcross has developed and maintains an area on the City website for citizens to report illicit discharge complaints. The online portal is called “*Request Tracker*” and can be found at the following link:

<https://www.norcrossga.net/RequestTracker.aspx>.

The City also receives complaints via telephone. In this case, the stormwater complaints would be forwarded to the Public Works Department for investigation and resolution. A database is maintained of all reports made regarding potential illicit discharges, illegal dumping, and other water quality violations. The records also include all actions taken by City staff in response to the complaint. A screenshot of the “*Request Tracker*” on the City’s website has been included in Appendix D.

2. Measurable goal(s):

- The City will maintain a database of complaints received via various methods and provide a copy of the database as part of the City’s annual report

3. Documentation to be submitted with each Annual Report:

- Updated database of complaints received during the reporting period

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

1. Description of SWMP Component:

Gwinnett Clean and Beautiful (GCB) maintains a website that contains a listing of local sites that will accept waste oil, other toxics and recyclables from the general public. The website also provides information on source reduction, recycling, and proper handling procedures for these materials. The City of Norcross will maintain a link on the City's stormwater webpage to GCB websites and the hazardous material public information contained therein. The link to this page is <http://www.gwinnettcb.org/recycling>. A screenshot of this website has been included in Appendix D.

2. Measurable goal(s):

- Continue to annually maintain link to GCB website on City stormwater website
- Include screen shot of web page with information on proper management and disposal of used oil and toxic materials

3. Documentation to be submitted with each Annual Report:

- Include screen shot of web page with information on proper management and disposal of used oil and toxic materials

7. Sanitary Sewer Infiltration Controls

1. Description of SWMP Component:

Gwinnett County maintains and operates the sanitary sewer system in the City of Norcross. Section 4D of the “*Capacity, Management, Operation and Maintenance Program Summary*” provides a description of the County’s routine preventative operations and maintenance measures that seek to prevent overflows or discharges from the sanitary sewer to the MS4. Where the dry weather screening program returns results that could indicate infiltration of sewage into the MS4, the City will investigate the source of the illicit discharge in accordance with procedures described in the Illicit Discharge Detection and Elimination Plan. Confirmed or suspected sewage spills from the sanitary sewer system will immediately be reported to Gwinnett County Department of Public Utilities Dispatch at 678-376-7000.

2. Measurable goal(s):

- Report all confirmed or suspected sewage spills from the sanitary sewer system to Gwinnett County Department of Public Utilities
- Report all confirmed or suspected septic tank failures/spills to Gwinnett County Health Department

3. Documentation to be submitted with each Annual Report:

- List of all confirmed sewage spills reported to Gwinnett County Department of Public Utilities or Gwinnett County Health Department

INDUSTRIAL FACILITY STORMWATER DISCHARGE CONTROL
Table 3.3.3 of the Permit

1. Industrial Facility Inventory

1. Description of SWMP Component:

The City of Norcross currently maintains an industrial facility inventory list. This list is based on EPD's Industrial Storm Water General Permit (IGP), Notice of Intent (NOI) and No Exposure Exclusion (NEE) online listings. The inventory contains facilities using, storing or manufacturing onsite hazardous or potentially polluting materials. The inventory contains the following information: name of facility, street address, permit number, NOI type and inspection year. The City will continue to modify and update this list on an annual basis in accordance with the informational sources listed above. A copy of the existing industrial facility inventory has been provided in Appendix E.

2. Measurable goal(s):

- Review and revise inventory annually; if needed

3. Documentation to be submitted with each Annual Report:

- Existing inventory or revised inventory

2. Inspection Program

1. Description of SWMP Component:

The City of Norcross Public Works Department will be responsible for conducting stormwater inspections onsite at industries on the industrial facility inventory. A standardized Industrial Site Stormwater Inspection checklist shall be used, and a database shall be maintained on all inspections, problems found, and actions taken. An example of the checklist that will be used for inspections has been included in Appendix E and will be amended as needed. City of Norcross staff will check to ensure that an NOI has been submitted (if it is required) and will review and check the implementation status of the associated SWP3. Should an inspection reveal a potential threat to water quality in the MS4, City staff will notify the industry or business, provide them with a copy of the inspection checklist, and perform a re-inspection to ensure all necessary corrections were made. City staff will also notify the GA EPD if assistance is needed for enforcement, if there is a threat to Waters of the State, or if a regulated facility has not submitted an NOI. Twenty percent of the facilities in the industrial facility inventory will be inspected annually so that 100% of industrial facilities will be inspected over the course of the permit.

2. Measurable goal(s):

- Inspect 20% of industrial facilities during each reporting period

3. Documentation to be submitted with each Annual Report:

- Copy of completed inspection checklist for each industrial facility inspected during the reporting period
- Provide the total number of facilities and percentage of inspections conducted during the reporting period in each year's annual report

3. Enforcement Procedures

1. Description of SWMP Component:

If evidence is found during the inspection process that activities onsite are contributing to pollution in the MS4, the site owners will be notified of the violation. Site owners will be given a specific time period, proportional to the violation, in which to correct the problem. If the problem is not corrected, enforcement actions as described in the City's Enforcement Response Plan (ERP), will be taken. If the violation remains, EPD will be notified of the problem. A copy of the ERP has been included in Appendix K.

Additionally, the City may, during the investigation of a violation of the City's IDDE Ordinance, complete or require monitoring of a suspected industrial facility to secure evidence supporting the alleged violation. A copy of the IDDE ordinance has been included in Appendix D.

2. Measurable goal(s):

- Implement enforcement procedures when violations are discovered during inspections of industrial facilities
- Document enforcement actions taken in violation/enforcement action log

3. Documentation to be submitted with each Annual Report:

- Provide a log of all violations and enforcement procedures undertaken during the reporting period

4. Educational Activities

1. Description of SWMP Component:

At the conclusion of the inspection the inspector will discuss with the operator any stormwater issues discovered. Facility operators are educated in ways to reduce pollution in stormwater, proper storage of hazardous materials, and proper disposal of hazardous materials. Two educational brochures on the dangers of illicit discharges and dumpster maintenance will be provided to the manager on site. A copy of the two educational brochures that will be provided have been included in Appendix E.

2. Measurable goal(s):

- Provide educational brochures to facility manager at conclusion of inspection

3. Documentation to be submitted with each Annual Report:

- Copy of educational brochure provided to industrial facilities

CONSTRUCTION SITE MANAGEMENT

Table 3.3.4 of the Permit

1. Legal Authority

1. Description of SWMP Component:

The City of Norcross will maintain an erosion and sediment control ordinance within the City's Code of Ordinances meeting the requirements of the NPDES Phase I MS4 permit as well as the requirements of the Georgia Erosion & Sedimentation Act (GESA). If the requirements of the aforementioned programs conflict, the more stringent requirement will be maintained. Please note the ordinance was adopted in a previous permit year and a copy of the ordinance can be found in Appendix F.

2. Measurable goal(s):

- The City will maintain an erosion and sediment control ordinance within the City's Code of Ordinances at all times during the course of the permit. Each year, the City will evaluate the ordinance to determine if revisions are required. If revisions are required, the City will submit a copy of the adopted ordinance in the annual report to EPD to be included in the SWMP.

3. Documentation to be submitted with each Annual Report:

- If revised, ordinance will be included with the Annual Report due for that reporting period

2. Site Plan Review Procedures

1. Description of SWMP Component:

The City of Norcross is a Local Issuing Authority, and remains in compliance with the Georgia Erosion and Sediment Control Act (GESA) of 1975 as amended. Accordingly, all developers are required to comply with the local E&S Ordinance and obtain a land disturbance permit prior to the start of any land disturbing activities that will disturb one (1.0) or more acres of land within the City Limits.

Erosion Sedimentation and Pollution Control Plans (ESPCP) are submitted to both the National Resources Conservation District and the City. Plans submitted to the City are reviewed by a Norcross staff member who is certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission. Additionally, ESPCP plans submitted to the National Resources Conservation District are reviewed by trained staff. Plans must meet the requirements of GESA and the Norcross E&S Ordinance, which includes the requirement to control turbidity in the site runoff, control impacts on receiving streams and the implementation of the minimum control measures. City staff also review the site plan to ensure the stormwater management plan meets requirements for water quality and water quality treatment as described in the Stormwater Ordinance. City staff will work with a developer to improve a plan until it meets all applicable requirements. Once a plan is approved by the City, the developer is issued a Land Disturbance Activities Permit and can commence with land disturbing activities.

2. Measurable goal(s):

- Review 100% of ESPCPs for compliance with GESA and the Norcross E&S Ordinance and grant Land Disturbance Activity Permit only after ESPCP is approved

3. Documentation to be submitted with each Annual Report:

- Include number of Land Disturbance Activity Permits issued in each annual report
- Provide a list of site plans received and the number of site plans reviewed, approved, or denied during the reporting period in each annual report

3. Inspection Program

1. Description of SWMP Component:

The City of Norcross currently inspects all active construction projects within the City that maintain Land Disturbance Activity Permits. Sites are inspected for compliance with their approved ESPCP plan. All construction sites are inspected shortly after land disturbing activities commence to ensure all structural and non-structural BMPs are properly designed and maintained as specified in the Construction General Permits (CGPs). Regular inspections occur after that based on the following priorities:

- Evidence of erosion or sediment leaving the site
- History of non-compliance with ESPCP plan and E&S regulations
- Citizen complaints
- Proximity to local waterway

Throughout the length of the project, the E&S certified person responsible for the ESPCP implementation onsite is responsible for submitting weekly reports to the City on status of that implementation. All construction sites are inspected after construction activity has ceased to ensure the site has been properly stabilized. A log is maintained by City staff of all E&S inspection records.

During inspections, City staff will check for compliance with the approved ESPCP, the City's Erosion & Sedimentation Ordinance, and with the illicit discharge provisions of the Stormwater Ordinance. Staff will ensure the BMPs are in place to control truck washout, chemicals, litter, fuels, erosion, sedimentation, etc.

2. Measurable goal(s):

- 100% of construction sites with LDA permits inspected after installation of initial BMPs
- 100% of construction sites with LDA permits inspected during construction
- 100% of construction sites with LDA permits inspected at the close of land disturbing activities
- 100% of records from inspections entered into City E&S log

3. Documentation to be submitted with each Annual Report:

- Submit E&S log containing number of active sites and site inspections performed
- Copies of inspections performed on 100% of construction sites with LDA permits (Due to the large number, a sample size of 10 checklists will be provided)

4. Enforcement Procedures

1. Description of SWMP Component:

If upon inspection, a site is found to be in non-compliance, the Land Disturbance Activity Permit holder will be notified. The contractor is provided with a copy of the inspection report and shall have five days to correct the violation. City E&S inspectors then re-inspect the site to ensure the appropriate measures have been implemented. Following the third and each subsequent violation, an immediate stop-work order shall be issued. No work shall be allowed on the site except to address those deficiencies identified in the inspection and subsequent re-inspections.

Stop work orders shall be issued immediately without prior warnings if any of the following are identified on a site:

- Regulated land disturbing activities are being undertaken without a Land Disturbance Activity Permit
- Failure to maintain a stream buffer
- Significant amounts of sediment as determined by the local issuing authority or by the director or his or her designee, have been or are being discharged into state waters and where best management practices have not been properly designed, installed, and maintained

All enforcement procedures regarding E&S violations can be found in the Erosion and Sediment Control ordinance which has been included in Appendix F as well as the City's Enforcement Response Plan included in Appendix K.

2. Measurable goal(s):

- Follow enforcement procedures outlined in the City's E&S ordinance and ERP

3. Documentation to be submitted with each Annual Report:

- Provide a log of enforcement actions taken during the reporting period in each annual report including the number and type (e.g. Notice of Violation, Stop Work Order)

5. Certification

1. Description of SWMP Component:

Georgia Erosion and Sedimentation Act, as amended, requires all construction site operators and all local government staff involved with E&S inspections or ESPCP review receive training from the Georgia Soil and Water Conservation Commission (GSWCC) on proper E&S control. The City of Norcross requires all MS4 staff involved in construction activities subject to the Construction General Permits (CGPs) are trained and certified in accordance with the rules adopted by the GSWCC.

2. Measurable goal(s):

- Ensure all MS4 staff involved in construction activities subject to the CGPs are trained and certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission

3. Documentation to be submitted with each Annual Report:

- Provide the number and type of current certifications held by MS4 staff in each annual report

HIGHLY VISIBLE POLLUTANT SOURCES (HVPS)

Table 3.3.5 of the Permit

1. HVPS Facility Inventory

1. Description of SWMP Component:

The City of Norcross will maintain an inventory of commercial businesses and facilities that are considered to have the potential to be highly visible sources of pollutants. The types of businesses included in this list are as follows:

- Auto Repair/Maintenance Facilities
- Gas Stations
- Landscape and Garden related businesses that are not homeowner businesses
- Car Washes

This list is maintained from and updated annually based on the current business license database. The inventory will contain the following information: business name, business address, land use category, and inspection year. The current HVPS inventory has been included in Appendix G.

2. Measurable goal(s):

- Review and revise inventory annually; if needed

3. Documentation to be submitted with each Annual Report:

- Existing inventory or revised inventory

2. Inspection Program

1. Description of SWMP Component:

The Public Works Department will be responsible for conducting stormwater inspections onsite at facilities on the highly visible pollutant sources (HVPS) inventory. A standardized HVPS Site Stormwater Inspection checklist shall be used, and a database shall be maintained on all inspections, problems found, and actions taken. An example of the checklist that will be used has been included in Appendix G. Should an inspection reveal a potential threat to water quality in the MS4 that violates the Illicit Discharge Ordinance, City staff will notify the industry or business, provide them with a copy of the inspection checklist, and perform a re-inspection (if necessary) to ensure that any mandatory corrections were made. If available, the City will also provide the business owner with educational materials to assist them with making the necessary corrections.

2. Measurable goal(s):

- Inspect approximately 20% of HVPS sites each year so that 100% of HVPS sites are inspected within the permit period

3. Documentation to be submitted with each Annual Report:

- Provide a completed checklist for each inspected HVPS site conducted during the reporting period in each year's annual report
- Provide the total number of HVPS facilities and percentage of inspections conducted during the reporting period in each year's annual report

3. Enforcement Procedures

1. Description of SWMP Component:

If upon inspection, an HVPS site is found to have issues that would be considered an illicit discharge, then the City will proceed to an enforcement action as outlined in the Illicit Discharge section of the SWMP and in keeping with the Enforcement Response Plan. If an illicit discharge has not taken place but practices on site indicate a high probability that such a discharge could occur, then the City will meet with the property owner and/or the operator of the site to discuss the issues uncovered by the inspection. Generally, the City will attempt to meet with property owners / operators within 30 days of the initial inspection if issues are discovered and that do not fall under the purview of the IDDE section of the SWMP. If after 30 days the City has been unsuccessful in reaching the owner, the City will mail a letter to the owner / operator outlining the concerns and then re-inspect the site within 60 days to determine if corrective actions have been taken.

2. Measurable goal(s):

- Implement enforcement procedures when violations are discovered during inspections of HVPS facilities
- Document enforcement actions taken in violation/enforcement action log

3. Documentation to be submitted with each Annual Report:

- Provide a log of all violations and enforcement procedures undertaken during the reporting period

4. Educational Activities

1. Description of SWMP Component:

At the conclusion of the inspection the inspector will discuss with the facility manager any stormwater issues discovered. Facility operators are educated in ways to reduce pollution in stormwater, proper storage of hazardous materials, and proper disposal of hazardous materials. Two educational brochures on the dangers of illicit discharges and dumpster maintenance will be provided to the manager on site. A copy of the two educational brochures that will be provided have been included in Appendix E.

2. Measurable goal(s):

- Provide educational brochures to facility manager at conclusion of inspection

3. Documentation to be submitted with each Annual Report:

- Copy of educational brochure distributed to HVPS facilities

PUBLIC EDUCATION
Table 3.3.9 of the Permit

1. Stormwater Website

1. Description of SWMP Component:

The City maintains a website for disseminating information to the public. Included on the City's Public Works page is a Stormwater Management Program section. This page will be maintained annually to include educational information about the Storm Water Ordinance, Clean Water Campaign and Metropolitan North Georgia Water Planning District. A variety of other federal stormwater pollution educational website links have been included on the City's website. New educational information will be added to the website as needed. Per the requirements of the permit, this SWMP will also be added to the website once approved by EPD. A screenshot of the existing stormwater webpage has been included in Appendix H.

The website address for the City Stormwater Management Program is noted below:

<https://www.norcrossga.net/266/Stormwater-Management>

2. Measurable goal(s):

- The City will continue to maintain the Stormwater Management Program with stormwater educational information

3. Documentation to be submitted with each Annual Report:

- Screenshot of the Stormwater Management Program with educational links

2. Stormwater Educational Brochures

1. Description of SWMP Component:

The City initiated this program in order to distribute stormwater educational material to the citizens of Norcross. Currently the City provides two brochures that were created by the Metropolitan North Georgia Water Planning District. The two brochures “*Water Conservation Tips*” and “*You Are the Solution to Stormwater Pollution*” will be made available at City Hall on an annual basis. The City will track how many of these brochures are picked up each year and report on those totals in the annual report. A copy of the education brochure that will be provided for collection at City hall has been included in Appendix H.

2. Measurable goal(s):

- Annually supply two educational brochures at City Hall
- Annually track the number of brochures picked up each year by citizens

3. Documentation to be submitted with each Annual Report:

- Copy of educational brochure distributed during the reporting period
- Report on the number of brochures picked up by citizens

3. Newsletter

1. Description of SWMP Component:

Each month the City generates a newsletter with reminders and updates for events, projects and City issues. Additionally, public involvement activities related to the SWMP are advertised as well as educational information regarding stormwater are included. A hard copy of the newsletter is included with the monthly utility bill and may also be picked up at City Hall as well as many of the downtown merchants. All current and past newsletters can be viewed online at:

<https://www.norcrossga.net/681/Newsletters>

2. Measurable goal(s):

- Add stormwater educational information to at least one city newsletter annually

3. Documentation to be submitted with each Annual Report:

- Provide copy of monthly newsletter with stormwater educational or public involvement information

4. Facebook Page

1. Description of SWMP Component:

Given the popularity of Facebook.com, the City has established a stormwater page on Facebook to assist in distributing information and updating the public on the activities of the City's Stormwater Management Program. The City will update the Facebook page a minimum of one time per reporting period with messages about the stormwater program, stormwater education, stormwater issues around the City, or stormwater projects the City has completed.

2. Measurable goal(s):

- The City will update the Stormwater Facebook page with educational information a minimum of once per year

3. Documentation to be submitted with each Annual Report:

- Screenshot of the City's Facebook page for the reporting period

PUBLIC INVOLVEMENT
Table 3.3.10 of the Permit

1. Clean-Up and Recycling Day

1. Description of SWMP Component:

During the fall the City hosts an annual clean-up and recycling event. This event is free to all citizens and gives them the opportunity to bring paper for shredding and recycling. Other items that are accepted for recycling are non-hazardous recyclables and certain electronics. The event will be advertised in the City Newsletter and on the City's Facebook page. A picture will be taken of the event and a log will be utilized to track the material recycled.

2. Measurable goal(s):

- Annually hold at least one cleanup event
- Advertise event in City Newsletter and Facebook page
- Publish press release with details of event

3. Documentation to be submitted with each Annual Report:

- Advertisement of event
- Photo of event
- Log of material recycled during event

2. **Request Tracker**

1. **Description of SWMP Component:**

The City of Norcross has developed and maintains an area on the City website for citizens to report illicit discharge complaints. The online portal is called “*Request Tracker*” and can be found at the following link:

<https://www.norcrossga.net/RequestTracker.aspx>.

The City also receives complaints via telephone. In this case, the stormwater complaints would be forwarded to the Public Works Department for investigation and resolution. A database is maintained of all reports made regarding potential illicit discharges, illegal dumping, and other water quality violations. The records also include all actions taken by City staff in response to the complaint. A screenshot of the “*Request Tracker*” on the City’s website has been included in Appendix D.

2. **Measurable goal(s):**

- The City will maintain a database of complaints received via various methods and provide a copy of the database as part of the City’s annual report

3. **Documentation to be submitted with each Annual Report:**

- Updated database of complaints received during the reporting period

3. Sustainable Norcross Commission

1. Description of SWMP Component:

The Sustainable Norcross Commission is a seven-member citizen panel appointed by the City Council. Volunteer citizens from the City serve two-year terms. Meetings are held at City Hall on the 2nd Wednesday of each month. The purpose of the Commission is to educate the citizens and advise the mayor and council regarding sustainability and environmental matters through development of a city sustainability plan a regular communication. The initiative focuses on the following areas:

- Green Building
- Water Use Reduction and Efficiency
- Trees and Greenspace
- Recycling and Waste Reduction
- Land use
- Transportation and air quality

2. Measurable goal(s):

- Conduct monthly meeting during the reporting period

3. Documentation to be submitted with each Annual Report:

- Agenda from each meeting held during the reporting period
- List of citizens who volunteer time to participate on the Commission

4. Pet Waste Stations

1. Description of SWMP Component:

It has been well documented that large concentrations of pet waste along with the harmful bacteria in the waste can contaminate local receiving waters and make them unfit for human contact. In order to combat this problem the Parks and Recreation Department has provided multiple pet waste stations at City parks. These waste stations allow citizens to properly dispose of their pet waste before it enters a nearby waterbody. Additionally, these stations will be cleaned on a weekly basis. In order to show that this activity is being performed, the City will annually take pictures of the available waste stations and submit with each annual report.

2. Measurable goal(s):

- Continue to provide waste stations for citizens to use

3. Documentation to be submitted with each Annual Report:

- Provide pictures of waste stations

POST-CONSTRUCTION
Section 3.3.11 of the Permit

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

- A. Provide the date of the adoption of the Post-Construction ordinance: April 2013
- B. Provide the date of the adoption of the Georgia Stormwater Management Manual:
December 5, 2017
- C. Ensure a copy of the Post-Construction ordinance is attached to the SWMP.
- D. Describe the status of implementing the stormwater runoff quality/reduction performance standard (Section 3.3.11(a)(2) of the Permit), including the implementation of Option (a) by the deadline date of December 10, 2020: The City has developed the GI/LID Program which lists the practices and structures the City will pursue in achieving the stormwater runoff quality/reduction performance standard, including the implementation of Option (a) by the deadline date of December 10, 2020. Additionally, the City has developed a feasibility program that will be used during the plan review stage if it is determined that the performance standards in Option (a) are infeasible.

2. Linear Transportation Project:

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

GREEN INFRASTRUCTURE/LOW IMPACT DEVELOPMENT (GI/LID)

Table 3.3.11(b)(2) of the Permit

1. Legal Authority

1. Description of SWMP Component:

As part of this SWMP, the City will continue to review and revise, where necessary, building codes, ordinances, and other regulations to ensure that they do not prohibit or impede the use of GI/LID practices, including infiltration, reuse, and evapotranspiration. In the previous permit, the City was required to evaluate the City's various codes, ordinances, and other regulations. The City completed the Center for Watershed Protection Worksheet. The completed worksheet has been included in the SWMP in Appendix J. Results of the worksheet depict that the City of Norcross have pretty good local development rules. At this time no further changes are proposed.

2. Measurable goal(s):

- If revisions are determined to be warranted as a result of the annual evaluation, all changes will be submitted to EPD as part of the Annual report

3. Documentation to be submitted with each Annual Report:

- Include any revised ordinances with each Annual Report

2. GI/LID Program

1. Description of SWMP Component:

During the 2016-2017 reporting period, the City created and EPD approved the GI/LID program. The program was developed to encourage, and track the use of GI/LID stormwater best management practices (BMPs). The purpose of this program will be to describe the City's procedures for evaluating the feasibility and site applicability of different GI/LID techniques and practices. The program highlights which GI/LID practices/structures the City already implements or will consider in the future. Finally, the program describes how the City will inspect and maintain both public and privately owned GI/LID structures. During the permit period the City will continue to implement this approved program. If the program is revised during the reporting period, the City will submit the revised program to EPD for review and approval with each annual report. The existing GI/LID Program has been included in Appendix J.

2. Measurable goal(s):

- Continue to implement the approved GI/LID program
- Annually review program for any potential changes and submit to EPD for review and approval with each annual report.

3. Documentation to be submitted with each Annual Report:

- Current or revised GI/LID program

3. GI/LID Structure Inventory

1. Description of SWMP Component:

During the previous permit period the City developed an inventory of privately owned non-residential and publically owned water quality-related Green Infrastructure (GI) / Low Impact Development (LID) structures located within the City Limits of Norcross. The City will continue to update this inventory with all GI/LID structures constructed after June 11, 2014. The inventory will include at a minimum bioswales, pervious pavements, rain gardens, cisterns, green roofs, and any other structure deemed appropriate by the Stormwater Coordinator. The inventory includes the following information:

- Structure Type
- Location
- Lat and Long
- Type of Structure
- Date Constructed
- Ownership

Annually, the inventory will be revised to include any new structures identified through the plan review process. The existing inventory has been included in Appendix J.

2. Measurable goal(s):

- Review and revise inventory annually; if needed

3. Documentation to be submitted with each Annual Report:

- Existing inventory or revised inventory

4. Inspection and Maintenance Program

1. Description of SWMP Component:

The City will inspect 100% of the privately owned non-residential and publicly owned GI/LID structures within a 5-year period. The City will inspect 20% of the inventory annually, which will ensure that 100% is completed within the 5-year period. The City will provide the number and/or percentage of the total structures inspected during the reporting period in each annual report. Additionally, maintenance will also be performed annually on all publicly owned GI/LID structures, as needed.

The City has developed procedures to ensure privately-owned non-residential GI/LID structures are maintained as needed. These procedures can be found in the GI/LID Program located in Appendix J.

2. Measurable goal(s):

- Annually inspect 20% of private non-residential and publicly owned GI/LID structures. Provide number and percentage of total structures inspected during the reporting period.
- Conduct maintenance on all publicly owned GI/LID structures, as needed. Provide the number and percentage of the total structures maintained during the reporting period in each annual report.
- Implement procedures to ensure privately-owned non-residential GI/LID structures are maintained as needed.

3. Documentation to be submitted with each Annual Report:

- Provide number and percentage of total structures inspected during the reporting period as well as completed checklists
- Provide the number and percentage of the total structures maintained during the reporting period in each annual report.
- Implement procedures to ensure privately-owned non-residential GI/LID structures are maintained as needed. Provide documentation of these activities in each annual report.

APPENDIX (K)

ENFORCEMENT RESPONSE PLAN (ERP)

Section 3.3.6 of the Permit

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Storm Water Management Program.
 - A. Provide the date the ERP was approved by EPD: April, 27, 2015
 - B. If the ERP has not yet been approved, provide the date submitted to EPD: N/A
2. A copy of the ERP must be attached to this Appendix. A copy of the approved ERP has been included in Appendix K

APPENDIX (L)

IMPAIRED WATERS **Section 3.3.7 of the Permit**

1. Population at the time of designation: ____16,845____
2. The Impaired Waters Plan (see Part 3.3.7 of the NPDES Permit) must, at a minimum, include:
 - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
 - A map showing the location of the impaired waters, the monitoring location, and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - The sample location (instream or at the outfalls);
 - Information on the sample type, frequency, and any seasonal considerations;
 - Schedule for starting monitoring for any newly identified pollutants
 - BMPs that will be implemented to address each pollutant of concern; and
 - A schedule for implementing the BMPs;
 - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
3. If the population exceeds 10,000, and a water is impaired for fecal coliform bacteria, then the MS4 must also address the following in the Impaired Water Plan:
 - Sample frequency for fecal coliform bacteria to include four geometric means per reporting period (16 samples);
 - A description of the development of a Sampling Quality and Assurance Plan if the fecal coliform data is below water quality standards for two years.

APPENDIX (M)

MUNICIPAL EMPLOYEE TRAINING

Section 3.3.8 of the Permit

1. Description of the Employee Training Program:

In the previous permit period the City utilized the PowerPoint presentation “Good Housekeeping Training Seminar; Stormwater Pollution Prevention” to train municipal employees. The City will continue to utilize this resource, but will also incorporate new educational training documents. Specifically, the City will utilize YouTube videos on stormwater pollution prevention. Instead of showing the same information each reporting period, the goal will be to share something different annually with public works employees. A copy of the existing training PowerPoint presentation has been included in Appendix M.

2. Measurable goal(s):

- Train City Public Works Department personnel once (1) per year on stormwater/pollution prevention topics
- Have attendees sign a sign-in sheet
- Train all new Public Work Department employees at the beginning of their employment

3. Documentation to be submitted with each Annual Report:

- Copy or screenshot of training material used
- Sign-in sheet of all attendees