

Annual Report Permit Year 3 (2016)

For



TOWN OF HICKORY CREEK

Texas Commission on Environmental Quality
Texas Pollutant Discharge Elimination System
General Permit TXR040000

March 2017

Prepared By



1001 Cross Timbers Road, Suite 2020
Flower Mound, Texas 75028-8829
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Texas Commission on Environmental Quality
Stormwater & Pretreatment Team Leader (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for the Town of Hickory Creek
TPDES Permit Authorization: TXR040566

Dear Team Leader:

This letter serves to transmit the 2016 Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040566 for the Town of Hickory Creek.

A separate Notice of Change has not been submitted based on the fact that changes have not been proposed for the next permit year.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in Fort Worth, Texas.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Smith".

John Smith
Town Administrator
Town of Hickory Creek

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040566 Annual Reporting Year: (calendar year): 2016

Last day of fiscal year, if applicable: N/A

MS4 Operator Level: I Name of MS4/Permittee: Town of Hickory Creek

Contact Name: John Smith Telephone Number: (940) 497-2528

Mailing Address: 1075 Ronald Reagan Avenue, Hickory Creek, TX 75065

E-mail Address: John.Smith@HickoryCreek-Tx.gov

B. Narrative Provisions (Part IV Section B.2.(a))

1. Provide information on the status of complying with permit conditions: (Part V - Standard Permit Conditions):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		All BMPs for Year 3 have been completed
Permittee is currently in compliance with recordkeeping and reporting requirements.	X		The Town is in compliance with recordkeeping and reporting.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	X		Community does not discharge into an impaired water body.

2. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate (See Example 1 in instructions):

- The selected BMPs are appropriate for a town that is mostly a bedroom community and with a limited budget. There are no industrial areas in

town. Due to the type of developments in the town, there are lower possibilities to discharge pollutants to the town's stormwater systems.

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	1.2	The Town has more views regarding stormwater education on their website as opposed to retrieved brochures at Town Hall.
2	2.3	Storm map was updated. Additional culverts are inspected after every rain event and regularly during the dry season.
3	3.3	Procedures and forms created for Construction Site Inspection of Runoff Controls
3	3.4	Public Works Director and Town Administrator became certified from the National Stormwater Center.
4	4.2	Town to distribute education materials to contractors at pre-construction meetings.

3. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a table or attach a narrative description as appropriate:

- Stormwater sampling, monitoring and analysis was not included in the Town's SWMP for Years 1-5.
- The Director of Public Works or his staff perform dry weather inspections at outfalls to determine if there were illicit discharges from residents, from construction activities or from the town retail shops. There were no apparent pollutants or illicit discharges in the town during Year 3.
- The Town website has an easily accessible link that provides both educational materials and contact information to report discharge. The Town has policies and procedures in place for reported incidents.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (See Example 2 in instructions):

MCM(s)	Measurable Goal(s)	Success
1	BMP 1.1 – Distribute stormwater education material targeting residents, commercial and visitors	Met goal – Stormwater education literature and pollution prevention brochures are available at Town Hall. Literature is replenished as needed. (See attached) The Town has the SWMP Manual and Annual Reports available at Town Hall for public review.
1	BMP 1.2 – Stormwater Education	Met goal – Links to SWMP, Year 1 Annual Report, Year 2 Annual Report and the following public education and outreach on stormwater impacts are available on the Town website. <i>TCEQ Oil-Recycling, TCEQ Water Quality Brochure, TCEQ Green Guide Yard Care</i>
1	BMP 1.3 - River/Stormwater System Volunteer Cleanups	Exceeded goal – Five (5) citizen shoreline cleanup volunteer days. (See attached)
1	BMP 1.4 - Display SWMP on City Website for Public Review and Comments	Met goal – Links to the SWMP, Year 1 Annual Report, and Year 2 annual Report is available on the Town website. An email link and contact information for the Public Works Director are listed for public comments and concerns. Created written procedures for addressing possible illicit discharge violations. See 3.5, attached.
2	BMP 2.1 – Illicit Discharge & Illegal Dumping Draft Ordinance	Met goal – Illicit Discharge and Illegal Dumping Draft Ordinances created. See attached.

2	BMP 2.2 – Visual Inspection of Selected Stormwater Outfalls During Dry Weather	Met goal – Dry weather Inspection Form created. See attached. Continue with current procedures.
2	BMP 2.3 - Conduct field verification of all remaining stormwater outfalls	Exceeded goal – Storm map was updated. (See attached)
2	BMP 2.4 - Educate To Employees, Business, and the General Public (Hazards Associated With Illegal Discharges to the System)	Exceeded goal – Public education materials available through the Town’s website; See attached. Also see BMP 1.1
3	BMP 3.1 - Implement/maintain ordinance and enforcement mechanism to require erosion and sediment control at site > 1 acre	Met goal – Town Article 3.07 Floods and Drainage, Charges and Fees that addresses the Town may adopt charges and fees, by separate resolution of the town council, was revised. (See attached)
3	BMP 3.2 - Require submittal of Construction Site SWPPP for review by city staff – Submit draft construction plan checklist	Met goal – Reviewed current Construction Plan Checklist located in the Town’s Engineering Manual. No revisions made. See attached.
3	BMP 3.3 - Implement Procedures for Construction Site Inspection of Runoff Controls	Met goal – Construction Site Inspection Form and procedures created. See attached.

3	BMP 3.4 - Train City Inspector in Conducting Proper Site Inspections	Exceeded goal – Public Works Director and Town administrator became Certified Stormwater Inspectors through the National Stormwater Center on January, 2017. (See attached)
3	BMP 3.5 - Implement mechanism for contractor Comment and Procedures for Comment Consideration in regard to Runoff Control	<p>Met goal – Town website provides email link and contact information for reporting and comments. Complaint form created. (See attached)</p> <p>No comments/complaints made.</p>
4	BMP 4.1 - Implement and Maintain Hickory Creek Ordinance and Enforcement Mechanism to Require Post-Construction Stormwater Management in New Development and Redevelopment	<p>Met goal – Reviewed current ordinances. The Engineering Design Manual includes Post Construction Runoff recommendation based on the North Central Texas Council of Government post construction permanent water quality measures. The ordinance also requires industrial activities to be monitored in the town. No Revisions made.</p> <p>The town has larger lots and bar ditches instead of major stormwater systems. The ditches act as bioswales and the larger lots act as vegetated filters prior to entering a closed conduit storm system.</p>
4	BMP 4.2 - Create and Distribute Educational Materials for Area Developers regarding Post-Construction Stormwater Controls	<p>Met goal – Town to distribute education materials to contractors at pre-construction meetings.</p> <p>City website now includes a link to <i>TCEQ How to Prepare SWPPP</i> for additional information.</p> <p>See attached.</p>

5	BMP 5.1 - Identify Possible Pollutant from Operation and Maintenance procedures at the City owned properties	Met goal – The Town has a “spill container” that includes materials needed for spill cleanup in one easily available and properly marked container. See attached spill kit and procedures.
5	BMP 5.2 – Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at City owned properties	Met goal – The Town has a “spill container” that includes materials needed for spill cleanup in one easily available and properly marked container. (See MCM 5)
5	BMP 5.3 – Training to reduce possible pollutants. Identify possible sources of pollutants	Met goal – At pre-construction meetings, the Town will provide Construction Checklist. (See BMP 3.2)
5	BMP 5.4 – Review policy, procedure, and schedule, including proper disposal of waste as defined in the General Permit, for storm sewer maintenance.	Met goal – Storm sewer system is inspected after every rain event and every three months during the dry season. A new Stormwater System Maintenance Policy and Procedure has been created for Year 3. Stormwater system should be cleaned and maintained according to an established schedule (After every event of more than 1” of rain as measured by the Town’s rain gauge). (See attached)

C. Stormwater Monitoring Data (Part IV Section B.2.(b))

1. The MS4 has conducted monitoring of stormwater quality and submitted in the annual report (i.e. analytical and visual observations).

Yes No

a. Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results:

D. Impaired Waterbodies (Part IV Section B.2.(c))

1. If applicable, explain below or attach a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern:
 - Not Applicable
2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (*Part II Section D.4.(a)*):
 - Not Applicable
3. Report the benchmark identified by the MS4 and assessment activities (*Part II Section D.4.(a)(6)*):
 - Not Applicable
4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (*Part II Section D.4.(a)(4)*):
 - Not Applicable
5. If applicable, report on focused BMPs to address impairment (*Part II Section D.4.(a)(5)*):
 - Not Applicable
6. Describe progress in achieving the benchmark (*Part II.D.4.(a)(6)*):
 - Not Applicable

E. Stormwater Activities (Part IV Section B.2.(d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year. Use the table or attach a summary, as appropriate:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1.4	Public review and comment	Created written procedures for addressing illicit discharge violations to be used during Year 4. (See attached)
2	2.1	Illicit discharge detection	Implement newly created procedures for addressing illicit discharge violations.
3	3.3	Construction Site Runoff Control Procedures	Implement newly created procedures and inspection forms.

F. SWMP Modifications (Part IV Section B.2.(e))

1. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

Yes No

If 'Yes', report on changes made to measurable goals and BMPs:

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible and why the replacement BMP is expected to achieve the goals of the original BMP.

2. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land etc.):

G. Additional BMPs (Part IV Section B.2.(f))

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

- None

H. Additional Information (Part IV Section B.2.(g))

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

Yes No

If 'Yes,' provide the name(s) of other entity/ies and an explanation of their responsibilities (add more spaces or pages if needed):

Name and Explanation:

2.a. Is the named permittee sharing a SWMP with other entities?

Yes No

2.b. If 'yes,' is this a system-wide annual report including information for all permittees?

Yes No

If 'Yes,' list all associated permit numbers and permittee names (add additional spaces or pages if needed):

I. Construction Activities (Part IV Section B.2.(h-i))

1. The number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices) _____3_____

2. a. Does the permittee utilize the optional seventh MCM related to construction?

Yes No

2. b. If 'yes,' then provide the following information for this permit year:

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

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 on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): John Smith Title: Team Administrator

Signature: [Signature] Date: March 30, 2017

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

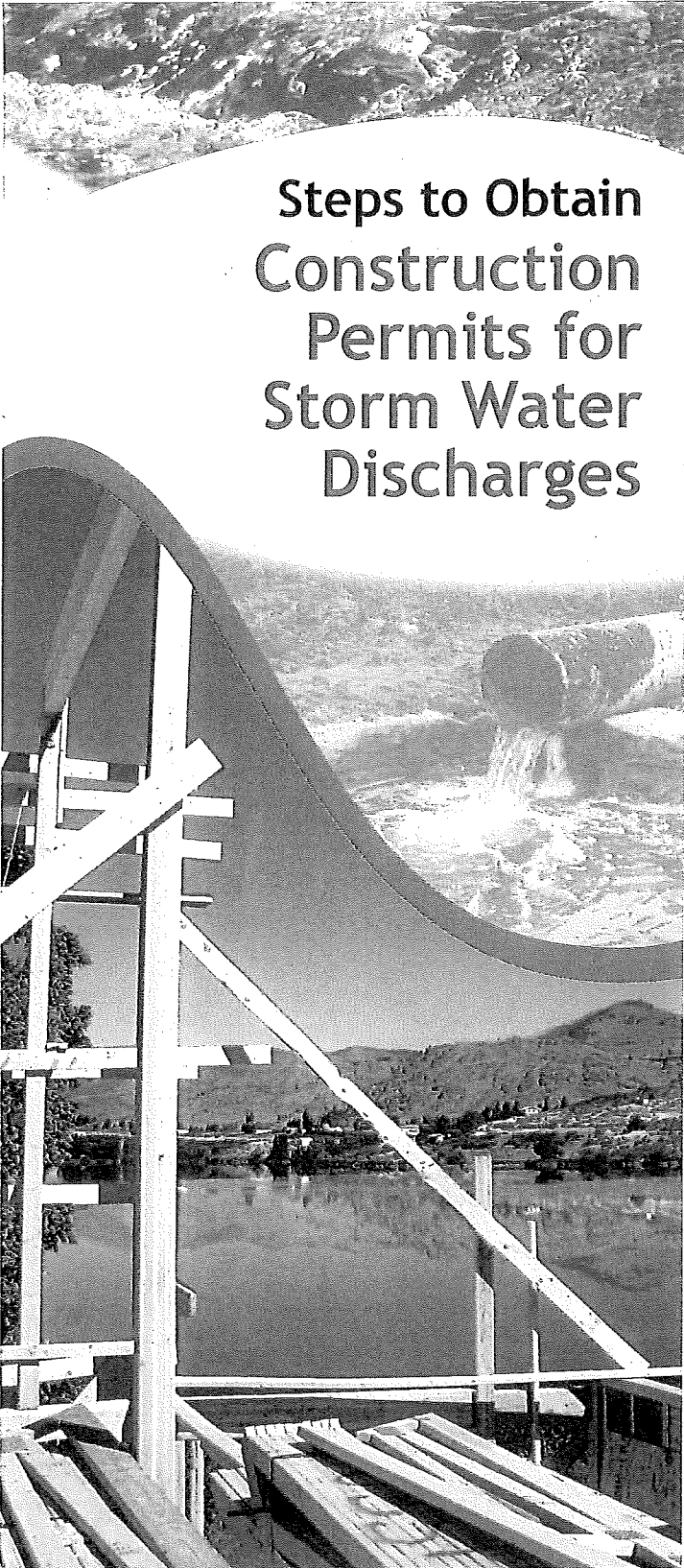
Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Note: If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).



Steps to Obtain Construction Permits for Storm Water Discharges

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

RG-436

rev. 7/08

Many local governments in Texas require building permits before construction begins. Additionally, the state government, through the Texas Commission on Environmental Quality, requires specific permits designed to protect water quality. This brochure details which projects require permits and outlines the steps needed to obtain permit coverage.

What is storm water?

Storm water is water runoff resulting from a storm (rain) or snowmelt, which can enter surface waters in Texas. Surface water in this state includes lakes, ponds, bays, reservoirs, streams, creeks, rivers, estuaries, canals, and other waters. Runoff, or water draining from properties, can flow into surface waters.

Why are storm water discharges regulated?

Storm water discharges often contain pollutants in amounts that could reduce water quality. The primary pollutants of concern from construction activities are silt and sediment, but other pollutants such as oils and greases, vehicle fluids, and debris are present as well.

Who needs a permit to discharge storm water?

The Storm Water Permitting Program requires operators of construction sites disturbing land of one acre or greater, or less than one acre but part of a larger common plan of development, to obtain this permit.

Small construction projects are those covering more than one acre, but less than five acres, of disturbed land, that are **not** part of a larger common plan of development. Small-construction-site operators may be eligible for a waiver if they are located in portions of the state that are more arid. Small construction sites are not required to submit a Notice of Intent (NOI), but do need to develop and implement a Storm Water Pollution Prevention Plan (SWP3).

Large construction projects are those involving five acres or more of disturbed land, or less than five acres, but part of a larger common plan of development. Large-construction-site operators must submit an NOI, and develop and implement an SWP3.

In areas with a larger common plan of development, such as new subdivisions, each operator within the development may need to apply for storm water permit coverage.

Construction sites over the recharge, contributing, or transition zones of the Edwards Aquifer have additional requirements that can be found at <www.tceq.state.tx.us/goto/eapp/>.

What is an SWP3?

An SWP3 (Storm Water Pollution Prevention Plan) documents the measures you take to minimize the discharge of pollutants from your site. This is a living document, developed by you, and you should update it frequently during the life of your project. The plan requires several parts, including:

- a site or project description (including maps)
- a description of best management practices, structural controls, and permanent storm water controls
- inspection findings
- maintenance schedules
- a description of discharges that do not involve storm water



Small Sites

1. Determine if you are able to claim the Rainfall Erosivity Waiver.
If not,
2. Determine if you are able to obtain a permit under the Low Potential for Erosion Option.
If not,
3. Develop and implement your Storm Water Pollution Prevention Plan (SWP3).
4. Post the Construction Site Notice.
5. Submit a copy of the site notice to your local Municipal Separate Storm Sewer System (MS4) operator.

Large Sites

1. Develop and implement an SWP3.
2. Submit a Notice of Intent (NOI). Electronic submissions are granted immediate coverage and receive a discounted fee. Paper submissions will get permit coverage seven days from the date of postmark.
3. Post a copy of your NOI and the Large Construction Site Notice at your site.
4. Submit copies of your NOI and site notice to your local MS4 operator.

Are there penalties for not complying with regulations on storm water?

If during an investigation officials discover that you do not have permit coverage or you do not comply with the elements of the Construction General Permit, the TCEQ can begin enforcement action, which may include fines.

Where can I get help?



For more information on storm water permitting for construction sites and to download the necessary forms, please visit www.tceq.state.tx.us/goto/wq_construction/.

Electronic submittals:

www.tceq.state.tx.us/permitting/steers/steers.html

Or contact one of these:

- TCEQ regional offices:
www.tceq.state.tx.us/goto/region/index.html
- TCEQ Storm Water and Pretreatment team,
512-239-4671
- TCEQ Small Business and Local Government Assistance Program, 1-800-447-2827

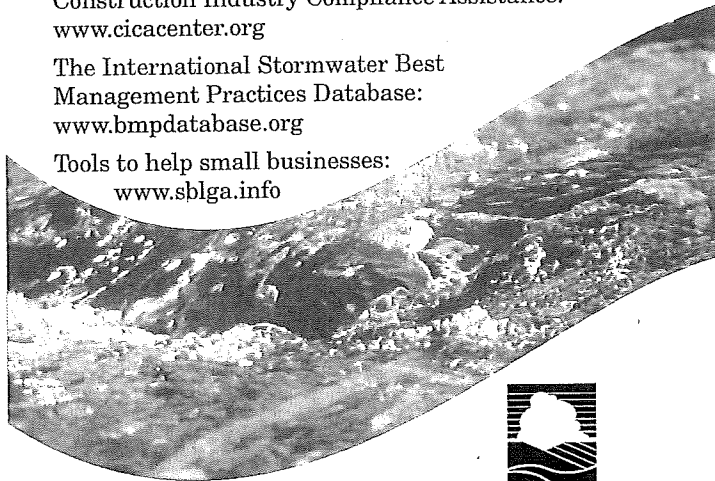
Other helpful Web sites:

The EPA's Web page on Construction Storm Water:
<http://cfpub1.epa.gov/npdes/stormwater/const.cfm>

Construction Industry Compliance Assistance:
www.cicacenter.org

The International Stormwater Best Management Practices Database:
www.bmpdatabase.org

Tools to help small businesses:
www.sblga.info



TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

The TCEQ is an equal opportunity employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, or veteran status.



printed on recycled paper using soy-based ink

Volunteer Clean-up dates/# of Participants/Quantity of bags

2/27/16 - 12 kids

5/7/16 - 9 kids

6/14/16 - 12 kids

6/28/16 - 12 kids

7/12/16 - 10 kids

Four hours of community service was done on each date; 15-20 30 gallon bags each time.

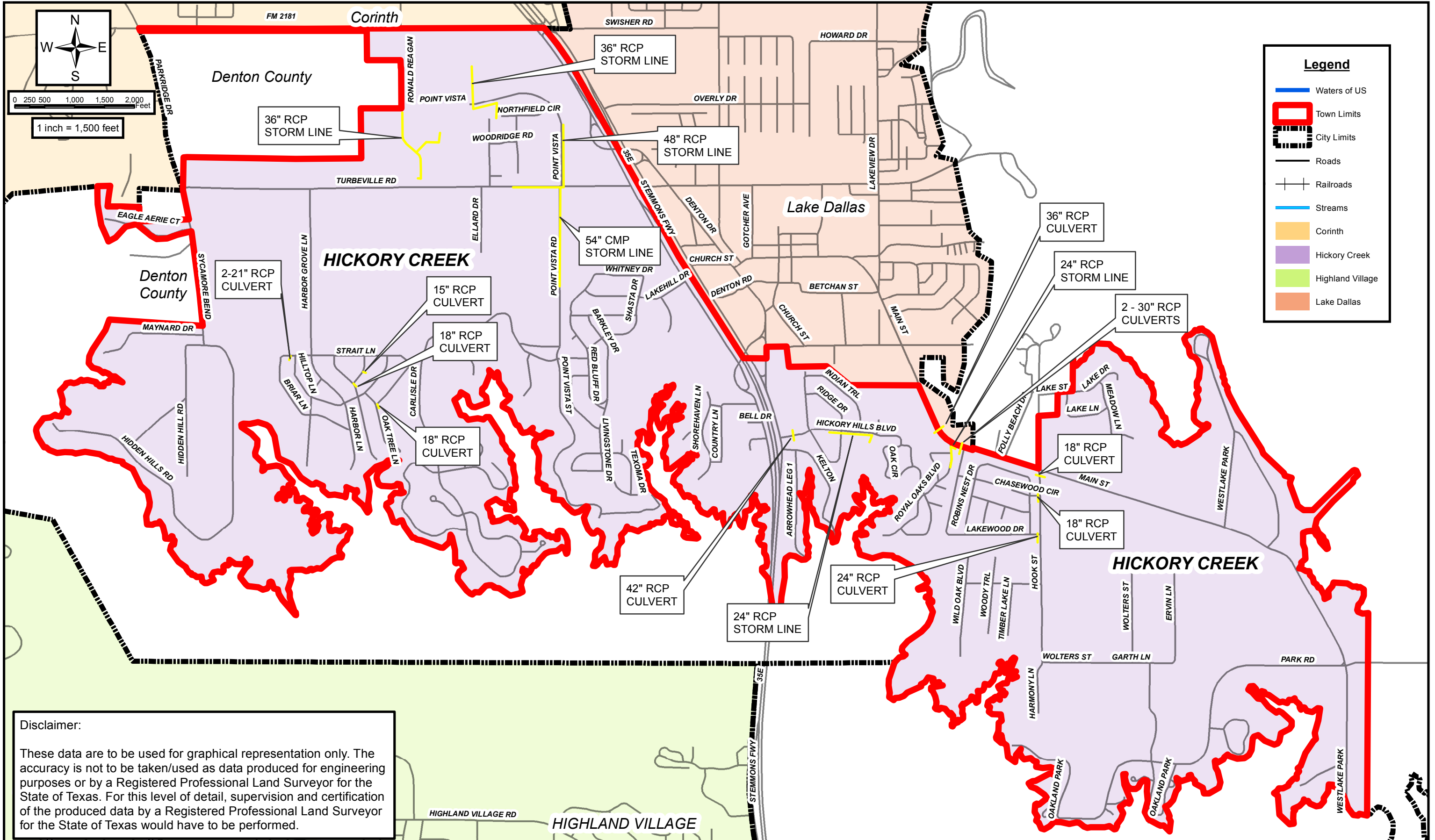
Stormwater Inspection Form

Type of Inspection:

- Illicit Discharge
 Construction Site
 Stormwater Outfalls/Dry Weather
 Stormwater Outfalls/Post Storm
 Municipal Operation

Report ID (Yr-ID#):			
Property Owner's Name:			
Address			
City:			
Phone:			
Community:			
Subwatershed:			
Inspector's Name:			
Discharge Description:			
Corrective Actions:			
Conversation:			
Investigator 1:			
Investigator 2: (if applicable)			
Warning Citation Issued			
Citation Issued			
Citation Number: (if applicable)			
Signature(s):			
Additional Notes:			
Resolve Date:			
Files:			
Photo Locations:			

Note: Contact "Waste Management" at (800) 772-8653 for the disposal of any waste.



Legend

- Waters of US
- Town Limits
- City Limits
- Roads
- Railroads
- Streams
- Corinth
- Hickory Creek
- Highland Village
- Lake Dallas

N
W E
S

0 250 500 1,000 1,500 2,000
Feet

1 inch = 1,500 feet

Disclaimer:

These data are to be used for graphical representation only. The accuracy is not to be taken/used as data produced for engineering purposes or by a Registered Professional Land Surveyor for the State of Texas. For this level of detail, supervision and certification of the produced data by a Registered Professional Land Surveyor for the State of Texas would have to be performed.

1001 Cross Timbers, Ste 2020
Flower Mound, Texas 75028
Main: 972-956-0801
Fax: 972-956-0842

TOWN OF HICKORY CREEK STORM MAP
DECEMBER 2016

1075 Ronald Reagan Avenue
Hickory Creek, TX 75065
Main: 940-497-2528
Fax: 940-497-3531

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A GREEN GUIDE TO YARD CARE


*Your yard
is the
environment*

over which
you have the
most control.

YardWise is a
simple four-step
program to help
you maintain a
healthy yard with
less cost,
less work, and
less waste.



Pollution Prevention/Good Housekeeping For Municipal Operation Inspection Report

Inspector Name:	Chad		Date:	3-1-16
Town Hall Property				
Pollutants Encountered? (Circle One)	Yes	<input checked="" type="radio"/> No		
Pollutant Description:				
Corrective Actions:				
Turbeville Road Trash Collector				
Pollutants Encountered? (Circle One)	<input checked="" type="radio"/> Yes	No		
Pollutant Description:	trash, cups, leaves, WALMART BAGS			
Corrective Actions:	clean out trash collector			
Public Works Yard				
Pollutants Encountered? (Circle One)	Yes	<input checked="" type="radio"/> No		
Pollutant Description:				
Corrective Actions:				
Town Projects				
Project Name:	HICKORY CREEK RD			
Project Performed by: (Circle One)	Town	<input checked="" type="radio"/> Contractor		
Contractor has SWPPP or Pollution Prevention Measures: (Circle One)	<input checked="" type="radio"/> Yes	NO		
Pollutants Encountered?	Yes	<input checked="" type="radio"/> NO		
Pollutant Description:				
Corrective Actions:				
Inspector Signature				
Resolved:	<input checked="" type="radio"/> Yes	No		

Charges and Fees

(a) The town may adopt charges and fees, by separate resolution of the town council, which may include:

- (1) Fees for reimbursement of costs of implementing the town's stormwater management program;
- (2) Fees for inspection, investigation, sampling and surveillance procedures;
- (3) Fees for reviewing accidental discharge procedures, SWPPPs, and construction plans; and
- (4) Other fees as the town may deem necessary to carry out the requirements contained herein.

(b) These fees relate solely to the matters covered by this article and are separate from all other applicable fees chargeable by the town.



HICKORY CREEK

**TOWN OF HICKORY CREEK
ENGINEERING DESIGN MANUAL**

CHECKLISTS

Please make sure the plans you are submitting are in accordance with this checklist. The following checklist will be used during the Plan Review.

Plat Application: **Preliminary Plat** **Preliminary Replat**
 Final Plat **Final Replat**

Engineering Plan: **Preliminary** **Final** **Post Construction**

Storm Water Management: **Conceptual** **Preliminary** **Final**

Project Information

A. Name of Development: _____ B. Date: _____

C. Location of Development: _____

D. Type of Development: _____

E. Total area (acres): _____

F. Proposed Land Uses (zoning designations): _____

G. Anticipated project schedule: _____

H. Name of Owner: _____

I. Owner Telephone No.: _____ J. FAX No.: _____

K. Owner Contact Name: _____

L. Owner Address: _____

M. Owner Email Address: _____

N. Engineer/Surveyor's Name: _____

O. Engineer/Surveyor's Email Address: _____

P. Engineer/Surveyor Firm: _____

Q. Telephone No.: _____

PRELIMINARY PLAT CHECKLIST:

- 1. Ten (10) Sets of Final Plats submitted to the Town Yes ___ No ___ N/A ___
- 2. Preliminary plats shall be placed on maximum 24" x 36" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. Yes ___ No ___ N/A ___
- 3. Title or name of the subdivision preceded by the words: "Preliminary Plat" Yes ___ No ___ N/A ___
- 4. Name, address and telephone number of the owner, applicant, survey, and/or engineer. Yes ___ No ___ N/A ___
- 5. Volume and page, or deed record number of the ownership deed from Denton County Deed Records. Yes ___ No ___ N/A ___
- 6. Vicinity map and key map, if multiple sheets are needed. Yes ___ No ___ N/A ___
- 7. Date of preparation, written and graphic scale, and north arrow. Yes ___ No ___ N/A ___
- 8. Boundary line of the proposed subdivision drawn with a heavy line. Yes ___ No ___ N/A ___
- 9. Computed gross acreage of the subdivision Yes ___ No ___ N/A ___
- 10. Metes and bounds description of the proposed subdivision. Yes ___ No ___ N/A ___
- 11. Location of the subdivision with respect to a corner of the survey or tract or an original corner of the survey of which it is a part. Yes ___ No ___ N/A ___
- 12. Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties. Yes ___ No ___ N/A ___
- 13. Town limits (if applicable). Yes ___ No ___ N/A ___
- 14. Location, dimension, and description and recording information for all existing rights-of-way, railroad rights-of-way, easements or other public ways on or adjacent to the property being developed. Yes ___ No ___ N/A ___
- 15. Show permanent structures or uses that will remain. Yes ___ No ___ N/A ___
- 16. Sizes and flowlines of existing drainage structures, 100-year floodplain and floodway as defined by FEMA. Yes ___ No ___ N/A ___
- 17. Location, size and type of all existing utilities within or adjacent lot the site. Yes ___ No ___ N/A ___

18. Number each proposed lot and block. Provide the proposed number of lots. Yes ___ No ___ N/A ___
19. Existing two (2) foot interval contours referenced to NAD. Yes ___ No ___ N/A ___
20. Proposed streets, alleys, drainage ways, parks, open spaces, easements, other public areas and other rights-of-way within the subdivision. Dimensions of all easements and rights-of-way. Yes ___ No ___ N/A ___
21. Dimensions for all lots. Gross acreage for all non-residential lots. Approximate acreage for areas in residential use. Approximate acreage of streets, parks, and other non-residential uses. Yes ___ No ___ N/A ___
22. Front building setback lines, side and rear building setback lines. Yes ___ No ___ N/A ___
23. Preliminary Storm Water Management Plan meeting the requirements of the Engineering Design Manual shall be submitted with the Preliminary Plat. (Checklist in App. C) Yes ___ No ___ N/A ___
24. Preliminary Plat approval block as described by the Subdivision Regulation Ordinance. Yes ___ No ___ N/A ___
25. Where the Preliminary Plat is part of a larger area owned by the Applicant that will be subsequently subdivided, provide a layout of the larger area showing the tentative layout of streets, blocks, drainage, water, sewerage, and other improvements for the larger area. Yes ___ No ___ N/A ___

FINAL PLAT CHECKLIST

1. Ten (10) Sets of Final Plats submitted to the Town Yes ___ No ___ N/A ___
2. Final plats shall be placed on maximum 24" x 36" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. Yes ___ No ___ N/A ___
3. Title or name of the subdivision preceded by the words "Final Plat" Yes ___ No ___ N/A ___
4. Name address and telephone number of the owner, applicant, survey, and/or engineer. Yes ___ No ___ N/A ___
5. Vicinity map and key map if multiple sheets are needed. Yes ___ No ___ N/A ___
6. Date, written and graphic scale, and north arrow. Yes ___ No ___ N/A ___
7. Boundary line of subdivision drawn with a heavy line and with bearings, dimensions and curve data. Yes ___ No ___ N/A ___
8. Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties. Yes ___ No ___ N/A ___

9. Town limits, if applicable. Yes ___ No ___ N/A ___
10. Proposed streets, alleys, drainageways, parks, open spaces, easements, other public areas and other rights-of-way within the subdivision including dimensions, bearings and curve data. Yes ___ No ___ N/A ___
11. Location, dimension, description and recording information for all existing rights-of-way, railroad rights-of-way, easements or other public ways on or adjacent to the property being platted. Yes ___ No ___ N/A ___
12. Location and description of all permanent monuments and control points Yes ___ No ___ N/A ___
13. Final Storm Water Management Plan meeting the requirements of the Engineering Design Manual shall be submitted with the Preliminary Plat. (Checklist in App. C) Yes ___ No ___ N/A ___
14. Floodways / Floodplains (FEMA):
- a. Show the ultimate 100-year water surface elevation. Yes ___ No ___ N/A ___
 - b. Show floodplain and floodway boundaries. Yes ___ No ___ N/A ___
 - c. Drainage Floodway easement limits Yes ___ No ___ N/A ___
 - d. Minimum fill and floor elevations specified. Yes ___ No ___ N/A ___
15. Minimum building setback lines. Yes ___ No ___ N/A ___
16. Lot and block numbers. Yes ___ No ___ N/A ___
17. Approval block in the form prescribed by the Subdivision Regulations Ordinance. Yes ___ No ___ N/A ___
18. Abutting property owner names and recording information. Yes ___ No ___ N/A ___
19. Gross acreage of the land being subdivided Yes ___ No ___ N/A ___
26. Added the note for buildings within 1,000 feet from existing oil or gas well as described by the Subdivision Regulation Ordinance. Yes ___ No ___ N/A ___
20. Owner's certificate of deed or dedication with the following: Yes ___ No ___ N/A ___
- a. Metes and bounds description. Yes ___ No ___ N/A ___
 - b. Representation that dedicators own the property. Yes ___ No ___ N/A ___
 - c. Dedication statement. Yes ___ No ___ N/A ___
 - d. Reference and identification or name of final plat. Yes ___ No ___ N/A ___
 - e. Surveyor certification in the form prescribed by the Subdivision Regulation Ordinance. Yes ___ No ___ N/A ___

21. Certificate showing all taxes have been paid. Yes ___ No ___ N/A ___
22. A letter fully outlining and alterations from the approved Preliminary Plat. Yes ___ No ___ N/A ___

ENGINEERING SITE PLAN – Each Engineering Site Plan shall include:

1. Engineering Site plans shall be placed on maximum 22" x 34" sheets and drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the Town. Yes ___ No ___ N/A ___
2. Title block in lower right hand corner including:
- a. Subdivision name with lot and block number. Yes ___ No ___ N/A ___
 - b. Area in acres. Yes ___ No ___ N/A ___
 - c. Metes and bounds description including survey name and abstract number. Yes ___ No ___ N/A ___
 - d. Town and County. Yes ___ No ___ N/A ___
 - e. Preparation Date. Yes ___ No ___ N/A ___
3. Name, address and telephone number of the owner, applicant, and surveyor/engineer. Yes ___ No ___ N/A ___
4. Vicinity map and key map, if multiple sheets are needed. Yes ___ No ___ N/A ___
5. Written scale, graphic scale and north arrow. Yes ___ No ___ N/A ___
6. Approximate distance to the nearest street. Yes ___ No ___ N/A ___
7. Site boundaries, dimensions, lot lines and lot areas. Yes ___ No ___ N/A ___
8. Legend. Yes ___ No ___ N/A ___
9. Site data summary table including:
- a. Zoning. Yes ___ No ___ N/A ___
 - b. Proposed use. Yes ___ No ___ N/A ___
 - c. Building area (gross square footage). Yes ___ No ___ N/A ___
 - d. Building height (feet and inches). Yes ___ No ___ N/A ___
 - e. Area of impervious surface. Yes ___ No ___ N/A ___
 - f. Total Parking: Required and provided. Yes ___ No ___ N/A ___
 - g. Number of handicap parking spaces. Yes ___ No ___ N/A ___
 - h. Number of dwelling units and number of bedrooms (multifamily). Yes ___ No ___ N/A ___

10. Existing improvements within 75' of the subject property. Yes ___ No ___ N/A ___
11. Land use, zoning, subdivision name, recording information and adjacent owners. Yes ___ No ___ N/A ___
12. Building locations, sizes, and dimensions. Yes ___ No ___ N/A ___
13. Distance between buildings on the same lot. Yes ___ No ___ N/A ___
14. Building lines and setbacks. Yes ___ No ___ N/A ___
15. Dimensions of all drive lanes and traffic flow arrows. Yes ___ No ___ N/A ___
16. FEMA floodplains with elevations, and minimum finished floor elevations (include the floodplain note shown on the final plat). Yes ___ No ___ N/A ___
17. Public streets, private drives, and fire lanes with pavement widths and including rights-of-way, median openings, turn lanes, existing driveways, adjacent existing driveways with dimensions, radii, and surface. Yes ___ No ___ N/A ___
18. Distances between existing and proposed driveways. Yes ___ No ___ N/A ___
19. Loading and unloading areas. Yes ___ No ___ N/A ___
20. Ramps, crosswalks, sidewalks and barrier-free ramps with dimensions. Yes ___ No ___ N/A ___
21. Locations of dumpsters and trash compactors with height and material of screening. Yes ___ No ___ N/A ___
22. Size, location, dimensions and details of all signs and exterior lighting of signs, including type of standards, locations and radius of light and intensity of foot-candles. All signage are subject to approval by the Building Inspections Department. Yes ___ No ___ N/A ___
23. Location and sizes of existing and proposed water and sewer mains. Yes ___ No ___ N/A ___
24. Location of fire hydrants. Yes ___ No ___ N/A ___
25. Location and sizes of storm drains, culverts, inlets and other drainage features on or adjacent to the site. Yes ___ No ___ N/A ___
26. Locations, widths, and types of existing and proposed easements. Yes ___ No ___ N/A ___
27. Provide an elevation of all four sides of the building including materials, colors and dimensions at an architectural scale of 1"=20'. Yes ___ No ___ N/A ___
28. Landscape plan provided on separate sheet to show the following: Yes ___ No ___ N/A ___
- a. Natural features including tree masses and anticipated tree loss. Yes ___ No ___ N/A ___
- b. Floodplains, drainageways and creeks. Yes ___ No ___ N/A ___
- c. Screening walls and fences, retaining walls, headlight screens, and service area screens including height and type of construction. Yes ___ No ___ N/A ___

- d. Existing and preserved trees including location, size, and species. Yes ___ No ___ N/A ___
- e. Landscaping materials including location and size. Yes ___ No ___ N/A ___
- f. Proposed plant materials. Yes ___ No ___ N/A ___
- g. Note to indicate type and placement of irrigation system. Yes ___ No ___ N/A ___
- 29. 2" x 3" blank box in lower right corner for Town use. Yes ___ No ___ N/A ___
- 30. Additional information as requested to clarify the proposed development. Yes ___ No ___ N/A ___

COVER SHEET * - The cover sheet shall include:

- 1. Project title and type of project. Yes ___ No ___ N/A ___
- 2. Location map. Yes ___ No ___ N/A ___
- 3. Disposal site for excess excavation. Yes ___ No ___ N/A ___
- 4. Index of Sheets (if not included on its own sheet). Yes ___ No ___ N/A ___
- 5. Approval blocks for Town including Town Engineer and Director of Public Works. Yes ___ No ___ N/A ___
- 6. Professional Engineer's seal, signature and date. Yes ___ No ___ N/A ___
- 7. "Release for Construction" note. Yes ___ No ___ N/A ___

* NOTE: If the Cover Sheet is not furnished, information should appear on other sheets.

GENERAL

- 1. North arrow clearly shown on each plan sheet. Yes ___ No ___ N/A ___
- 2. Bench marks shown on each sheet; located on permanent structure outside of construction limits and conveniently spaced (500' +). Yes ___ No ___ N/A ___
- 3. Title blocks, title, sheet number and scales shown. Yes ___ No ___ N/A ___
- 4. Each sheet must bear the seal of a Licensed Professional Engineer, signature, and date. Yes ___ No ___ N/A ___
- 5. Street names on each sheet. Yes ___ No ___ N/A ___
- 6. Property owners and property lines shown. Yes ___ No ___ N/A ___
- 7. Submit four (4) sets of plans for review on 22" x 34" sheets. Yes ___ No ___ N/A ___
- 8. Prepare plans on 22" x 34" sheets allowing for half size reduction to 11" x 17". Yes ___ No ___ N/A ___
- 9. Text shall be legible on the half size 11" x 17" plans. Yes ___ No ___ N/A ___
- 10. Place standard general notes on plans. Yes ___ No ___ N/A ___

- 11. Existing, proposed and future facilities must clearly be defined. Yes ___ No ___ N/A ___
- 12. Project name on right end of plan sheets. Yes ___ No ___ N/A ___

GRADING * – Each grading plan shall include:

- 1. Horizontal scale for grading plans shall be at 1" = 20' on full size drawings. Yes ___ No ___ N/A ___
- 2. Existing one-foot contours based on an on-the-ground survey or controlled aerial topographic map (dashed lines and labeled) to extend 20 feet from property line onto adjacent property. Yes ___ No ___ N/A ___
- 3. Proposed one-foot contours – solid lines and labeled. Yes ___ No ___ N/A ___
- 4. Show top of curb elevation every 50 feet on streets, alleys, existing and proposed parking lots. Yes ___ No ___ N/A ___
- 5. Slope:
 - a. Back of street curb to property line: 1/4" per foot. Yes ___ No ___ N/A ___
 - b. Parking lot top of curb to property line: Maximum 4 (horizontal) to 1 (vertical). Yes ___ No ___ N/A ___
 - c. Any unpaved area to property line: Maximum slope of 4:1. Yes ___ No ___ N/A ___
 - d. Show driveways with 1/4" per foot + 6" from street gutter up to property line. Yes ___ No ___ N/A ___
- 6. Letter of approval if grading is proposed on adjacent property. Yes ___ No ___ N/A ___
- 7. Utility easement from abutting property owners. Yes ___ No ___ N/A ___
- 8. Proposed inlets, label and size. Yes ___ No ___ N/A ___
- 9. Proposed pipes, label and size. Yes ___ No ___ N/A ___
- 10. Existing inlets and pipes. Yes ___ No ___ N/A ___

* NOTE: Add statement that grading only is being submitted with these plans.

PAVING PLAN – Each Paving Plan shall include:

- 1. Horizontal scale for paving plans shall be at 1" = 20' on full size drawings. Yes ___ No ___ N/A ___
- 2. Right-of-way, street, alley, drives and sidewalks dimensioned. Yes ___ No ___ N/A ___
- 3. Centerline stations shown. Yes ___ No ___ N/A ___
- 4. Limits of work defined. Yes ___ No ___ N/A ___
- 5. Barrier free ramps at all intersections. Yes ___ No ___ N/A ___
- 6. Pavement transitions. Yes ___ No ___ N/A ___

- 7. Traffic control items; striping, traffic buttons, sign. Yes ___ No ___ N/A ___
- 8. Street lighting. Yes ___ No ___ N/A ___
- 9. Concrete pavement thickness. Yes ___ No ___ N/A ___
- 10. Minimum 3,600 psi in 28 days concrete compressive strength. Yes ___ No ___ N/A ___
- 11. 6" curbs. Yes ___ No ___ N/A ___
- 12. Minimum reinforcement with No. 4 bars 24" o.c. both ways. Yes ___ No ___ N/A ___
- 13. Sidewalks to be 4" thick, 3,600 psi in 28 days, reinforced with No. 3 bars 14" O.C.E.W. Yes ___ No ___ N/A ___
- 14. Expansion joints at intersection and at minimum 600 foot intervals for pavement. Yes ___ No ___ N/A ___
- 15. Saw cut at 15-, 17.5- and 20-foot intervals for 6-inch, 7-inch and 8-inch pavements respectively. Yes ___ No ___ N/A ___
- 16. Radius at corners conform to Table II-2. Yes ___ No ___ N/A ___
- 17. Gutter flow arrows. Yes ___ No ___ N/A ___
- 18. Roadways comply with thoroughfare plan. Yes ___ No ___ N/A ___
- 19. Geometrics meet design speed criteria. Yes ___ No ___ N/A ___
- 20. Is Superelevation required? Yes ___ No ___ N/A ___
- 21. Retaining Walls:
 - a. Type, beginning and ending locations and wall elevations. Yes ___ No ___ N/A ___
 - b. Provide design if non-standard or modified. Yes ___ No ___ N/A ___
 - c. Drainage behind walls shown. Yes ___ No ___ N/A ___
- 22. Driveway grades shown. Yes ___ No ___ N/A ___
- 23. Prepare plans and necessary forms for TDLR plans review and field inspection. Yes ___ No ___ N/A ___
- 24. Developer to pay for all review and inspection fees. Yes ___ No ___ N/A ___

PAVING PROFILES AND GRADES – Plans shall include:

- 1. Vertical scale for paving profiles shall be at 1" = 4' on full size drawings. Yes ___ No ___ N/A ___
- 2. Profiles plotted showing ground at proposed property line. Yes ___ No ___ N/A ___
- 3. Top of curb profiles must meet minimum and maximum grade requirements. Yes ___ No ___ N/A ___

- | | |
|--|------------------------|
| 4. Driveway profile grades. | Yes ___ No ___ N/A ___ |
| 5. Vertical curves must be designed in accordance with Table II-5. | Yes ___ No ___ N/A ___ |
| 6. Contour grading plans for major intersections. | Yes ___ No ___ N/A ___ |
| 7. Spot top of curb elevations in plan view on proposed left turn lanes. | Yes ___ No ___ N/A ___ |
| 8. Check carefully for any place water might pond. Are inlets located at sag points or vertical curves? | Yes ___ No ___ N/A ___ |
| 9. Are grades, crossfall, slopes, etc., consistent with information shown on typical section? | Yes ___ No ___ N/A ___ |
| 10. Check ends of project for drainage. If gutters drain to ditches or field type inlets, are grades and profiles shown? | Yes ___ No ___ N/A ___ |
| 11. Minimum grades maintained to assure complete drainage. | Yes ___ No ___ N/A ___ |

WATER – All water distribution and transmission facilities shall include:

- | | |
|---|------------------------|
| 1. Approval letter to connect to the waste line from Bartonville Water Supply Corporation | Yes ___ No ___ N/A ___ |
| 2. Horizontal scale for plan views shall be at 1" = 20' on full size drawings. | Yes ___ No ___ N/A ___ |
| 3. Vertical scale for profile views shall be at 1" = 4' on full size drawings. | Yes ___ No ___ N/A ___ |
| 4. Loop water mains. | Yes ___ No ___ N/A ___ |
| 5. Valves on fire hydrant leads. | Yes ___ No ___ N/A ___ |
| 6. Valves on main lines between each fire hydrant. | Yes ___ No ___ N/A ___ |
| 7. Maximum distance between each fire hydrant. | |
| a. Residential – 500' c-c on street. | Yes ___ No ___ N/A ___ |
| b. Multifamily – 400' c-c on street. | Yes ___ No ___ N/A ___ |
| c. Office, retail, commercial, industrial 300' c-c on street. | Yes ___ No ___ N/A ___ |
| 8. All portions of building within 300' radius of a fire hydrant in commercial. | Yes ___ No ___ N/A ___ |
| 9. All portions of building within 400' radius of a fire hydrant in multifamily. | Yes ___ No ___ N/A ___ |
| 10. All portions of buildings within 500' radius of a fire hydrant in single family and duplex residential. | Yes ___ No ___ N/A ___ |
| 11. Maximum length non-looped line serving a fire hydrant is 150 feet. | Yes ___ No ___ N/A ___ |
| 12. Lateral service (min. 1" copper) from main line to two feet from ROW. | Yes ___ No ___ N/A ___ |
| 13. Water main extended to opposite property line or tied to existing main. | Yes ___ No ___ N/A ___ |
| 14. Profile mains 12" and larger. | Yes ___ No ___ N/A ___ |

15. Show other utility lines crossing wastewater lines. Yes ___ No ___ N/A ___
16. Show location of water meters:
- a. Domestic. Yes ___ No ___ N/A ___
 - b. Irrigation. Yes ___ No ___ N/A ___
 - c. Fire line. Yes ___ No ___ N/A ___
17. Show size of water meters. Yes ___ No ___ N/A ___
18. Note minimum pipe covers (attach water and standard details and general notes). Yes ___ No ___ N/A ___
19. Dedicate water line easements up to and including fire hydrants and water meters for lines off ROW. Yes ___ No ___ N/A ___

WASTEWATER – All wastewater plans shall include:

- 1. Approval letter to connect to the wastewater collection agency (i.e. Flower Mound, Highland Village, Upper Trinity, Private) Yes ___ No ___ N/A ___
- 2. Horizontal scale for plan views shall be at 1" = 20' on full size drawings. Yes ___ No ___ N/A ___
- 3. Vertical scale for profile views shall be at 1" = 4' on full size drawings. Yes ___ No ___ N/A ___
- 4. 8" minimum, PVC SDR-35 (unless 6-inch approved by Town). Yes ___ No ___ N/A ___
- 5. Manhole at end of all lines. Yes ___ No ___ N/A ___
- 6. Manholes at change of pipe size, tees and bends. Yes ___ No ___ N/A ___
- 7. 500' maximum distance between manholes on lines 21" and smaller.
800' maximum distance between manholes on lines 24" and larger. Yes ___ No ___ N/A ___
- 8. Minimum slopes:
 - a. 6" – 0.50% (Pipe size as approved by Town). Yes ___ No ___ N/A ___
 - b. 8" – 0.33%. Yes ___ No ___ N/A ___
 - c. 10" – 0.25%. Yes ___ No ___ N/A ___
 - d. 12" – 0.20%. Yes ___ No ___ N/A ___
 - e. 15" – 0.14%. Yes ___ No ___ N/A ___
 - f. 18" – 0.12%. Yes ___ No ___ N/A ___
- 9. Maximum slope such that velocity is less than 10 fps. Yes ___ No ___ N/A ___
- 10. Sewer laterals 10' downstream from water service or to center of lot. Yes ___ No ___ N/A ___
- 11. Minimum lateral size: Yes ___ No ___ N/A ___

- a. Residential, 4". Yes ___ No ___ N/A ___
- b. Apartment, retail or commercial – 6". Yes ___ No ___ N/A ___
- c. Manufacturing or industrial – 8". Yes ___ No ___ N/A ___
- 12. Profile all sewer lines except laterals. Yes ___ No ___ N/A ___
- 13. Show other utility lines crossing wastewater lines. Yes ___ No ___ N/A ___
- 14. Label lines to correspond to profile. Yes ___ No ___ N/A ___
- 15. Concrete encasement at creek crossing. Yes ___ No ___ N/A ___
- 16. Provide stub outs to adjacent property. Add services for Planned Development Communities. Yes ___ No ___ N/A ___
- 17. Note benchmark on all sheets. Yes ___ No ___ N/A ___
- 18. 10' utility easement provided for lines not in ROW. Yes ___ No ___ N/A ___

UTILITIES – All plans shall show the following:

- 1. Existing and proposed facilities shown in plan and profiles views. Yes ___ No ___ N/A ___
- 2. Underground facilities close to or in conflict with proposed construction located by actual ties and elevations. Yes ___ No ___ N/A ___
- 3. Caution notes shown when construction operations come close to existing utilities. Telephone number of utility contact shall be shown. Yes ___ No ___ N/A ___

EROSION CONTROL – All plans shall show the following:

- 1. The scale for Erosion Control Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. Yes ___ No ___ N/A ___
- 2. Existing and Proposed Grading. Yes ___ No ___ N/A ___
- 3. Existing and Proposed Drainage Features. Yes ___ No ___ N/A ___
- 4. Erosion features including temporary construction entrance, silt fence, inlet protection, rock berms, seeding, etc. Yes ___ No ___ N/A ___
- 5. Erosion control standard details. Yes ___ No ___ N/A ___

PAVEMENT MARKINGS AND SIGNAGE

- 1. The scale for Pavement Marking Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. Yes ___ No ___ N/A ___
- 2. Pavement Markings and Signage Plan in accordance with MUTCD. Yes ___ No ___ N/A ___
- 3. Pavement Markings Standard Details. Yes ___ No ___ N/A ___

TRAFFIC CONTROL PLAN

- 1. The scale for Traffic Control Plans may vary however shall be prepared on sheets no smaller than 1" = 200' on full size drawings. Yes ___ No ___ N/A ___
- 2. Traffic Control Plan in accordance with MUTCD. Yes ___ No ___ N/A ___
- 3. Traffic Control Standard Details. Yes ___ No ___ N/A ___
- 4. Traffic Control Phasing as necessary. Yes ___ No ___ N/A ___

LANDSCAPE AND IRRIGATION PLANS

- 1. The scale for Landscape and Irrigation Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. Yes ___ No ___ N/A ___
- 2. Landscape Plan showing rights-of-way and proposed back of curbs, sidewalk, existing; and proposed utilities and other features pertinent to the plan. Yes ___ No ___ N/A ___
- 3. Planting details. Yes ___ No ___ N/A ___
- 4. Irrigation Plans including metering, back flow prevention, and provision for electrical service and controllers. Yes ___ No ___ N/A ___
- 5. Irrigation details. Yes ___ No ___ N/A ___

STREET LIGHTING

- 1. The scale for Street Lighting Plans may vary however shall be prepared on sheets no smaller than 1" = 100' on full size drawings. Yes ___ No ___ N/A ___
- 1. Lighting and Conduit Layout Plan. Yes ___ No ___ N/A ___
- 2. Lighting Standard Details. Yes ___ No ___ N/A ___

POST CONSTRUCTION

- 1. Temporary Erosion Control Devices removed. Yes ___ No ___ N/A ___
- 2. Contractor completed Punchlist items Yes ___ No ___ N/A ___
- 3. Notice of Termination (NOT) submitted to TCEQ and copy of executed NOT submitted to Town. Yes ___ No ___ N/A ___
- 4. Texas Accessibility Standards (TAS) Inspection approved by TDLR and copy of approved inspection submitted to Town. Yes ___ No ___ N/A ___
- 5. Contractor submitted As-Built drawings to the Town (Public Projects). Yes ___ No ___ N/A ___
- 6. Engineer submitted Record Drawings to the Town. (Both Public and Private Projects) Yes ___ No ___ N/A ___
- 7. Contractor submitted Affidavit of payment to sub-contractor, vendors, and suppliers. Yes ___ No ___ N/A ___
- 8. Contractor submitted Surety consent for final payment to town. Yes ___ No ___ N/A ___
- 9. Contractor submitted an acceptance letter from water and sewer provider to the Town. Yes ___ No ___ N/A ___
- 10. Certificate of Completion signed by Contractor and Town. Yes ___ No ___ N/A ___



ENGINEER'S CHECKLIST FOR CONCEPTUAL STORM WATER MANAGEMENT PLAN

Please attach additional sheets as necessary for comments and descriptions.

1. Planning Concerns

- A. Have any previous drainage or watershed plans been completed in the watershed? (If yes, describe) Yes ___ No ___ N/A ___
- B. Is there any known history of flooding downstream? (If yes, describe conditions and locations) Yes ___ No ___ N/A ___
- C. Is there any known history of excessive erosion downstream? (If yes, describe conditions and locations) Yes ___ No ___ N/A ___
- D. Are there any known downstream drainage constrictions such as undersized culverts or channels? Size? Yes ___ No ___ N/A ___
- E. Are there any FEMA 100-year floodplains which will need flood studies, CLOMRs, LOMRs, etc., for this project? Yes ___ No ___ N/A ___
- F. Are there any known or suspected wetlands areas, mitigation areas, 404 permit areas, or other natural habitat features which require special consideration? Yes ___ No ___ N/A ___
- G. Are there any existing dams over six feet in height which are or will be subject to TCEQ regulations? Yes ___ No ___ N/A ___
- H. Are there any existing impoundments subject to TCEQ water rights permitting? (Livestock ponds are not exempt when converted to other uses.) Yes ___ No ___ N/A ___
- I. Are there any existing environmental concerns on the site requiring special treatment or design consideration (i.e. fuel stations, vehicle maintenance, auto recycling, illegal dump sites, outdoor material storage, loading and transfer areas, landfills, industrial facilities, etc.)? Yes ___ No ___ N/A ___

2. Existing Conditions Map(s) showing the following information on or adjacent to the development site:

- A. Digital ortho-photography showing project boundaries Yes ___ No ___ N/A ___
- B. Existing topography (normally 2-foot contours) Yes ___ No ___ N/A ___
- C. Soil types from USDA soil surveys and/or soil borings Yes ___ No ___ N/A ___
- D. Perennial or intermittent streams Yes ___ No ___ N/A ___
- E. Boundaries of existing predominant vegetation Yes ___ No ___ N/A ___
- F. Delineation of current FEMA floodplains and floodways Yes ___ No ___ N/A ___
- G. Locations of steep slopes (>15%) Yes ___ No ___ N/A ___
- H. Locations of wetlands and natural habitat areas if known. Yes ___ No ___ N/A ___
- I. Locations of all dams and impoundments Yes ___ No ___ N/A ___
- J. Existing paved roads, buildings, and other impervious areas Yes ___ No ___ N/A ___
- K. Environmental concerns identified in (2.H) above Yes ___ No ___ N/A ___
- L. Existing major utilities, pipelines, and easements Yes ___ No ___ N/A ___

3. Does this development provide opportunities for Low-Impact Design?

- A. Preserve floodplains and natural valley storage? Yes ___ No ___ N/A ___
- B. Preserve natural streams and drainage patterns? Yes ___ No ___ N/A ___
- C. Preserve steep slopes? Yes ___ No ___ N/A ___
- D. Preserve trees and undisturbed natural vegetation? Yes ___ No ___ N/A ___
- E. Preserve wetlands and other natural features? Yes ___ No ___ N/A ___
- F. Drain runoff to pervious areas? Yes ___ No ___ N/A ___
- G. Utilize natural drainage vs. storm drain systems? Yes ___ No ___ N/A ___
- H. Reduce pavement and other impervious covers? Yes ___ No ___ N/A ___

4. Conceptual analysis of hydrologic and hydraulic impacts of the proposed development:

- A. Hydrologic analysis to determine conceptual rates of runoff, volumes, and velocities to support decisions related to flood control and erosion protection downstream. Yes ___ No ___ N/A ___
- B. Conceptual estimates of the three (3) storm design approach requirements. Yes ___ No ___ N/A ___
- C. Conceptual selection, location, and size of proposed storm water structural controls. Yes ___ No ___ N/A ___
- D. Conceptual limits of proposed clearing and grading. Yes ___ No ___ N/A ___

5. Conceptual Drainage Area Map(s) showing the following information for the development site:

- A. Conceptual street layout (scale 1"=200') Yes ___ No ___ N/A ___
- B. All off-site drainage areas with topography (reduced scale) Yes ___ No ___ N/A ___
- C. Delineation of watershed boundaries with flow arrows Yes ___ No ___ N/A ___
- D. Reference info (file number, etc.) for previous drainage studies or existing developments & drainage facilities Yes ___ No ___ N/A ___
- E. Approximate zone of influence for all outfalls Yes ___ No ___ N/A ___
- F. Downstream constrictions, flooding, or erosion locations Yes ___ No ___ N/A ___
- G. Location of proposed structural storm water controls, if any Yes ___ No ___ N/A ___

(seal)	<p>I certify that this Conceptual Storm Water Management Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the Town does not waive any Town standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____</p> <p>Print Name: _____ PE No _____</p>
--------	--



ENGINEER'S CHECKLIST FOR PRELIMINARY STORM WATER MANAGEMENT PLAN

Please attach additional sheets as necessary for comments and descriptions.

1. Changes or Modifications to Conceptual Site Plan (May be reprinted with changes tracked or highlighted)

2. Preliminary Project Layout Map(s) shows the following information on or adjacent to the development site:

- A. Digital ortho-photography showing project boundaries Yes ___ No ___ N/A ___
- B. Existing topography (normally 2-foot contours) Yes ___ No ___ N/A ___
- C. Preliminary street and lot layout Yes ___ No ___ N/A ___
- D. Benchmarks used for site control Yes ___ No ___ N/A ___
- E. Construction phasing plan, if applicable Yes ___ No ___ N/A ___
- F. Limits of proposed clearing and grading Yes ___ No ___ N/A ___
- G. Proposed dams > 6' high (attach Dam Safety Checklist) Yes ___ No ___ N/A ___
- H. Proposed FEMA floodplains with flood study reference info Yes ___ No ___ N/A ___
- I. Proposed ponds subject to TCEQ water rights permits Yes ___ No ___ N/A ___
- J. If yes, has water rights permit been applied for? Yes ___ No ___ N/A ___

3. Preliminary Drainage Area Map(s) shows the following information for the development site:

- A. Preliminary street and lot layout (scale 1"=200') Yes ___ No ___ N/A ___
- B. All off-site drainage areas with topography (reduced scale) Yes ___ No ___ N/A ___
- C. Delineation of watershed boundaries with flow arrows Yes ___ No ___ N/A ___
- D. Proposed modifications to watershed boundaries Yes ___ No ___ N/A ___
- E. File numbers for existing developments & drainage facilities Yes ___ No ___ N/A ___
- F. Zoning or Comp Plan info to document off-site land use Yes ___ No ___ N/A ___
- G. Preliminary hydrology with supporting data & calculations for on-site existing & proposed, & off-site ultimate conditions Yes ___ No ___ N/A ___
- H. Proposed detention ponds or other storm water controls, with summary hydrology for all applicable design storms Yes ___ No ___ N/A ___
- I. Delineate entire zone of influence for all outfalls Yes ___ No ___ N/A ___
- J. Downstream constrictions, flooding, or erosion locations Yes ___ No ___ N/A ___

K. Proposed facilities with private maintenance (Maintenance Agreement and Maintenance Plan required for final)

Yes ____ No ____ N/A ____

4. Determination of Adequate Outfalls and Zones of Influence: Describe these and provide supporting methodology:

5. Description of Any Proposed Waiver Requests: (for informational purposes only; all Waiver Requests must follow published procedures)

6. Other Comments:

(seal)	<p>I certify that this Preliminary Storm Water Management Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the Town does not waive any Town standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____ Print Name: _____ PE No _____</p>
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ENGINEER'S CHECKLIST FOR FINAL STORM WATER MANAGEMENT PLAN

Please attach additional sheets as necessary for comments and descriptions.

1. Changes or Modifications to Preliminary Storm Water Management Plan (May be reprinted with changes tracked or highlighted)

2. Additional Study Attachments (include if applicable)

- A. Dam Safety Checklist Yes ___ No ___ N/A ___
- B. Storm Water Pollution Prevention Plan (SWPPP) Yes ___ No ___ N/A ___
- C. Executed Maintenance Agreement (with Maintenance Plan) Yes ___ No ___ N/A ___
- D. Landscaping Plan (for Storm Water controls) Yes ___ No ___ N/A ___
- E. Copy of approved Waiver Request Yes ___ No ___ N/A ___

3. Applicable Local, State and Federal Permits (Indicate acquired or application pending)

- A. CLOMR, LOMR or LOMA Yes ___ No ___ N/A ___
- B. TCEQ water rights permit Yes ___ No ___ N/A ___
- C. 404 permit Yes ___ No ___ N/A ___
- D. Other: _____ Yes ___ No ___ N/A ___
- E. Other: _____ Yes ___ No ___ N/A ___

4. Hydrologic Analysis and Storm Water Management Design Plan (separate Attachment, either A or B and C)

- A. Approved Infrastructure Plans.
Attach a copy of the signed cover sheet. Yes ___ No ___ N/A ___
Plan File No.:
- B. Site SWM Plan showing final hydrology, Identification of all storm water controls with summary calculations, delineation of adequate outfalls, zones of influence, required mitigation, and structural details and specifications as required Yes ___ No ___ N/A ___
- C. Digital Copy of final hydrologic and hydraulic models Yes ___ No ___ N/A ___

(seal)	<p>I certify that this Final Storm Water Management Plan, including this checklist, required attachments, and additional comments, was prepared under my responsible supervision and that the information presented on this checklist and attachments is correct to the best of my knowledge. I also understand that an acceptance of this plan by the Town does not waive any Town standards or requirements unless a specific waiver request has been submitted and approved.</p> <p>Signed _____ Date _____ Print Name: _____ PE No _____</p>
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Variance Procedure – Town of Hickory Creek Storm Water Management Design Manual

Good engineering practice and practical considerations are necessary when developing storm water management plans and preparing construction drawings for specific projects. The criteria in this manual cannot cover every possibility.

The closer the criteria are followed, the more likely the plan or drawing will be approved and the construction accepted. For those situations where varying from the criteria is warranted, a variance process is described below.

Submit variance request in writing on the Request for Variance from Town of Hickory Creek – Storm Water Form (CT-7) as early as possible. The variance request must include the following:

- The specific criteria that you want to vary.
- Why the criteria needs to be varied.
- How the basis for the criteria will still be satisfied or why the criteria is not applicable.
- Indicate if there are no criteria for the proposed analysis, design, or feature in this manual.
- Appropriate technical information supporting the variance request, such as calculations, excerpts from the drainage or design plan, and/or construction drawings.

Note: Submittals with insufficient technical information to support the variance request will be returned without review.

The town will either approve or reject the variance in writing on the variance request form. If it is rejected, a written explanation will be provided.

REQUEST FOR VARIANCE FROM TOWN OF HICKORY CREEK – STORM WATER – FORM CT-7

Submitted by: _____ Phone: _____ Email: _____

Company: _____ Date: _____

Proposed Project Description

Name: _____

Type: _____

Location: _____ (include map)

Existing Condition (show information on map or drawing)

Existing Site: _____

Existing Right-of-Way: _____

Topography: _____

Other Pertinent Data Related to Variance Request:

Variance Request

Specific criteria you want to vary: _____

Explain why the criteria needs to be varied or is not applicable: _____

Explain how the basis for the criteria will be satisfied: _____

List attachments supporting variance request (preliminary design report excerpt, construction drawings, calculations, photographs, map, etc.):

Town of Hickory Creek fills in this area

Date	Reviewer	Dept./Section	Action Taken

Justification of Decision: _____

Approval of Final Decision: _____ Date: _____

CERTIFIED STORMWATER INSPECTOR

JEFFREY MCSPEDDEN

HAS BEEN AWARDED THIS CERTIFICATE OF ACHIEVEMENT FOR HAVING SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF THE NATIONAL STORMWATER CENTER TRAINING COURSE

THIS CERTIFICATION IS EFFECTIVE FOR A PERIOD OF FIVE YEARS AND INCLUDES 1.2 CONTINUING EDUCATION UNITS (CEUS)

DISCIPLINES DEVELOPED:
STORMWATER PERMIT COMPLIANCE
AND INSPECTIONS OF INDUSTRIAL
ACTIVITIES, COMMERCIAL FACILITIES,
CONSTRUCTION PROJECTS, AND
MUNICIPAL OPERATIONS



POLLUTION PREVENTION
ILLICIT DISCHARGE DETECTION AND
ELIMINATION
PUBLIC EDUCATION AND INVOLVEMENT
CONSTRUCTION
POST CONSTRUCTION

Michele Lomax
MICHELE LOMAX, DIRECTOR OF OPERATIONS

7586

CERTIFICATE NUMBER

JANUARY 24, 2017

DATE

THE NATIONAL STORMWATER CENTER
107-F EAST BROADWAY STREET BEL AIR, MD 21014
www.NPDES.COM

CERTIFIED STORMWATER INSPECTOR

JOHN SMITH

HAS BEEN AWARDED THIS CERTIFICATE OF ACHIEVEMENT FOR HAVING SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF THE NATIONAL STORMWATER CENTER TRAINING COURSE

THIS CERTIFICATION IS EFFECTIVE FOR A PERIOD OF FIVE YEARS AND INCLUDES 1.2 CONTINUING EDUCATION UNITS (CEUS)

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POLLUTION PREVENTION
ILLICIT DISCHARGE DETECTION AND
ELIMINATION
PUBLIC EDUCATION AND INVOLVEMENT
CONSTRUCTION
POST CONSTRUCTION

Michele Lomax

MICHELE LOMAX, DIRECTOR OF OPERATIONS

7585

CERTIFICATE NUMBER

JANUARY 24, 2017

DATE



Stormwater Illicit Discharge Complaint Log

Contact Information for Complainant		City Staff		Dates		Location of Illicit Discharge	Comments
Name	Phone Number	Received Call	Inspector	Received Call	Resolved		

Developing Your Stormwater Pollution Prevention Plan

A Guide for Construction Sites

EPA-833-R-06-004
May 2007





**Spill
Control
Material**

Spill Response Procedures

- Spill Assessment

- View the Spill Site and assess the type of spill (Oil, Chemical, etc.), and the volume of substance spilled.
- Does the spill endanger people nearby? Does it require people to evacuate the area?
- Is the spill in danger of entering any waterways or storm drains?
- Does the size of the spill require getting assistance from other agencies? (Fire Dept., Police, TCEQ, HAZMAT)

- Clean Up Procedures

- Ensure all workers in the spill area are wearing proper PPE (Personal Protective Equipment) and are adequately trained how to clean up the substance spilled.
- Protect all storm drain inlets and access to waterways from contamination by the spill
- If possible, surround the spill with absorbent "snakes" to prevent spread of the spill
- Treat the spill with chemical neutralizing agents or oil dispersants if available
- Use oil/chemical absorbent pads, snakes and "litter" to soak up/absorb as much of the spilled substance as possible
- Collect all contaminated pads, "snakes" and "litter" and place into a hazardous materials collection bag and seal it shut
- All collected bags need to be properly disposed of by Waste Management, or authorized hazardous waste collector

Storm Drain System Maintenance

Purpose: Stormwater pollution prevention procedures for the maintenance of storm drain systems and disposal of the wastes produced from the activity.

Prerequisites

- Employees should attend general stormwater pollution prevention training.

Stormwater Protection Equipment and Materials

- Storm drain maintenance schedule.
- Storm drain system map.
- Cameras and/or remotely operated vehicles.

Standard Operating Procedures

Stormwater System Inspection and Maintenance

- Stormwater system should be inspected for structural integrity, evidence of illicit discharges, and to determine areas prone to fast sediment accumulation or confirmed contamination.
- Stormwater system (including inlets, lines, manholes, ditches, detention ponds, and permanent BMPs) should be cleaned and maintained according to an established schedule (After every event of more than 1" of rain as measured by the town's rain gauge).
- This schedule is located: _____.
- Report any areas needing attention and schedule repairs ASAP.
- Keep records of "hot spot" areas (areas prone to excessive sediment accumulation).
 - Locations of hot spots: _____
 - How often are storm drain inlets cleaned or maintained? _____.
 - Time of year cleaned: _____
- Ensure that water from jetting and flushing inlets and lines is not discharged into the storm system.
- Report any suspected illegal connections or dumping to the municipal stormwater coordinator:
Name: _____
Phone: _____

Debris Disposal and Storage

- Store debris from cleaning storm drains in an area that has an impervious surface or liner or in a temporary storage area or container. The debris storage area is located at: _____
- Always inspect and maintain the debris storage area. Check area for run-on or runoff or debris scattering.
- Debris should be removed and taken to the permanent disposal site regularly.
- How often is debris disposed of? _____ times per week/ _____ times per month
Other: _____
- The permanent disposal site is at: _____.
If debris is suspected to be contaminated, it should be tested to determine the proper disposal method.
- The hazardous waste testing and disposal company is: _____.

Ditches and Detention Ponds

- Inspect ditches for signs of erosion.
- Track ditches prone to erosion and set maintenance schedule accordingly.
- Do not apply pesticides or fertilizers in drainage ditches, roadways, or curbs.
- Do not disturb creeks, wetlands, or sensitive wildlife habitat areas without a permit from Army Corps of Engineers (if applicable).
- Inspect detention ponds regularly to ensure proper functioning. Clean and maintain as needed.

Contracts and Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper BMPs to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention, including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

- Keep a written Storm Drain System Inspection and Maintenance Schedule.
This schedule is located at _____.
- Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder (or other location: _____).
- Debris removal records are kept at: _____.

The inventory of hot spot areas where contamination has been confirmed and require frequent inspections is recorded here: _____

- Records of any testing done on debris removed from catch basins is located:

Town of Hickory Creek - SWMP Summary Table

BMP Description	Permit Year	Responsible Party
BMP NO. 1 - Public Education and Outreach		
<u>BMP 1.1 - Distribute Stormwater Educational Material</u>		
No action	1	Public Works Director
Distribute stormwater education material targeting residents and visitors	2-5	Public Works Director
Distribute stormwater education material targeting public service employees	2-5	Public Works Director
Distribute stormwater education material targeting businesses, commercial and industrial activity	2-5	Public Works Director
Distribute stormwater education material targeting construction site personnel	2-5	Public Works Director
<u>BMP 1.2 - Stormwater Message(s) with Links on Town of Hickory Creek Website</u>		
No action	1	Information Technology Manager and Public Works Director
Maintain webpage	2-5	Information Technology Manager and Public Works Director
Make Town SWMP available for viewing on stormwater webpage	1-5	Information Technology Manager and Public Works Director
Post "Fact Sheets"(stormwater pollution prevention)	2-5	Information Technology Manager and Public Works Director
<u>BMP 1.3 - River/Stormwater System Volunteer Cleanups</u>		
Perform citizen volunteer clean-up	1-5	Public Works Director
<u>BMP 1.4 - Display Stormwater Management Program on Town Website for Public Review and Comment</u>		
Display SWMP on Town website	1-5	Information Technology Manager and Public Works Director
Monitor email/similar outlet of comments on SWMP webpage and methods to address community comments	1-5	
MCM NO. 2 - Illicit Discharge Detection and Elimination		
<u>BMP 2.1 - Implement Town Ordinance and Enforcement Procedures to Prohibit and Remove Illicit Discharges</u>		
Review current Illicit Discharge ordinance	1	Public Works Director
Research other municipality ordinances	2	Public Works Director
Prepare draft ordinance	3	Public Works Director and Town Attorney
Adopt revised ordinance	4	Public Works Director and Town Attorney
Enforce updated ordinance	5	Public Works Director
<u>BMP 2.2 - Visual Inspection of Selected Stormwater Outfalls During Dry Weather</u>		
Enforce current ordinance	1	Public Works Director
Research other municipality procedures and forms	2	Public Works Director
Prepare a dry weather inspection procedure and form	3	Public Works Director
Update/revise the current criteria for ranking stormwater pollution potential of stormwater outfalls	4	Public Works Director
Implement dry weather screening program	5	Public Works Director
<u>BMP 2.3 - Development of Storm Sewer Map Showing All Outfalls and Names of Waters of the United States</u>		
No Action	1	
Gather Record Drawings with Storm Line locations	2-3	Public Works Director
Develop draft electronic and paper maps (stormwater outfalls and document results)	4	Town Engineer
Continue to update electronic and paper stormwater outfall location map with receiving water	5	Town Engineer
<u>BMP 2.4 - Educate To Employees, Business, and the General Public (Hazards Associated With Illegal Discharges to the System)</u>		
Research Public Education Material	1-2	Public Works Director
Distribute stormwater material target at Residents and Visitors	3-5	Public Works Director
Distribute stormwater material target at public service employees	3-5	Public Works Director
Distribute stormwater material target at businesses, and commercial activities	3-5	Public Works Director

Town of Hickory Creek - SWMP Summary Table		
BMP Description	Permit Year	Responsible Party
BMP NO. 3 - Construction Site Runoff Controls		
<u>BMP 3.1 - Implement/Maintain Ordinance and Enforcement Mechanism to Require Erosion and Sediment Control at site>1 Acre</u>		
Enforce current ordinance	1	Public Works Director
Review current ordinances	2	Public Works Director
Submit Draft of ordinance revisions	3	Public Works Director and Town Attorney
Implement and update as necessary the final ordinance requiring waster, erosion, and sediment controls at construction>= 1 acres	4	Public Works Director and Town Attorney
Enforce updated ordinance until end of permit	5	Public Works Director
<u>BMP 3.2 - Require Submittal of Construction Site SWPPP for Review by Town Staff</u>		
Review construction plans with current check list	1	Public Works Director
Review construction plan checklist	2	Public Works Director
Submit draft construction plan checklist with proposed revisions	3	Public Works Director
Implement and update as necessary the new construction site plan review checklist that considers potential impacts of water quality	4	Public Works Director
Continue review of all Construction SWPPPs to ensure compliance with Town ordinance until end of permit term	5	Public Works Director
<u>BMP 3.3 - Implement Procedures for Construction Site Inspection of Runoff Controls</u>		
Inspect construction site per current procedures	1	Public Works Director
Research other municipality inspection procedures and forms	2	Public Works Director
Review and revise as necessary the construction site inspection procedures	3	Public Works Director
Implement revised construction site inspection procedures	4-5	Public Works Director
<u>BMP 3.4 - Train Town Inspectors in Conducting Proper Site Inspections</u>		
Conduct Inspections based on current procedures	1	Public Works Director
Research education material	2	Public Works Director
Training Town inspectors in procedures for ensuring construction site has required stormwater runoff controls	3-5	Public Works Director
<u>BMP 3.5 - Implement mechanism for contractor Comment and Procedures for Comment Consideration in regard to Runoff Control</u>		
Continue to maintain email where the community can discuss stormwater issues	1-5	Public Works Director
Address comments or questions as necessary	1-5	Public Works Director
BMP NO. 4 - Post Construction Stormwater Management in new Development and Redevelopment		
<u>BMP 4.1 - Implement and Maintain Hickory Creek Ordinance and Enforcement Mechanism to Require Post Construction Stormwater Management in New Development and Redevelopment Sites >1 Acre</u>		
Enforce Current Ordinance	1	Public Works Director
Review current ordinances	2	Public Works Director
Submit Draft Ordinance Revisions	3	Public Works Director
Implement and update as necessary the final ordinance	4	Public Works Director
Enforce updated ordinance until end of permit	5	Public Works Director
<u>BMP 4.2 - Create and Distribute Educational Materials for Area Developers Regarding Post-Construction Stormwater Controls</u>		
No action	1	Public Works Director
Research education material	2	Public Works Director
Determine appropriate material to distribute	3	Public Works Director
Education mater will be distributed with applicable building permits.		
Distribution will continue until end of permit term.	4-5	Public Works Director
BMP NO. 5 - Pollution Prevention and Good Housekeeping		
<u>BMP 5.1 - Identify Possible Pollutants from Operation and Maintenance procedure at the Town owned properties</u>		
Identify possible sources of pollutants from operations at Town owned property.	1-2	Public Works Director
Develop and implement a plan to target sources of pollutants from Town hall/fire station operation and street repair/maintenance	3	Public Works Director
Conduct annual inspections of Town hall property through the end of the permit.	1-5	Public Works Director
<u>BMP 5.2 - Develop and Implement a Plan to Reduce Pollutants from Operation and Maintenance procedures at the Town owned properties</u>		
Identify possible sources of pollutants from operations at Town owned property (BMP 5.1).	1-2	Public Works Director
Develop the plan to reduce pollutants from Town hall/fire station operation and street repair/maintenance	3	Public Works Director
Implement the developed plan to reduce pollutants from Town hall station operation, Public Works Yard and park and street maintenance	4-5	Public Works Director

Town of Hickory Creek - SWMP Summary Table

BMP Description	Permit Year	Responsible Party
<p><u>BMP 5.3 - Town Staff and Contractor Training the Developed Plan to Reduce Possible Pollutants from Operations and Maintenance procedures at the Town Owned Properties and Street Maintenance</u></p> <p>Identify possible sources of pollutants</p> <p>Develop and implement a plan to target sources of pollutants from Town hall, Public Works operation and street repair/maintenance</p> <p>Conduct training to Town staff and contractors based on the developed plan from BMP 5.2</p>	<p>1-2</p> <p>3</p> <p>4-5</p>	<p>Public Works Director</p> <p>Public Works Director</p> <p>Public Works Director</p>
<p><u>BMP 5.4 - Written Policy, Procedures, and Schedule for Periodic Inspection and Maintenance Of Stormwater System</u></p> <p>No Action</p> <p>Review policy, procedures, and schedule, including proper disposal of waste as defined in the General Permit, for storm sewer maintenance.</p> <p>Begin annual inspections and maintenance according to developed schedule.</p> <p>Continue inspections according to schedule until end of permit term.</p>	<p>1</p> <p>2-4</p> <p>5</p>	<p>Public Works Director</p> <p>Public Works Director</p> <p>Public Works Director</p>