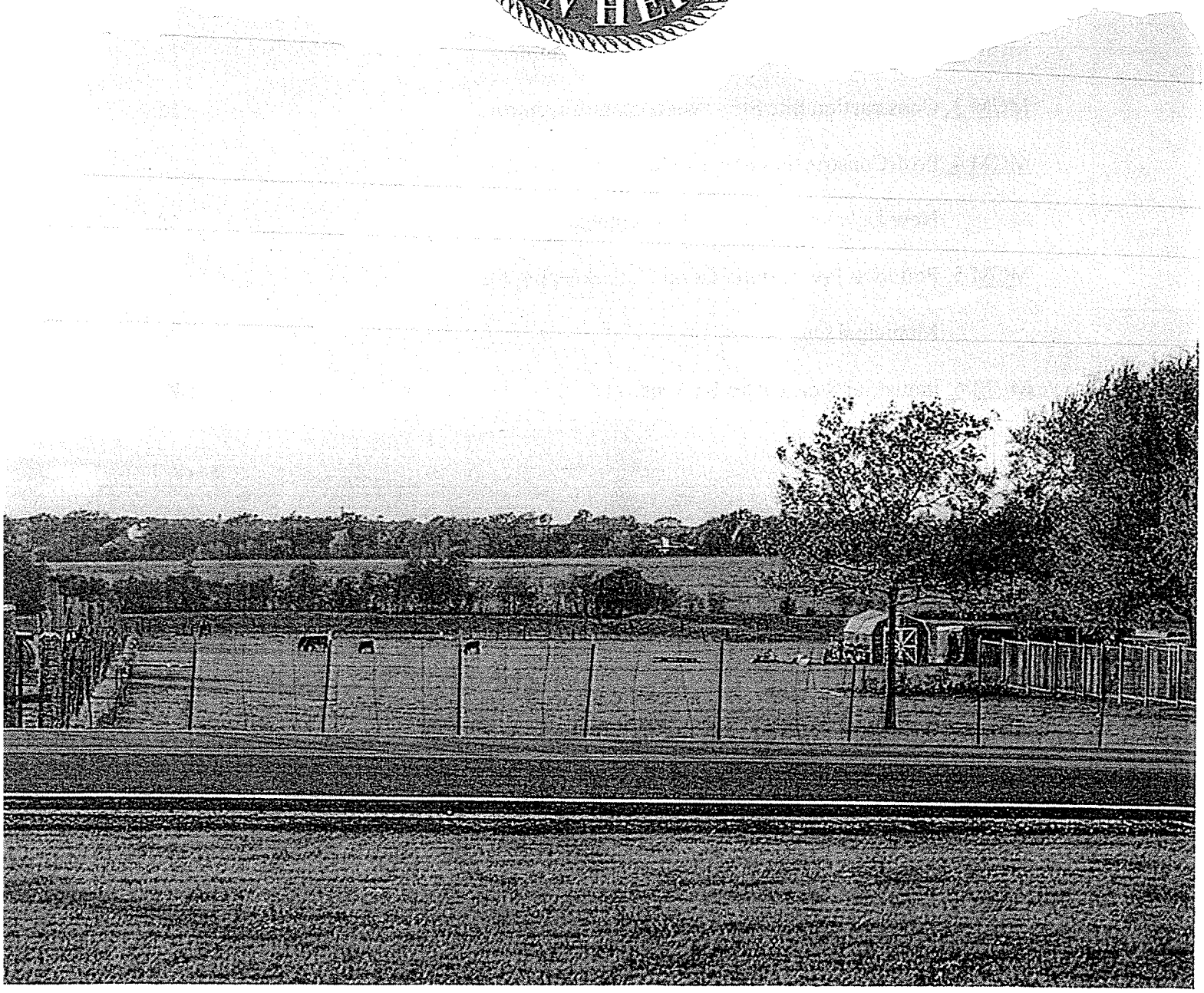
THE CITY OF GLENN HEIGHTS

STORM WATER MANAGEMENT PLAN 2019-2024

TPDES General Permit No.
TXR040000



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APPENDIX

A. Stormwater Master Plan Implementation Schedule

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CITY OF Glenn Heights,
TEXAS

STORMWATER MANAGEMENT PLAN

I. EXECUTIVE SUMMARY

The City of Glenn Heights is subject to the requirements of the Texas Commission on Environmental Quality (TCEQ) Texas Pollutant Discharge System (TPDES) General Permit No. TXR040000, for on January 24, 2019, which sets the requirements and conditions for stormwater discharges from small municipal separate storm sewer system (MS4) to surface waters in the state The City of Glenn Heights, Texas currently has a Stormwater Management Plan (SWMP) that was adopted by the City and approved by TCEQ back in 2014. The TCEQ has amended and reissued a new Small MS4 General Permit for Phase II, TPDES Permit No. TXR040000, which requires the City of Glenn Heights to update their SWMP.

As the City of Glenn Heights (hereinafter, the City) operates a small MS4 fully located within an urbanized area (UA), as determined by the 2010 U.S. Census Bureau, it must obtain authorization for the discharge of stormwater runoff and is eligible for coverage under the new permit. Furthermore, the City, under the new permit, is categorized as a Level 2 MS4, serving a population of at least 13,250 but less than 40,000 within the UA. six required elements that, when implemented together, are expected to reduce pollutants discharged into receiving water bodies to the maximum extent practicable (MEP). The new permit revises, and to some extent, reorganizes the existing Minimum Control Measures (MCMs), to include additional controls and details where appropriate. This revised list of six program elements, or MCMs, includes:

- Public Education, Outreach, and Involvement;
- Illicit Discharge Detection and Elimination;
- Construction Site Stormwater Runoff Control;
- Post-Construction Stormwater Management in New Development and Redevelopment;
- Pollution Prevention and Good Housekeeping for Municipal Operations; and
- Industrial Stormwater Sources.

MCM (6) is required only for Level 4 MS4s, as they are similar in populations to Phase I MS4s, which this MCM is based on. The permit maintains the optional 7thMCM, related to construction activities where the small MS4 is the site operator (reference Permit Part III.B).
The implementation and evaluation of these MCMs comprise the heart of the City's SWMP. Included within each MCM category is information about:

- Best Management Practices (BMPs) that will be implemented, as appropriate;
- The clear, specific and measurable goals for each of the BMPs, including, as appropriate the months and years in which the applicant will take the required actions, including interim milestones and the frequency of the action; and
- The person or persons responsible for implementing or coordinating the applicants SWMP.

This revised stormwater management plan is to be submitted with a notice of intent (NOI) to the TCEQ to meet the requirements of the new permit. Any BMPs that were found not to be effective in the previous permit can be modified or removed with justification. The City will continue to implement the existing SWMP until the revised SWMP has been approved by the TCEQ.

These BMP's are detailed in the report and identified in the five-year schedule for the City to prioritize problems, identify solutions, implement correction strategies, track schedule progress through annual reporting, and continue to reduce pollutants entering local creeks, streams, and rivers.

The Public Works Department will serve as the department responsible for continuing to implement the MBP's and be in compliance with the SWMP. The department will also continue to provide annual reports to the TCEQ, adhering to the permit using measurable goals while trying to find new creative ways to reducing stormwater runoff.

II. GENERAL

The City of Glenn Heights has developed this Stormwater Management Plan in accordance with the General Permit No. TXR040000, General Permit To Discharge Under The Texas Pollutant Discharge Elimination System, from the Texas Commission of Environmental Quality. The Stormwater Management Plan (SWMP) is based on six minimum control measures:

MCM 1. Public Education, Outreach, and Public Involvement

MCM 2. Illicit Discharge Detection and Elimination (IDDE)

MCM 3. Construction Site Stormwater Runoff Control

MCM 4. Post-Construction Stormwater Management in New Development and Redevelopment

MCM 5. Pollution Prevention and Good Housekeeping for Municipal Operations

MCM 6. Industrial Stormwater Sources

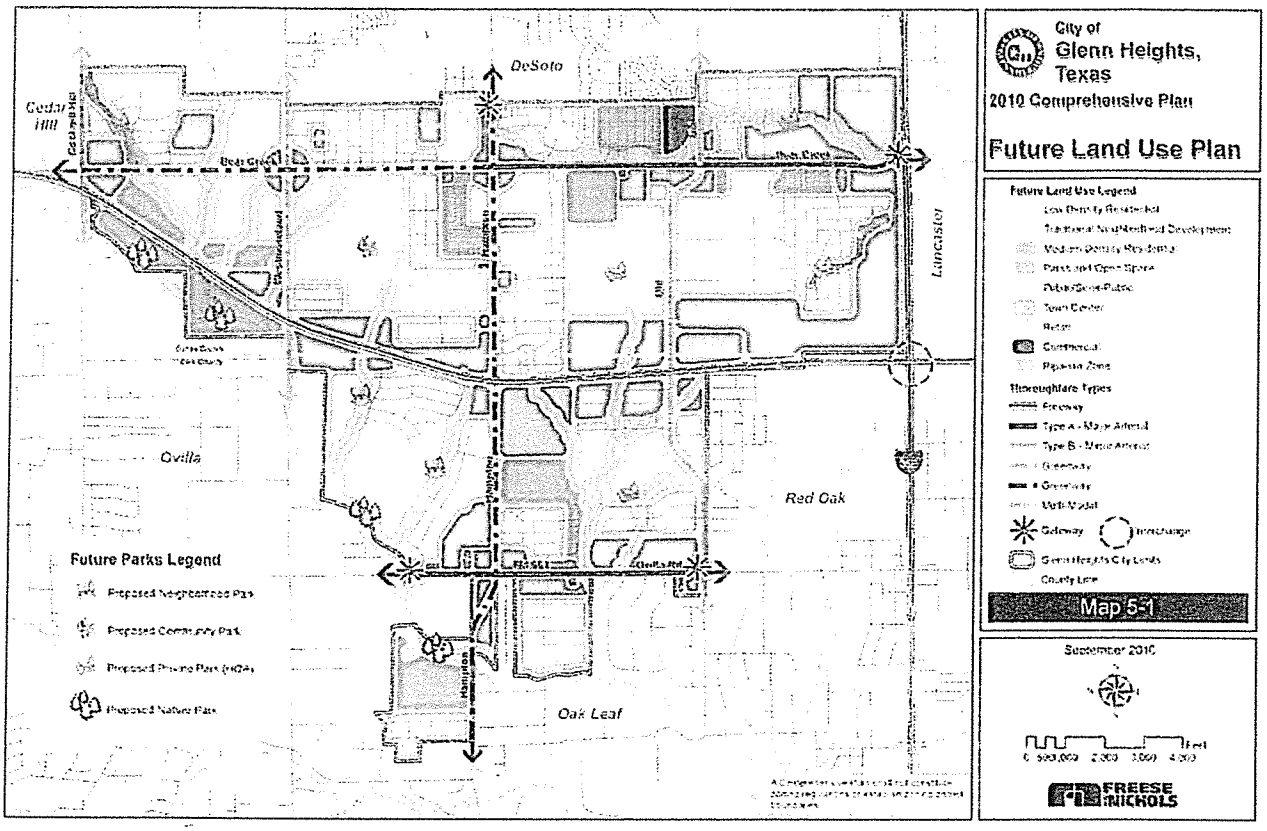
These minimum control measures are items required in Part III of the General Permit To Discharge Under The Texas Pollutant Discharge Elimination System. Each minimum control measure has goals and a schedule to complete each goal.

This program is created with goals that are to be completed with City staff and City funds. The Public Works Department is responsible for implementing of the SWMP.

Annual reports will be submitted stating the evaluation of each measurable goal performed that year. Results of any information collected that year will be submitted with the annual report and revision to the measurable goals, if necessary. The annual report will also summarize the measurable goals planned for the following year.

The City of Glenn Heights is located in the Dallas/Fort Worth Metroplex urbanized area. Figure No. I below illustrates the current city limits of Glenn Heights, the Dallas-Ellis County Line, and the water bodies receiving the stormwater from the MS4 Operator, being the City.

Figure No. 1 – Location Map



MCM 1. PUBLIC EDUCATION, OUTREACH AND PUBLIC INVOLVEMENT

The General Permit To Discharge Under The Texas Pollutant Discharge Elimination System requires the following:

A. A public education program to distribute educational materials to the community or conduct equivalent outreach activities that will be used to inform the following groups within the Municipal Separate Storm Sewer System (MS4) area:

1) Residents;

2) Visitors;

3) Public Service Employees;

4) Businesses;

5) Commercial and Industrial Facilities; and

6) Construction Site Personnel.

The outreach must inform the public about the impacts polluted stormwater run-off can have on water quality, hazards associated with illegal discharges and improper disposal of waste, and ways they can minimize their impact on stormwater quality.

B. Via documentation, the MS4 operator must ensure that a reasonable attempt was made to reach all constituents within the MS4 area to meet this measure.

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 1. – PUBLIC EDUCATION AND OUTREACH

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
RESIDENTS				
BMP 1.1 Pamphlets	Develop educational material to residents. The pamphlets will include stormwater education in general per the TCEQ general permit guidelines. Pamphlets will also include information specifically relating to fertilizer, herbicide and pesticide usage, proper disposal of household hazardous waste and oils and other educational and participatory opportunities.	Director of Public Works	• Review and determine if information in existing needs to be revised.	Year 1
			• Distribute pamphlets to developers to place in new homes.	Year 1 - 5
			• Place pamphlets on bulletin boards at City Hall.	Year 1 - 5
			• Continue to send pamphlet to Citizens once a year.	Year 1 - 5 Year 1 - 5
			• Distribute pamphlets to developers to place in new homes.	Year 1 - 5
			• Place pamphlets on bulletin boards at City Hall.	Year 1 - 5
BMP 1.2 Web Site	Update a stormwater web page for the City. The web page will include stormwater education in general per the TCEQ general permit guidelines. The web site will include a stormwater hot line and links to other local, state and national stormwater web sites.	Director of Public Works	• Update Web Page in Home Page.	Year 1 - 5
			• Feedback regarding stormwater program solicited via the web page.	Year 1 - 5
BMP 1.3 Stormwater Display	Create a stormwater display w/pamphlet created in BMP 1.1. The stormwater display will include stormwater education in general per the TCEQ general permit guidelines. The stormwater display will be displayed at City Hall.	Director of Public Works	• Update Display Stormwater.	Year 1 - 5
			• Display at City Hall.	Year 1 -5
			• Displays of Pamphlets and Handouts Displayed in Office.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 1.4 Educational Curriculum	Discuss stormwater education to the Cities of Glenn Heights, Midlothian and Red Oak. Stormwater education will be based on the TCEQ General Permit Guidelines.	Director of Public Works	• Continue to discuss City's Phase II stormwater educational goals with Cities of Glenn Heights, Midlothian and Red Oak.	Year 1 - 5
			• Continue the partnership with Cities of Glenn Heights, Midlothian and Red Oak to provide information on available stormwater educational material.	Year 1 - 5
BMP 1.5 Public Service Announcement	Develop public service announcements to be printed on local media sources. The public service announcements will include stormwater education in general per the TCEQ general permit guidelines. The service announcements will have information specifically relating to Fertilizer, herbicide & pesticide usage, proper disposal of household hazardous waste and oils and other educational & participatory opportunities.	Director of Public Works	• Work with NCTCOG to receive information and receive public interactions. "Keep Area Beautiful".	Year 1 - 5
			• Revise the Public Service Announcements if needed.	Year 1 - 5
			• Print Public Service Announcement once a year in the Glenn Heights Mailing.	Year 1 - 5
BMP 1.6 Storm Drain Markers	Place storm drain markers on local storm drains in an effort to increase awareness and to prevent dumping into the storm drain system.	Director of Public Works	• Existing inlets have been marked.	Year 1 - 5
			• Mark new inlets as new improvements occurs.	Year 1 - 5
			• Continue implementation of the City's plan for installing storm drain markers, achieving the 100% marked goal by the end of the 5'" year.	Year 1 - 5
BMP 1.7 Bumper Stickers	Place at least one bumper sticker on all City vehicles. Bumper stickers will display messages stating not to dump into the storm drain system. The bumper stickers will increase awareness.	Director of Public Works	• Update bumper sticker to be placed on City vehicles, and replace as needed.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 1.8 "Take Care of Texas"	Become a member of the "Take Care of Texas" program.	Director of Public Works	• Continue to be an active member of "Take Care of Texas".	Year 1 - 5
			• Update material on the City website.	Year 1 - 5
PUBLIC SERVICE EMPLOYEES				
BMP 1.9 Education	Develop a program to have at least one employee or civic leader attend an educational conference once per year. Have that employee or civic leader teach other city employees and leaders what he or she learned. The purpose is to gather valuable training and teach others to further educate the City staff.	Director of Public Works	• Continue education program.	Year 1 - 5
			• Have at least one person representing the City attend an educational conference annually.	Year 1 - 5
			• Have representative develop a workshop to teach other City employees & leaders.	Year 1 - 5
COMMERCIAL AND INDUSTRIAL FACILITIES				
See BMP 1.1 Pamphlets				
BMP 1.10 Business Partnership	Develop a relationship with local businesses in MS4 area.	Director of Public Works	• Continue to Contact Businesses.	Year 1 - 5
			• Discuss Overall Plan.	Year 1 - 5
			• Meet with Business annually to distribute information.	Year 1 - 5
CONSTRUCTION SITE PERSONNEL				
See BMP 1.1 Pamphlets				
BMP 1.11 Stormwater Pollution Prevention Plan (SW3P) Details Page	Develop a standard details page that all construction personnel will adhere to. This will help eliminate confusions that may occur with erosion control.	Director of Public Works	• Developed SW3P detail sheet to be inserted in all construction plans.	Year 1 - 5
			• Continue to have contractors include the SW3P detail sheet in their construction plans.	Year 1 - 5

C. Identify and implement a public involvement and participation program. This must include provisions to allow opportunities for all constituents within the MS4 area to participate in the stormwater management program development and implementation.

D. The MS4 operator must, at minimum, comply with State and local public notice requirements when implementing a public involvement/participation program.

E. The MS4 operator must, via documented efforts, ensure that sufficient opportunities were allotted to involve all constituents interested in participating in the program process to meet this measure. Correctional facilities will not be required to implement this MCM.

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 1. – PUBLIC INVOLVEMENT

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 1.1 Citizen Panel	Establish a citizen panel to help implement the stormwater management plan.	Director of Public Works & Community Engagement Administrator	• Establish Citizen Panel.	Year 1 2
			• Review progress and input on program. Report progress to Council.	Year 1 - 5
			• Have Citizen Panel meet at least once a year to review the annual report. Make comments on the plan.	Year 3 - 5
BMP 1.2 Panel Groups	Develop a program for the Citizen Panel to meet with specific groups periodically to discuss the stormwater management plan and gather any comments the group may have.	Director of Public Works & Community Engagement Administrator	• Develop a schedule to have Citizen Panel meet with specific groups in Glenn Heights.	Year 2 - 3
			• Have Citizen Panel meet a specific group in Glenn Heights (Community leaders, Business Leaders, Homeowners Association, etc.) at least once a year to discuss issues about the Stormwater Management Plan.	Year 4 - 5
BMP 1.3 Public Service Announcements	Develop a schedule to issue Public Service Announcements by Newsletter about meetings on the Stormwater Management Plan.	Director of Public Works & Community	• Continue to issue public service announcements at least two weeks before the meeting.	Year 1 - 5
BMP 1.4 Storm Inlets Stencil	Develop program to have community groups place storm stencil or stick-ons at inlets.	Director of Public Works	• Try to have 25% of inlets stenciled each year.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 1.5 Take Care of Texas	Become an affiliate of "Take Care of Texas.org" and develop program that meets goals.	Director of Public Works & Community Engagement Administrator	• Continue to be an affiliate of "Take Care of Texas" Program and informed through email updates.	Year 1 - 5
BMP 1.6 Stormwater Hotline	Establish a Stormwater Hotline that allows the community to report violations to the Stormwater Management Plan.	Director of Public Works & Community Engagement Administrator	• Continue to provide access for stormwater hotline through website link and contacting City Hall.	Year 1 - 5

MCM 2. ILLICIT DISCHARGE DETECTION AND ELIMINATION

The General Permit To Discharge Under The Texas Pollutant Discharge Elimination System requires the following:

A. Illicit Discharges

This section of the SWMP establishes a program to detect and eliminate illicit discharges to the MS4 and includes the manner, ordinance or other regulatory mechanism, used to effectively prohibit illicit discharges.

1) Detection

The SWMP must list the techniques used for detecting illicit discharges.

2) Elimination

The SWMP must include appropriate enforcement procedures and actions for removing the source of an illicit discharge.

B. Non-Stormwater Discharges

This section of the SWMP establishes a program to detect and address non-stormwater discharges and illegal dumping to the MS4. All non-stormwater flows, including those listed in Part II. B and Part VII. B of the General Permit to Discharge Under the Texas Pollutant Discharge Elimination System will be evaluated by the permittee to determine if they are a significant contributor of pollutants to the MS4. All non-stormwater discharge that is determined to be a significant pollutant will be prohibited. The prohibition will be done through an ordinance or other regulatory mechanism. The ordinance or regulations must include appropriate enforcement procedures and actions.

Firefighting activities are excluded from being prohibited and only need to be addressed if they are determined to be a significant contributor of pollutants to the MS4.

C. Incidental Non-Stormwater Discharges

A list of occasional incidental non-stormwater discharges that will not be addressed as illicit discharges may also be developed. If developed, the listed discharges must not be reasonably expected to be significant sources of pollutants, because of either the nature of the discharge or the conditions that have been established for allowing these discharges to the MS4. Any local controls or conditions placed on these discharges must be documented in the SWMP. The SWMP must also include a provision prohibiting any individual non-stormwater discharge that is determined to be contributing significant amounts of pollutants to the MS4.

D. Storm Sewer Map

1) A map of the Storm Sewer System must be developed and must include the following:

   a) The location of storm sewer pipes, ditches, and other conveyances owned by the permittee, or at a minimum, the drainage area for each outfall;

   b) The location of all major outfalls; and

   c) The names and locations of all waters of the U.S. that receive discharges from the outfalls.

2) The SWMP must include the source of information used to develop the storm sewer map, including how the outfalls were verified and how the map will be regularly updated.

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 2. – ILLICIT DISCHARGE DETECTION AND ELIMINATION

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
ILLICIT DISCHARGE DETECTION AND ELIMINATION				
BMP 2.1 Dry Weather Screening	Develop a program to screen City's Stormwater outfalls	Director of Public Works	• Develop dry weather screening program and train appropriate personnel with purchase screening kits.	Year 1 - 5
			• Conduct visual dry weather screening of 25% of the City's Stormwater outfalls per year for all outfalls in target areas. Purchase screening test update.	Year 4 - 5
BMP 2.2 Illicit Discharges Detection	Conduct inspections of sites suspected of illicit discharge.	Director of Public Works	• Train appropriate personnel on inspection of sites suspected of illegal discharge.	Year 1 - 5
			• Conduct inspections in accordance with inspection procedures for identified or suspected sources of illicit discharges or illegal dumping as identified from dry weather screening, smoke testing, and from tips received from the City's stormwater hotline.	Year 1 - 5
BMP 2.3 Sanitary Sewer Smoke Testing	Conduct smoke tests of public sanitary sewer lines to determine cross-connections with the City's storm sewer system.	Director of Public Works	• Develop program on sanitary sewer smoke testing.	Year 2 - 3
			• Conduct sanitary sewer smoke testing of the City's sanitary sewer system per year. 25% of the system per year.	Year 4 - 5
BMP 2.4 Elimination of Illicit Connections	Develop a program to eliminate illicit connections found in the City's stormwater system	Director of Public Works	• Update standard verification procedures, as necessary.	Year 1 - 5
			• Train appropriate personnel on program.	Year 1 - 5
			• Continue to require & verify the elimination of all identified illicit connections.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
NON-STORM WATER DISCHARGES				
BMP 2.5 Non-Stormwater Discharge Program	Develop a program and ordinance that addresses non-stormwater discharge and methods to remedy the situation.	Director of Public Works	• Continue to inspect all suspected sites and require property owners to eliminate the cause.	Year 1 - 5
			• Continue to train appropriate personnel on the program.	Year 1 - 5
STORM SEWER MAP				
BMP 2.6 Storm Sewer Map	Develop a map of the City's storm sewer system as required by the TCEQ's general permit	Director of Public Works	• Update City's Storm Sewer System Map as development occurs. Develop 25 % of the map per year.	Year 1 - 5

MCM 3. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

The General Permit To Discharge Under The Texas Pollutant Discharge Elimination System requires the following:

The MS4 operator must develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance greater than or equal to one acre or if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The MS4 operator is not required to develop, implement, and/or enforce a program to reduce pollutant discharges from sites that the TCEQ has waived the permitting requirements for stormwater discharges associated with small construction activities.

A. The program must include the development and implementation of, at a minimum, an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State and local law.

B. Requirements for construction site contractors to, at a minimum:

   1) Implement appropriate erosion and sediment control best management practices; and

   2) Control waste such as discarded building materials, concrete truck washout water, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;

C. The MS4 operator must develop procedures for:

   1) Site plan review which incorporate consideration of potential water quality impacts;

   2) Receipt and consideration of information submitted by the public; and

   3) Site inspection and enforcement of control measures

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 3. – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 3.1 Construction Site Stormwater Runoff Control	Develop and implement a program on controlling erosion at construction sites.	Director of Public Works	• Continue to enforce erosion control at construction sites. Erosion control plans be submitted to City for review during construction phases of a project that are one acre or larger. Phases will include pre, during and post construction activities. Update methods as necessary for City to enforce erosion control plans during construction.	Year 1 - 5
BMP 3.2 Details	Standard construction details.	Director of Public Works	• Update as necessary the standard S W 3 P details page to be inserted in all construction plans by end of Year 2.	Year 1 - 5
BMP 3.3 Inspections	Construction site inspections.	Director of Public Works	• Implement site inspection procedures that will verify erosion control plans are being implemented and maintained as development occurs. In addition to erosion review iste water that can impact water quality. Begin at end of Year 4.	Year 1 - 5
BMP 3.4 Water Quality	Develop method to assess and recommend correction to potential water quality issues during site plan review.	Director of Public Works	• Continue to implement site plan review recommendation to minimize impact on water quality concerns as development occurs.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 3.5 New Construction & Land Disturbances	Develop a program to maintain new construction and land disturbances in the City in order to reduce the amounts or pollutants entering in the water.	Director of Public Works	◦ Update the standard SW3P details page to be inserted in all construction plans by the end of 3rd year.	Year 1 - 5
			◦ Train inspectors in erosion control when City hires inspections.	Year 1 - 5
			◦ Continue to implement erosion control for all City Projects where the land disturbance is more than one-acre.	Year 1 - 5
BMP 3.6 Response to Hotline Call-ins (BMP 2.6)	Determine how to pass hotline call-ins to Public Works Department.	Director of Public Works	◦ Update procedure (email or call in to the City Hall, as necessary) to get call-in information to Public Works.	Year 1 - 5
			◦ Update procedure, as necessary, to investigate information received from public.	Year 1 - 5
BMP 3.7 Control of Site Waste	Determine what site waste would be and determine effective way to minimize adverse effects on stormwater run-off.	Director of Public Works	◦ Educate staff on what site waste would be and effects on stormwater at construction site.	Year 1 - 5
			◦ Checklist for staff to check on construction sites.	Year 1 - 5

MCM 4. POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

The General Permit To Discharge Under The Texas Pollutant Discharge Elimination System requires the following:

The MS4 operator must develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development of sale that will result in disturbance of one or more acres, that discharge into the small MS4. The program must ensure that controls are in place that would prevent or minimize water quality impacts;

A. Develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for your community;

B. Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State and local law; and

C. Ensure adequate long-term operation and maintenance of BMPs.

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 4. – POST CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 4.1 Post Construction Stormwater Management Ordinance	Update method of notification, method to fine and method to correct post construction runoff.	Director of Public Works	• Ordinance adopted.	In-Place
BMP 4.2 Implementation of Ordinance	Update program to inspect construction sites greater than one acre (new and re-development).	Director of Public Works	• Update program as necessary to inspect completed projects at regular intervals to ensure compliance with post construction requirements.	Year 1 - 5
BMP 4.3 Review of Effectiveness of Post Construction BMP	Update program to assess post construction BMP on regular basis.	Director of Public Works	• After each year of initial program have staff evaluate effectiveness of post construction BMPs, list of revisions, additions and deletions. Determine changes in standard details.	Year 1 - 5

MCM 5. POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

The General Permit To Discharge Under The Texas Pollutant Discharge Elimination System requires the following:

A section within the SWMP must be developed to establish an operation and maintenance program. The operation and maintenance program must have the ultimate goal of identifying methods and practices for conducting municipal operations in a manner to prevent or reduce pollution in stormwater runoff.

A. Good Housekeeping and Best Management Practices

Controls must be used to reduce or eliminate the discharge of pollutants when runoff of pollution to from municipal operations is determined to be a significant contributor the MS4. Examples of municipal operations and municipally owned areas include, but are not limited to:

1) Park and open space maintenance;

2) Street, road, or highway maintenance;

3) Fleet and building maintenance;

4) Stormwater system maintenance;

5) New construction and land disturbances;

6) Municipal parking lots;

7) Vehicle and equipment maintenance and storage yards;

8) Sand storage locations.

B. Training

A training program must be developed for all employees responsible for municipal operations subject to the pollution prevention/good housekeeping program. The training program must include training materials directed at preventing and reducing stormwater pollution from municipal. Examples or descriptions of training materials being used must be included in the SWMP.

C. Structural Control Maintenance

If best management practices include structural controls, maintenance of the controls must be performed at a frequency determined by the MS4 operator and consistent with maintaining the effectiveness of the BMP. The SWMP must list all the following:

1) Maintenance activities;

2) Maintenance schedules; and

3) Long-term inspection procedures for controls used to reduce floatable and other pollutants.

D. Disposal of Waste

Waste removed from the MS4, from structural controls, or collected as a result of municipal operations and maintenance activities must be properly disposed. A section within the SWMP must be developed to include procedures for the proper disposal of waste, including:

1) Dredge spoil;

2) Accumulated sediments; and

3) Floatable.

E. Municipal Operations and Industrial Activities

The SWMP must include a list of all:

1) Municipal operations that are subject to the operation, maintenance, or training program developed under the conditions of this section; and

2) Municipally owned or operated industrial activities that are subject to TPDES stormwater regulations.

The SWMP must include an individual permit number, general permit authorization number, or a copy of a signed NOI or NEC (no exposure certification form for TPDES General Permit TXR05000) for each industrial activity conducted by the MS4 and subject to TPDES stormwater regulations. If an NOI or NEC has been submitted, but an acknowledgement has not yet been received from the TCEQ, a copy of the submitted NOI or NEC Form may be made readily available.

Training

There is no current training program for the City of Glen Heights. Development of the training program is scheduled to occur during the first year of the general permit. The Stormwater Management Plan will be revised to include examples and descriptions of training materials after they are developed.

Structural Control Maintenance

There are no current structural controls identified under the current Stormwater Management Plan. Any structural controls implemented during this Stormwater Management Plan will be listed in the annual report. Maintenance activities, schedules and inspection procedures will be addressed at that time.

Disposal of Waste

All dredge spoil, accumulated sediments and floatable collected from BMP 4.1 through BMP 4.13 will be properly disposed of at a nearby landfill.

Municipal Operations and Industrial Activities

The municipal operations that are subject to the operation, maintenance or training program developed under the conditions of this section are listed in BMP 4.1 to BMP 4.9.

The tables on the next page state the best management practices (BMP) goals necessary to implement this minimum control measure, the City department responsible for implementation, and outlines the implementation schedule.

MCM 5. – POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
GOOD HOUSEKEEPING AND BEST MANAGEMENT PRACTICES				
BMP 5.1 Park and Open Space Maintenance	Develop a program to maintain the parks and open space in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	◦ Refer to "Take Care of Texas.org" website to Parks Department.	Year 1 - 5
			◦ Implement program to prohibit direct discharge of chlorinated water from residential swimming pools.	Year 1 - 5
			◦ Implement a standard SW3P details page to be inserted in all construction plans.	Year 1 - 5
			◦ Train employees on erosion control practice.	Year 1 5
			◦ Evaluate park irrigation system. Consider installing drip or trickle irrigation systems for future irrigation systems.	Year 1 - 5
			◦ Install rain sensors at all park irrigation systems and inspect installed sensors annually.	Yeah 1 - 5
			◦ Implement an herbicide and pesticide management program.	Year 1 - 5
BMP 5.2 Street, Road and Highway Maintenance	Develop a program to maintain the streets, roads and highways in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	◦ Implement an annual street sweeping program. Sweep, curb, gutter and streets.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 5.3 Fleet and Building Maintenance	Develop a program to maintain the fleet center in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Continue assessment of existing fleet center operations and infrastructure. Make improvements based on the recommendations of the assessment, if	Year 1 - 5
			• Continue to implement stormwater management plan for the fleet center.	Year 1 - 5
			• Continue to implement spill response plan for the fleet center.	Year 1 - 5
BMP 5.4 Stormwater System Maintenance	Develop a program to maintain the City's storm sewer system in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Implement the schedule and program for conducting visual inspections of the City's storm sewer inlets. Continue conducting visual inspections of the City's storm sewer.	Year 1 - 5
			• Continue to monitor and track storm sewer cleaning activities.	Year 1 - 5
			• Continue to schedule and track outfall cleaning.	Year 1 - 5
			• Continue to implement program to track the amount of trash, sediment and other pollutants removed during cleaning.	Year 1 - 5
BMP 5.5 New Construction & Land Disturbances	Develop a program to maintain new construction and land disturbances in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Update as necessary, the standard SW3P details page to be inserted in all construction plans.	Year 1 - 5
			• Continue to train inspectors in erosion control.	Year 1 - 5
			• Continue to implement erosion control for all City Projects where the land disturbance is more than one-acre.	Year 1 - 5
BMP 5.6 Municipal Parking Lots	Develop a program to maintain municipal parking lots in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Continue to clean and sweep City parking lots periodically.	Year 1 - 5
			• Continue to implement stormwater management plan for City parking lots.	Year 1 - 5

Best Management Practices	BMP Description	Personnel Responsible	Measurable Goals	Implementation Schedule
BMP 5.7 Vehicle and Equipment Maintenance and Storage Yards	Develop a program to maintain vehicles, equipment and storage yards in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Continue to assessment of washdown and maintenance facilities & make improvements based on the recommendations.	Year 1 - 5
			• Continue to implement stormwater management plan for the washdown and maintenance facilities.	Year 1 - 5
			• Continue to implement a spill response plan for the washdown and maintenance facilities.	Year 1 - 5
			• Continue to implement inspection schedule for all equipment.	Year 1 - 5
BMP 5.8 Salt/Sand Storage Location	Develop a program to maintain the salt/sand storage locations in the City in order to reduce the amounts of pollutants entering in the water.	Director of Public Works	• Continue assessment of the sand storage locations and make improvements based on the recommendations (at pump station).	Year 1 - 5
			• Update stormwater management plan for the sand storage locations.	Year 1 - 5
		TRAINING		
BMP 5.9 Good Housekeeping and Pollution Prevention Training	Develop a training program to train all City employees in good housekeeping and pollution prevention	Director of Public Works	• Continue training program, such as viewing SWAP DVD's	Year 1 - 5
			• Continue to implement the training program to all City employees.	Year 1 - 5
			• Continue to implement the training program to all new employees six months after they are hired.	Year 1 - 5

MCM 6. INDUSTRIAL STORMWATER SOURCES

MCM 6 - Industrial Stormwater Sources, applies to MS4 operators categorized as Level 4, based on population served. The City of Glenn Heights is a Level 1 MS4 operator and therefore, MCM 6 is not applicable to the City.

APPENDIX "A"

Stormwater Master Plan Implementation Schedule

MS4 Project Schedule

City of Glenn Heights

Project Start Date	2019	Year 1	Year 2	Year 3	Year 4	Year 5
Project Lead	Director of Public Works and Infrastructure					

1	**BMP 1.1 Pamphlets**
1.1	Review & determine if information in existing needs to be revised.
1.2	Distribute pamphlets to developers to place in new homes.
1.3	Place pamphlets on bulletin boards at City Hall.
1.4	Distribute pamphlets to developers to place in new homes.
1.5	Place pamphlets on bulletin boards at City Hall.
2	**BMP 1.2 Website Link**
2.1	Update Web Page in Home Page
2.2	Feedback regarding stormwater program scolicited via the web page.
3	**BMP 1.3 Storm Water Display**
3.1	Update Display Stormwater
3.2	Display at City Hall
3.3	Displays of Phamphlets and Handouts Displayed in Office
4	**BMP 1.4 Educational Curriculum**
4.1	Continue to discuss City's Phase II stormwater educational goals with Cities of Glenn Heights, Midlothian and Red Oak
4.2	Contine the partnership with Cities of Glenn Heights, Midlothian and Red Oak to provide information on available stormwater educational material
5	**BMP 1.5 Public Service Announcement**
5.1	Work with NCTCOG to receive information and receive public interactions, "Keep Area Beautiful"
5.2	Revise the Public Service Announcements if needed.
5.3	Print Public Service Announcement once a year in the Glenn Heights mailing
6	**BMP 1.6 Storm Drain Markers**
6.1	Existing inlets have been marked
6.2	Mark new inlets as new improvements occurs
6.3	Continue implementation of the City's plan for installing storm drain markers, achieving the 100 % marked goal by the end of the 5th year.
7	**BMP 1.7 Bumper Stickers**
7.1	Update bumper sticker to be placed on City Vehicles, and replace as needed
8	**BMP 1.8 Take Care of Texas**
8.1	Continue to be an active member o f"Take Care of Texas".
8.2	Update material on the City Website.
9	**BMP 1.9 Education**
9.1	Continue education program.
9.2	Have at least one person representing the City attend an educational conference
9.3	Have representative develop a workshop to teach other City employees & Leaders.
10	**BMP 1.10 Business Partnership**
10.1	Continue to Contact Businesses.
10.2	Discuss Overall Plan.
10.3	Meet with Business annually to distribute information.
11	**BMP 1.11 SWPPP Details Page**
11.1	Developed SW3P detail sheet to be inserted in all construction plans.
11.2	Continue to have contractors include the SWPP detail sheet in their construction plans
12	**BMP 1.1 Citizen Panel**
12.1	Establish Citizen Panel.
12.2	Review progress and input on program. Report progress to Council.
12.3	Have Citizen Panel meet at least once a year to review the annual report. Make comments on the plan
13	**BMP 1.2 Panel Groups**
13.1	Develop a schedule to have Citizen Panel meet with specific groups in Glenn Heights
13.2	Have Citizen Panel meet a specific group in Glenn Heights (Community Leaders, Business leaders, Homeowners Association, etc.) at least once a year to discuss issues about the Stormwater Management Plan.
14	**BMP 1.3 Public Service Announcements**
14.1	Continue to issue Public Service Announcements at least two weeks before the meeting
15	**BMP 1.4 Storm Inlets Stencil**

		Project Start Date	2019	Year 1	Year 2	Year 3	Year 4	Year 5
		Project Lead	Director of Public Works and Infrastructure					
15.1	Continue to meet with Boy Scouts, Girl Scouts, schools, etc. Try to have 25% of inlets stenciled each year.							
16	**BMP 1.5 Take Care of Texas**							
16.1	Continue to be an affiliate of "Take Care of Texas" Program and informed through email updates							
17	**BMP 1.6 Storm Water Hotline**							
17.1	Continue to provide access for stormwater hotline through website link and contacting City Hall							
18	**BMP 2.1 Dry Weather Screening**							
18.1	Develop dry weather screening program and train appropriate personnel with purchase screening kits.							
18.2	Conduct visual dry weather screening of 25% of the City's Stormwater outfalls per year for all outfalls intarget areas. Purchase screening test update.							
19	**BMP 2.2 Illicit Discharges Detection**							
19.1	Train appropriate personnel on inspection of sites suspected of illegal discharge							
19.2	Conduct inspections in accordance with inspection procedures for identified or suspected sources of illicit discharges or illegal dumping as identified from dry weather screening, smoke testing, and from tips received from the City's stormwater hotline							
20	**BMP 2.3 Sanitary Sewer Smoke Testing**							
20.1	Develop program on sanitary sewer smoke testing.							
20.2	Conduct sanitary sewer smoke testing of the City's sanitary sewer system per year, 25% of the system per year.							
21	**BMP 2.4 Elimination of Illicit Connections**							
21.1	Update standard verification procedures, as necessary.							
21.2	Train appropriate personnel on program.							
21.3	Continue to require & verify the elimination of all identified illicit connections.							
22	**BMP 2.5 Non-Storm Water Discharge Program**							
22.1	Continue to inspect all suspected sites andreqqquire property owners toeliminate the cause							
22.2	Continue to train appropriate personnel n the program.							
23	**BMP 2.6 Storm Sewer Map**							
23.1	Update City's Storm Sewer System Map as developments occurs. Develop 25% of the map per year							
24	**BMP 3.1 Construction Site Storm Water Runoff Control**							
24.1	Continue to enforce erosion control at construction sites. Erosion control plans to be submittted to City for review during construction phases of a project that are one acre or larger. Phases will include pre, during and post constructon activities. Update methods as necessary for City to enforce erosion control plans during construction							
25	**BMP 3.2 Details**							
25.1	Update as necessary the standard SW3P details page to be inserted in all construction plans by end of Year 2							
26	**BMP 3.3 Inspections**							
26.1	Implement site inspection procedures that will verify erosion control plans are being implemented and maintained as development occurs. In addition to erosion review site water that can impact water quality, Begin at end of Year 4.							
27	**BMP 3.4 Water Quality**							
27.1	Continue to implement site plan review recommendation to minimize impact on water quality concerns as development occurs.							
28	**BMP 3.5 New Construction & Land Disturbances**							
28.1	Update the standard SW3P details page to be inserted in all construction plans by the end of 2nd year							
28.2	Train inspectors in erosion control when City hires insepcitons.							
28.3	Continue to implement erosion control for all City Projects where the land disturbance is more that one-acre							
29	**BMP 3.6 Response to Hotline Call-ins (BMP 2.6)**							
29.1	Update procedure (email or call into City Hall, as necessary) to get call-in information to Public Works							
29.2	Update procedure, as necessary, to investigate information received from public.							
30	**BMP 3.7 Control of Site Waste**							
30.1	Educate staff on what site waste would be and effects on stormwater at construction site							
30.2	Checklist for staff to check on construction sites.							
31	**BMP 4.1 Post Construction Storm Water Management Ordinance**							
31.1	Ordinance adopted. (In-Place)							
32	**BMP 4.2 Implementation of Ordinance**							
32.1	Update program as necessary to inspect completed projects at regular intervals lo insure complaince with post construction requirements.							
33	**BMP 4.3 Review of Effectiveness of Post Construction BMP**							

		Project Start Date	2019	Year 1	Year 2	Year 3	Year 4	Year 5
		Project Lead	Director of Public Works and Infrastructure					
33.1	After each year of initial program have staff evaluate effectiveness of post construction BMPs, list of revisions, additions, and deletions. Determine changes in standard details							
34	**BMP 5.1 Park and Open Space Maintenance**							
34.1	Refer to Texas smartscape website to Parks Department							
34.2	Implement program to prohibit direct discharge of chlorinated water from residential swimming pools							
34.3	Implement a standard SW3P details page to be inserted in all construction plans.							
34.4	Train employees on erosion control practice							
34.5	Evaluate park irrigation system. Consider installing drip or trickle irrigatoin systems for future irrigation systems.							
34.6	Install rain sensors at all park irrigation systems and inspect installed sensors annually.							
34.7	Implement an herbicide and pesticide management							
35	**BMP 5.2 Street, Road and Highway Maintenance**							
35.1	Implement an annual street sweeping program. Sweep, curb, gutter and streets							
36	**BMP 5.3 Fleet and Building Maintenance**							
36.1	Continue assessment of existing fleet center operations and infrastructure. Make improvements based on the recommendations of the assessment, if necessary.							
36.2	Continue to implement stormwater management plan for th fleet center							
36.3	Continue to implement spill response plan for the fleet center.							
37	**BMP 5.4 Storm Water System Maintenance**							
37.1	Implement the schedule and program for conducting visual inspections of th City's storm sewer inlets. Continue conducting visual inspections of the City's storm sewer							
37.2	Continue to monitor and track storm sewer cleaning activities.							
37.3	Continue to schedule and track outfall cleanings.							
37.4	Continue to implement program to track the amount of trash, sediment and other pollutants removed during cleaning.							
38	**BMP 5.5 New Construction & Land Disturbances**							
38.1	Update as necessary, the standard SWPP details page to be inserted in all construction plans							
38.2	Continue to train inspectors in erosion control.							
38.3	Continue to implement erosion control for all City Projects where the land disturbance is more than one-acre.							
39	**BMP 5.6 Municipal Parking Lots**							
39.1	Continue To clean and sweep City parking lots periodically.							
39.2	Continue to implement stormwater management plan for City parking lots.							
40	**BMP 5.7 Vehicle & Equipment Maintenance and Storage Yards**							
40.1	Continue to assessment of washdown and maintenance facilities and make improvements based on th recommendations							
40.2	Continue to implement stormwater management plan for th washdown and maintenance facilities.							
40.3	Continue to implement a spill response plan for the washdown and maintenance facilities.							
40.4	Continue to implement inspection schedule for all equipment.							
41	**BMP 5.8 Salt/Sand Storage Locations**							
41.1	Continue assessment of the sand storage locations and make improvements based on the recommendations (at pump station).							
41.2	Update stormwater management plan for the sand storage locations.							
42	**BMP 5.9 Good Housekeeping and Pollution Prevention Training**							
42.1	Cntinue training program, sch as viewing SWAP DVD's							
42.2	Continue to implement the training program to all City employees.							
42.3	Continue to implement the training program to all new employees six months after they are hired							

APPENDIX "B"

TCEQ Notice of Intent (NOI)

Form #20368

Notice of Intent (NOI) for Small Municipal Separate Storm Sewer Systems (MS4) authorized under TPDES Phase II MS4 General Permit TXR040000

IMPORTANT:

Use the INSTRUCTIONS to fill out each question in this form.

Once approved, your permit authorization can be viewed at: http://www.tceq.texas.gov/goto/wq-dpa

APPLICATION FEE:

You must pay the $400 Application Fee to TCEQ for the application to be complete.

Payment and NOI must be mailed to separate addresses.

You can pay online at: http://www.tceq.texas.gov/goto/epay

Select Fee Type: GENERAL PERMIT MS4 PHASE II STORMWATER DISCHARGE NOI APPLICATION

Provide your payment information below, for verification of payment:

Mailed	Check/Money Order Number:
	Check/Money Order Amount:
	Name Printed on Check:
EPAY	Voucher Number: 425984
	Is a copy of the Payment Voucher enclosed? ☒ Yes

One (1) copy of the NOI, Stormwater Management Program (SWMP) cover sheet, and SWMP MUST be submitted with the original NOI, SWMP cover sheet, and SWMP.

Is the copy attached? ☒ Yes

REASON FOR APPLICATION:

Select the reason you are submitting this application:

☐ New authorization

☒ Renewal of authorization number: TXR04

Note: An authorization cannot be renewed after July 23, 2019

Section 1. OPERATOR (Applicant)

a) If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN 600491906

b) What is the exact Legal Name of the entity (applicant) applying for this permit?

City of Glenn Heights

c) Complete and attach a Core Data Form (TCEQ-10400) for this customer.

Section 2. ANNUAL BILLING CONTACT

The operator is responsible for paying the annual water quality fee. The annual fee will be assessed to permits active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The operator is responsible for terminating the permit when it is no longer needed.

Provide the name and contact information of the billing contact.

Prefix (Mr. or Ms.): Mr.

First and Last Name: Charles Williams

Title: Director of Finance

Organization Name: City of Glenn Heights

Phone Number: 972-223-1690 x 130

Fax Number: 972-274-5110

Email: Charles.williams@glennheightstx.gov

Mailing Address: 1938 S Hampton Rd

City, State, and Zip Code: Glenn Heights, TX 75154

Section 3. APPLICATION CONTACT

This is the person TCEQ will contact if additional information is needed about this application.

Provide the name and contact information of the application contact.

Prefix (Mr. or Ms.): Mr.

First and Last Name: Steven Martin

Title: Director of Public Works & Infrastructure

Organization Name: City of Glenn Heights

Phone Number: 972-223-1690 x422

Fax Number: 972-274-5110

Email: Steven.Martin@glennheightstx.gov

Mailing Address: 2118 S Uhl Rd

City, State, and Zip Code: Glenn Heights, TX 75154

Section 4. REGULATED ENTITY (RE) INFORMATION FOR SITE

a) If this is an existing permitted site, what is the Regulated Entity Number (RN) issued to this site? RN 105481188

b) Name of site as known by the local community:

City of Glenn Heights

c) Name of the urbanized area(s) the Phase II MS4 is located within:

Dallas – Fort Worth Metropolitan area

d) Provide a brief description of the regulated MS4 boundaries: *Example: Area within the City of XXXX limits that is located within the xxx urbanized area*:

Area is within the city limits of the City of Glenn Heights that is located within the Dallas-Fort Worth Urbanized Area

Section 5. GENERAL CHARACTERISTICS

a) Is this site located on Indian Country Lands?

☐ Yes, do not submit this form. You must obtain authorization through U.S. EPA Region 6.

☒ No, continue to item b

b) Has TCEQ formally "designated" the small MS4 as needing coverage under this general permit?

☐ Yes. Attach a copy of the documentation sent to the MS4 by TCEQ.

☒ No

c) Select the MS4 level, which is based on the population served within the urbanized area (UA) **based on the most recent Decennial Census at the time of issuance of the general permit.**

☐ **Level 1:** Traditional small MS4s with a population of less than 10,000.

☒ **Level 2:** Traditional small MS4s with a population of at least 10,000 but less than 40,000.

Non-traditional MS4s: This level also includes all non-traditional small MS4s regardless of population unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage. *Examples of non-traditional small MS4s include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts, and other special districts.*

☐ **Level 3:** Traditional small MS4s with a population of at least 40,000 but less than 100,000.

☐ **Level 4:** Traditional small MS4s with a population of 100,000 or more.

d) What is the estimated current population served by your MS4 (regulated area?)

14,000 People

e) Is the MS4 part of a coalition?

☐ Yes

☒ No

f) If yes, list the entity names of the coalition members responsible for implementation of the SWMP *and* their unique TXR04#### number.

1. TXR04 -
2. TXR04 -
3. TXR04
4. TXR04
5. TXR04 -
6. TXR04 -

If needed, add a copy of this page to add more entities.

g) What is your annual reporting year?

☐ Calendar year

☒ Small MS4 General Permit year

☐ MS4 Fiscal year – What is the last month and day of the fiscal year?

h) Stormwater Management Program (SWMP)

1. I certify that the SWMP submitted with this NOI has been developed according to the provisions of the Small MS4 General Permit TXR040000. ☒ Yes
2. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP. ☒ Yes
3. Have the program elements in the previous SWMP been re-assessed and modified and new program elements been developed and implemented, as necessary?

   ☒ Yes

   ☐ No. This facility did not have a previous authorization.
4. Is the optional 7th Minimum Control Measure (MCM) for Municipal Construction Activities selected and included with the attached SWMP?

   ☒ No. Continue to Question 5.

   ☐ Yes.

   If yes, is MCM 7 limited to the regulated area within the urbanized area?

   ☐ Yes. Continue to Question 5.

   ☐ No

   If No, then MCM 7 is included in the geographic area or boundary outside of

the urbanized area. Note: *In this case, you must incorporate the entire area (urbanized and non-urbanized areas) in the SWMP and implement all MCMs 1-7 in the urbanized and non-urbanized areas.*

5. Provide the name and contact information of the person responsible for implementing or coordinating implementation of the SWMP.

   Prefix (Mr. or Ms.): Mr.

   First and Last Name: Steven Martin

   Title: City Manager

   Organization Name: City of Glenn Heights

   Phone Number: 972-223-1690 x 431

   Fax Number: 972-274-5110

   Email: steven.martin@glennheightstx.gov

   Mailing Address: 2118 S Uhl Rd

   City, State, and Zip Code: Glenn Heights, TX 75154

i) Discharge Information

1. What is the name of the waterbody(ies) receiving stormwater discharges from the MS4? Bear Creek, Little Creek and unnamed tributaries
2. What is the classified segment number(s) that the discharges will eventually reach? Upper Trinity River (Segment 0805)

   Does the small MS4 discharge directly or indirectly into the classified segment(s)?

   ☐ Directly

   ☒ Indirectly

3. Are any of the waterbody(ies) receiving discharges from the small MS4 identified as impaired waters (Category 4 or 5) in the *Texas Integrated Report of Surface Water Quality*?

   ☐ Yes

   What is the name of the impaired waterbody(ies) receiving the discharge from the small MS4?

   What is/are the pollutants(s) of concern?

   ☒ No

4. Does the impaired water body(ies) have a TMDL (Category 4 waterbody)?

   ☐ Yes

   What is/are the pollutants with a TMDL?

   ☒ No

5. Does your MS4 discharge into any other MS4 entity's jurisdiction prior to discharge into water in the state?

   ☐ Yes

   What is the name of the MS4 operator?

   ☒ No

6. Edwards Aquifer Rule

   Is the discharge or potential discharge within the Recharge Zone, Contributing Zone, within the Contributing Zone within the Transition Zone, or zero to ten (0 to 10) miles upstream of the Recharge Zone of the Edwards Aquifer?

   ☐ Yes - **NOTE: A copy of the agency approved Water Pollution Abatement Plan (WPAP) required by the Edwards Aquifer Rule (30 TAC Chapter 213) must be either included or referenced in the SWMP.**

   ☒ No

j) Public Participation Process

1. Provide the name and contact information of the person responsible for publishing notice of the executive director's preliminary determination on the MS4's NOI and SWMP?

   Prefix (Mr. or Ms.): Mr.

   First and Last Name: Steven Martin

   Title: Director of Public Works & Infrastructure

   Company: City of Glenn Heights

   Phone Number: 972-223-1690 x 431

   Fax Number: 972-274-5110

   Email: steven.martin@glennheightstx.gov

   Mailing Address: 2118 S Uhl Rd

   Internal Routing (Mail Code, Etc.):

   City, State, and Zip Code: Glenn Heights, TX 75154

2. Provide the name and location of the public place where copies of the NOI, SWMP, Small MS4 General Permit TXR040000, and general permit fact sheet may be viewed and copied by the public?

   Name of Public Place: City of Glenn Heights City Hall

   Address of Public Place: 1938 S Hampton Rd, Glenn Heights, TX 75154

   County of Public Place: Dallas County

3. Provide the address for the website where the MS4's SWMP and annual report will be posted. www.glenheightstx.gov

   ☐ Do not have a website.

Section 6: CERTIFICATION

I certify that I have obtained a copy and understand the terms and conditions of the Phase II (Small) MS4 General Permit TXR040000 issued January 24, 2019.

☒ Yes

I certify that the small MS4 qualifies for coverage under the Phase II (Small) MS4 General Permit TXR040000.

☒ Yes

I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.

☒ Yes

I understand that authorizations active on September 1st of each year will be assessed an Annual Water Quality Fee.

☒ Yes

Operator Certification

Operator Signatory Name: Steven Martin

Operator Signatory Title: Director of Public Works & Infrastructure

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

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature (use blue ink): _____ Date: _____

Instructions for Notice of Intent (NOI) for Small Municipal Separate Storm Sewer Systems (MS4) authorized under TPDES Phase II MS4 General Permit TXR040000

GENERAL INFORMATION

Where to Send the Notice of Intent (NOI)

You are required to submit the original and one copy of the NOI, Core Data Form(s), Stormwater Management Program (SWMP) Cover Sheet, and the SWMP. Submit these documents to one of the following addresses:

BY REGULAR U.S. MAIL:
Texas Commission on Environmental Quality
ARP Team (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL: Texas Commission on Environmental Quality
ARP Team (MC-148)
12100 Park 35 Circle
Austin, TX 78753

Fees Associated with this General Permit

The application fee of $400 is required to be paid at the time the NOI is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit. Payment of the fee may be made by check or money order, payable to TCEQ, or through EPAY (electronic payment through the web).

Mailed Payments:

Use the attached General Permit Payment Submittal Form. The application fee is submitted to a different address than the NOI. Read the General Permit Payment Submittal Form for further instructions.

Where to Send the Payment

BY REGULAR U.S. MAIL:
Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC 214
P.O. Box 13088
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL: Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC 214
12100 Park 35 Circle
Austin, TX 78753

ePAY Electronic Payment: http://www.tceq.texas.gov/epay

When making the payment you must select Water Quality, and then select the fee category "General Permit MS4 Phase II Stormwater Discharge NOI Application". You must include a copy of the payment voucher with your NOI. Your NOI will not be

Annual Water Quality Fee

This fee is assessed to permittees with an active authorization under the general permit on September 1 of each year. The designated billing contact will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice.

A 5% penalty will be assessed if the payment is not received by TCEQ by the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It is important for the permittees to submit an NOT when coverage under the general permit is no longer required. An NOT is effective on the postmarked date of mailing the form to TCEQ. If the NOT is mailed it is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

Mailed Payments:
You must return your payment with the billing coupon provided with the billing statement.

ePAY Electronic Payment: http://www.tceq.texas.gov/epay

You must enter your account number provided at the top portion of your billing statement. Payment methods include American Express, MasterCard, Visa, and electronic check payment (ACH).

TCEQ Contact List

Small Business & Local Government Assistance	800-447-2827
Application – status and form questions:	512-239-4671
Technical questions:	512-239-4671
Environmental Law Division:	512-239-0600
Records Management - obtain copies of forms:	512-239-0900
Reports from databases (as available):	512-239-DATA (3282)
Cashier's office:	512-239-0357 or 512-239-0187

Notice of Intent Process

When your Core Data Form, NOI, and SWMP are received by the program, the form will be processed as follows:

Administrative Review: Each item on the form will be reviewed for a complete response. In addition, the operator's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as receiving regular mail delivery. Do not give an overnight/express mailing address.

Notice of Deficiency: If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.

Technical Review of SWMP: The NOI and SWMP will be reviewed to verify compliance with the requirements in the general permit. More information may

be requested by phone or technical NOD letter mailed to the SWMP contact. When a determination is made that the SWMP meets the requirements of the general permit, the Executive Director's preliminary determination will be prepared and filed with the TCEQ Office of Chief Clerk (OCC).

Public Participation Process: The OCC will mail the Executive Director's preliminary determination to the public participation contact provided in the NOI. This individual must publish the notice in the newspaper of largest circulation in the county where the small MS4 is located.

The comment period begins on the first date the notice is published and ends 30 days later, unless a public meeting is held. If a public meeting is held, the comment period will end at the closing of the public meeting.

The applicant must submit a copy of the newspaper clipping and an affidavit signed by the newspaper staff to the OCC within 60 days of receiving the written instructions from the OCC.

If significant public interest exists, the executive director will direct the applicant to publish notice of the meeting and to hold the public meeting. The applicant must publish the notice of public meeting at least 30 days prior to the public meeting and hold the meeting in the county where the MS4 is located.

Acknowledgment of Coverage: An Acknowledgment Certificate will be mailed to the operator. This certificate acknowledges coverage under the general permit.

or

Denial of Coverage: Coverage may be denied if the operator fails to respond to the NOD, the response is inadequate, or the NOI and SWMP do not meet the requirements of the general permit. If coverage is denied, the operator will be notified.

General Permit

Coverage under the general permit begins upon approval of the NOI, Core Data Form, and SWMP by TCEQ and after the public notice process has been completed. You should have a copy of your general permit when submitting your application. You may view and print your permit for which you are seeking coverage, at the following website http://www.tceq.texas.gov. Search using keyword TXR040000.

General Permit Forms

The Notice of Intent (NOI), Notice of Termination (NOT), Notice of Change (NOC) and Core Data Form (including instructions) are available at the TCEQ web site http://www.tceq.texas.gov.

Change in Operator

An authorization under the general permit is not transferable. If the operator changes, the present permittee must submit a Notice of Termination (NOT) and the new operator must submit a Notice of Intent and a Core Data Form. The NOT, NOI and Core Data Form must be submitted no later than 10 days prior to the change in status.

INSTRUCTIONS FOR FILLING OUT THE FORM

Renewal of General Permit: Dischargers holding an active authorizations under the expired General Permit are required to submit a NOI to continue coverage. The existing authorization number is required. If the authorization number is not provided or has been terminated, expired, or denied a new permit number will be issued.

This number will begin with TXR04. Do not use TXR040000, it is *the general permit* number *not your* authorization number.

Section 1. Operator (Applicant)

a) Customer Number (CN)
TCEQ assigns each customer a number that begins with CN, followed by nine digits. This is not a permit number, registration number, or license number. If the applicant is an existing TCEQ customer, the Customer Number is available at the following website: http://www15.tceq.texas.gov/crpub/. If the applicant is not an existing TCEQ customer, leave the space for CN blank.

b) Legal Name of Applicant
Provide the current legal name of the applicant. The name must be provided exactly as filed with the Texas Secretary of State, or on the legal documents forming the entity as filed with the county. If filed in the county, provide a copy of the legal documents showing the legal name.

c) Core Data Form
Complete and attach a Core Data Form (TCEQ-10400) for each customer.

Section 2. Annual Billing Contact

An annual fee is assessed to each operator holding an active authorization under the general permit on September 1 of each year.

Provide the contact name and complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail.

The phone number should provide contact to the individual responsible for paying the annual fee.

The fax number and e-mail address are optional and should correspond to the individual responsible for paying the annual fee.

Section 3. Application Contact

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application. This contact may be a consultant or entity other than the applicant.

Section 4. Regulated Entity (RE) Information For Site

a) Regulated Entity Reference Number (RN)
The RN is issued by TCEQ to sites where an activity is regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ's Central Registry to see if the site has an assigned RN at

http://www15.tceq.texas.gov/crpub/. If this regulated entity has not been assigned an RN, leave this space blank.

b) Name of the Project or Site
Provide the name of the site or project as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity name.

c) Name of Urbanized Area
List the formal name of the urbanized area(s) where the MS4 is located using the 2010 U.S. Census maps referenced in Section 5. c) below. For example: Dallas-Fort Worth-Arlington Urbanized area.

d) Describe the boundaries of the regulated portion of the small MS4
Briefly describe the boundaries of the regulated portion of the small MS4.

Section 5. General Characteristics

a) Indian Country Lands
If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. Do not submit this application form to TCEQ. You must obtain authorization through EPA, Region 6, in Dallas.

b) TCEQ "Designated" Small MS4
A small MS4 that is outside of an urbanized area that is formally "designated" by TCEQ is eligible for coverage under this general permit. The small MS4 Operator must obtain authorization under this general permit or apply for coverage under an individual TPDES stormwater permit within 180 days of notification of their designation. If the small MS4 was already designated, please attach a copy of the documentation sent to the MS4 by TCEQ.

c) MS4 Level
The general permit defines MS4s by four different levels, based on the population served within the 2010 U.S. Census urbanized area (UA). "Population served" means the residential population within the regulated portion of the small MS4 based on the 2010 U.S. Census, except for non-traditional small MS4s that are classified as Level 2.

A reference map identifying the 2010 U.S. Census UAs can be found at www.epa.gov/npdes/urbanized-area-maps-npdes-ms4-phase-ii-stormwater-permits.

Districts that did not have a population during the 2010 U.S. Census, are required to apply when their population exceeds the population threshold for permit coverage.

d) **Estimated Population**
List the current estimated population served by the MS4. This number will not be used to determine the Levels.

e) Coalitions of MS4 entities
Indicate if the MS4 is part of a coalition that share efforts in meeting any or all of the SWMP requirements.

f) Members of the Coalition
List the name of each member of the coalition *and* their unique Phase II MS4 authorization number.

g) Annual Reporting Year
The annual report must address the previous reporting year. The selected reporting year cannot be changed during the permit term.

- If the MS4 selects the calendar year, then the reporting year is from January 1 through December 31 of each year.
- If the MS4 selects the Phase II MS4 General Permit year, the reporting year is from the effective date of the general permit plus 365 days of each year.
- If the MS4 selects the fiscal year, the reporting year is from the first day of the MS4's fiscal year through the last day of the MS4's fiscal year. Provide the month and last day of the MS4's fiscal year.

h) SWMP
1. Certify, by selecting Yes, that the SWMP has been developed in accordance with the general permit requirements and is attached to this NOI.
2. Certify, by selecting Yes, that the SWMP Cover Sheet has been completed and is attached to the front of the SWMP.
3. If the MS4 was previously authorized under the general permit, the program elements in the previous SWMP must be re-assessed and modified. Additionally, new program elements must be developed. Do not submit the exact same SWMP that was previously submitted. Indicate that you have revised the previous SWMP, or that this is a newly regulated MS4.
4. Indicate if the MS4 is seeking coverage under this general permit for the optional MCM 7 for municipal construction activities where the MS4 meets the definition of "construction site operator".
   If Yes, the SWMP must include the geographic area or boundary where MCM 7 will be implemented. If this area extends beyond the geographic area or boundary of the urbanized area, then all MCMs 1-7 must be implemented in the urbanized and non-urbanized areas. The MS4 operator can utilize MCM 7 only in areas that are in compliance with the SWMP's MCMs 1-7. If you do <u>NOT</u> incorporate the entire SWMP (MCMs 1-7) in the urbanized and the non-urbanized areas, then the MS4 cannot utilize only MCM 7 outside of the urbanized area.

   If No, the MS4 can obtain this coverage at any time during the general permit term by submitting a Notice of Change.
5. Provide the name and contact information of the designated person responsible for implementing or coordinating implementation of the SWMP.

i) Discharge Information
1. Provide the name of all waterbodies that receive discharges from the MS4. The discharge eventually reaches a receiving waterbody such as a local stream or lake, possibly via a drainage ditch or even through another MS4 prior to reaching the waterbody. Please note that this general permit does not grant permission to use another MS4 as a conveyance of stormwater and certain non-storm water discharges along the discharge route.
2. Identify the classified segment number(s) that will eventually receive the

discharge. You can find classified segment numbers in the Atlas of Texas Surface Waters at: www.tceq.texas.gov/publications/gi/gi-316 or the Surface Water Quality (Segments) Viewer at: https://www.tceq.texas.gov/gis/segments-viewer

Indicate if the discharge is directly into the classified segment or if it reaches the classified segment after being discharged into another waterbody or MS4.

3. Indicate if any waterbodies receiving discharges are identified as impaired waters (Category 4 or 5) in the *Texas Integrated Report of Surface Water Quality*, which is available at: http://www.tceq.texas.gov/waterquality/assessment/305_303.html.

   If Yes, provide the name(s) of the impaired waterbodies and the pollutants of concern for those waterbodies. The pollutants of concern are the parameters for which the waterbody is impaired.

4. Indicate if the impaired waterbody has a TMDL and list the pollutants with a TMDL (Category 4 waterbody).
5. Indicate if the discharge is into any other MS4 entity's jurisdiction prior to reaching water in the state.

   If Yes, provide the name of the MS4 operator that receives the discharge.

6. Edwards Aquifer Rule

   Indicate if the discharge or potential discharge is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer. See maps on the TCEQ website to determine if the site is located within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer at https://www.tceq.texas.gov/permitting/eapp/viewer.html.

   If Yes, additional requirements may exist under the Edwards Aquifer Protection Program (30 TAC Chapter 213). For activities regulated under 30 TAC Chapter 213, any required plans must be included in the SWMP. Compliance with any Edwards Aquifer requirements is in addition to the requirements of this general permit.

j) Public Participation

1. Provide the name and contact information of the person responsible for publishing the public notice in the newspaper.
2. Provide the name and location of a public place where copies of the NOI, SWMP, General Permit, and permit fact sheet will be available to the public for viewing. Examples of public places include public libraries, city hall, municipal buildings, etc.
3. Provide the address for the website where the MS4's SWMP and annual report will be posted. Indicate if the MS4 does not have a website.

Section 6. Certifications

Failure to indicate "Yes" to ALL of the certification items may result in denial of coverage under the general permit. The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code §305.44.

IF YOU ARE A CORPORATION:
The regulation that controls who may sign an application form is 30 Texas Administrative Code §305.44(a), which is provided below. According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:
The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a), which is provided below. According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statutes under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512-239-0600.

30 TEXAS ADMINISTRATIVE CODE §305.44. SIGNATORIES TO APPLICATIONS

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes

the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

SWMP Cover Sheet

The SWMP cover sheet must be completed and placed on the front of the SWMP. Both the SWMP cover sheet and the SWMP must be submitted with the complete NOI.

Provide the name of the MS4 operator.

For each MCM, complete the table by entering the page number (or page number range) where each required program element can be found in the SWMP.

Note: Some program elements are only required for certain MS4 levels. The tables clearly identify these MS4 level specific requirements. If one of these program element does not apply to the MS4 level for this facility, enter NA. Additionally, MCM 7 is optional. If you selected "No" on the NOI Section 5.e.4 question, enter NA on Table 7.

APPENDIX "C"

TCEQ Stormwater Management Program (SWMP) Cover Sheet Form #20368

STORMWATER MANAGEMENT PROGRAM (SWMP) COVER SHEET

This cover sheet MUST be attached to the front of the SWMP.

Operator

Operator name: City of Glenn Heights

Required Program Elements

The SWMP needs to include:

- BMPs and measurable goals that are clear, specific, and measurable,
- Annual Reporting Year selected, and
- Estimated population served by the MS4.

Legal Authorities

Include in the SWMP the list of local legal authorities (i.e., ordinance, rule) that the MS4 has adopted to implement any of the MCMs. List all and what MCM they each cover.

Minimum Control Measures

For each MCM, complete the table by entering the page number where the required element can be found in the SWMP

MCM 1: Public Education, Outreach, and Involvement

Table 1: Required Elements for MCM 1

MCM 1 Required Elements	SWMP page number
SWMP includes a stormwater education and outreach program to educate public employees, business, and the general public about hazards associated with the illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater	2-6
Clearly define the goals and objectives of the program based on high-priority community-wide issues	2-6
Identify the target audiences	2-6
Develop or use appropriate educational material	2-6
Procedures to distribute educational material	2-6
Make the educational material available to the target audience at least annually	2-6
Post the SWMP and annual reports on the MS4's website, if the MS4 has a website	5-7

MCM 1 Required Elements	SWMP page number
Include the MS4's website address where the SWMP and annual reports will be found, if the MS4 has a website	5-7
SWMP includes a program that complies with state and local public notice requirements	2-6
Include public input in the implementation of the program	7-9
Include opportunities for citizen to participate in implementation of control measures	7-9
Ensure the public can easily can find information about the SWMP.	7-9
SWMP lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs could be stream-clean-ups, storm drain stenciling, volunteer water quality monitoring, brochures, billboards, and websites.	8-9
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	7-9
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	Appendix

MCM 2: Illicit Discharge Detection and Elimination

Table 2: Required Elements for MCM 2

MCM 2 Required Elements	SWMP page number
Description of the program that will be used to detect, investigate and eliminate illicit discharges. The program includes a plan to detect and address illicit discharges, including illegal dumping to the MS4 system.	11-14
MS4 map: The map includes: • Location of all small MS4 outfalls operated by the MS4 and that discharge into waters of the U.S.; • Location and name of all surface waters receiving discharge from the MS4s outfalls; • For Level 3 and 4 small MS4s: Location of MS4 owned or operated facilities and stormwater controls; and • For Level 4 small MS4s: Location of priority areas.	11-14
Methods for informing and training MS4 field staff	11-14
Procedures for tracing the source of an illicit discharge	11-14
Procedures for removing the source of the illicit discharge	11-14

MCM 2 Required Elements	SWMP page number
Procedures to facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4	11-14
Procedures for responding to illicit discharges and spills	11-14
Procedures for inspections in response to complaints	11-14
For Level 2, 3, and 4 small MS4: Procedures to prevent and correct leaking on-site sewage disposal systems	
For Level 3 and 4 small MS4s: Procedures for follow-up investigation to verify that the illicit discharge has been eliminated	N/A
For Level 4 small MS4s: Procedures for identifying and creating a list of priority areas within the small MS4s likely to have illicit discharges	N/A
For Level 4 small MS4s: Procedures for a dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4. Dry weather field screening consists of (1) field observations and (2) field screening.	N/A
For Level 4 small MS4s: Procedures to reduce the discharge of floatables in the small MS4	N/A
SWMP lists BMPs used to fulfill this MCM. Examples of possible BMPs could be hazardous materials disposal opportunities, inspections of the storm sewer system, and dye testing.	11-14
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	11-14
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	Appendix

MCM 3: Construction Site Stormwater Runoff Control

Table 3: Required Elements for MCM 3

MCM 3 Required Elements	SWMP page number
Program requires operators of construction sites one acre and greater (including larger common plan) to select, install, implement, and maintain stormwater control measures	15-17
Description of ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law	15-17
Program requires construction site operators to implement BMPs for erosion and sediment control	15-17

MCM 3 Required Elements	SWMP page number
Program requires construction site operators to have procedures for initiating and completing soil stabilization measures	15-17
Program requires construction site operators to implement BMPs to control pollutants from equipment and vehicle washing and other wash waters	15-17
Program requires construction site operators to implement BMPs to minimize exposure to stormwater of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials	15-17
Program requires construction site operators to implement BMPs to minimize the discharge of pollutants from spills and leaks.	15-17
Program ensures that the construction site has developed a stormwater pollution prevention plan in accordance with the TPDES Construction General Permit TXR150000	15-17
Program prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities	15-17
Procedures for construction site plan review to consider water quality impacts	15-17
Procedures for construction site inspections and enforcement of control measures, to the extent allowable under state and local law	15-17
Procedures for receipt and consideration of information submitted by the public	15-17
Procedures for MS4 staff training	15-17
For Level 3, and 4 small MS4s: Procedures to develop and maintain an inventory of all permitted active public and private construction sites greater than one acre (and sites that are less than one acre if part of larger common plan of development or sale)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: notification to discharger of responsibilities under TPDES CGP; hire staff to review construction site plans; provide a web page for public input on construction activities; perform site inspections and enforcement; provide education and training for construction site operators; and mechanism to prohibit discharges into MS4 where necessary.	15-17
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	15-17
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	Appendix

MCM 4: Post Construction Stormwater Management in New Development and Redevelopment

Table 4: Required Elements for MCM 4

MCM 4 Required Elements	SWMP page number
Description of a program that will be developed, implemented and enforced, to control stormwater discharges from private and public new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more (and sites that disturb less than one acre that are part of a larger common plan of development or sale)	18-19
Description of ordinance or other regulatory mechanism that is in place or planned which will regulate discharges from new development and redevelopment projects	18-19
Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality	18-19
Procedures to document and maintain records of enforcement actions	18-19
Procedures to ensure long-term operation and maintenance of post construction stormwater control measures	18-19
Operation and maintenance of post construction stormwater control measures is documented	18-19
For Level 4 small MS4s: Develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained. Inspections must be documented	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: local ordinance in place or planned; guidance document for developers to use; specific BMPs established for particular watersheds; list of appropriate BMPs provided to operators; elimination of curbs and gutters; incentives for use of permeable choices, such as porous pavement; requirements for wet ponds or other BMPs for certain size sites; and xeriscaping.	19
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	18-19
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	Appendix

MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations

Table 5: Required Elements for MCM 5

MCM 5 Required Elements	SWMP page number
Description of an operation and maintenance (O&M) program, including an employee training component, to reduce/prevent pollution from municipal activities and municipally owned areas included but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations	20-25
Develop and maintain an inventory of facilities and stormwater controls that are owned or operated by the MS4	20-25
Procedures to inform or train staff involved in implementing pollution prevention and good housekeeping practices. Maintain training attendance records	20-25
Procedures to remove and properly dispose of waste from the MS4	20-25
Contractors hired by the MS4 must be required to comply with operating procedures. Develop contractor oversight procedures	20-25
Evaluate O&M activities for their potential to discharge pollutants in stormwater for road and parking lot maintenance, bridge maintenance, cold weather operations, right-of-way maintenance, etc.	20-25
Identify pollutants of concern that could be discharged from the O&M activities	20-25
Develop and implement pollution prevention measures that will reduce discharge of pollutants from O&M activities	20-25
Conduct inspections of pollution prevention measures and maintain inspection log	20-25
Procedures for inspecting and maintaining structural controls	20-25
For Level 3 and 4 small MS4s: Develop and implement an O&M program to reduce the collection of pollutants in catch basins and other surface structures in the storm sewer system	N/A
For Level 3 and 4 small MS4s: Develop a list of potential problem areas in the storm sewer system for increased inspection (for example, areas with recurring illegal dumping)	N/A
For Level 3 and 4 small MS4s: Implement an O&M program to reduce discharge of pollutants from roads that includes at least a street sweeping and cleaning program, or inlet protection. The program includes an implementation schedule and a waste disposal procedure	N/A
For Level 3 and 4 small MS4s: Assess its facilities for their potential to discharge pollutants into stormwater and identify high priority facilities that have a high potential to generate stormwater pollutants. At a minimum, facilities include the MS4s maintenance yards, hazardous waste	N/A

MCM 5 Required Elements	SWMP page number
facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharged in stormwater. Document the results of the assessments	
For Level 3 and 4 small MS4s: Develop facility specific stormwater management Standard Operation Procedures for high priority facilities	N/A
For Level 3 and 4 small MS4s: MS4 implements stormwater controls at high priority facilities that address good housekeeping; de-icing and anti-icing storage; fueling operations and vehicle maintenance; equipment and vehicle washing	N/A
For Level 3 and 4 small MS4s: Develop and implement an inspection program that includes high priority facilities	N/A
For Level 4 small MS4s: Develop an application and management program for pesticides, herbicides, and fertilizers used at public open spaces. Implement the following: educational activities, permits, etc for applicators and distributors; encourage of non-chemical solutions for pest management; develop schedules that minimizes discharge of pollutants; ensure collection and proper disposal of unused pesticides, herbicides, and fertilizers	N/A
For Level 4 small MS4s: Evaluate flood control projects. Design, construct, and maintain new flood control structures to provide erosion prevention and pollutant removal from stormwater. Retrofitting of existing structural flood control devices is implemented to the maximum extent practicable (MEP)	N/A
SWMP lists BMPs used to fulfill this MCM. Examples may include: BMPs which address fleet vehicle maintenance/washing; BMPs which address parking lot and street cleaning; catch basin and storm drain system cleaning; landscaping and lawn care (e.g. xeriscaping); waste materials management; road salt application and storage practices; used oil recycling; pest management practices; fire training facilities; BMPs which address roadway and bridge maintenance; golf course maintenance/waste disposal; disposal of cigarette butts; and park maintenance (e.g., providing trash bags).	23-25
SWMP includes measurable goals that are clear, specific, and measurable, and the method of measurement, for addressing stormwater quality	23-25
SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from the general permit issuance date of January 24, 2019	Appendix

MCM 6: Industrial Stormwater Sources

Table 6: Required Elements for MCM 6

MCM 6 Required Elements	SWMP page number
For Level 4 MS4 only: Identify and control industrial stormwater sources that at least includes the MS4's landfills; other treatment, storage, or disposal facilities for municipal waste; hazardous waste treatment, storage, disposal and recovery facilities; and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA).	26
For Level 4 MS4 only: Procedures for inspecting and implementing control measures for discharges from industrial stormwater sources.	N/A

Optional MCM 7: Municipal Construction Activities

This MCM is only applicable where the small MS4 has selected to be the construction site operator for their municipal construction activities. This MCM provides an alternative to the MS4 operator seeking discharge authorization under the Construction Stormwater General Permit TXR150000.

Table 7: Required Elements for MCM 7

MCM 7 Required Elements	SWMP page number
Description of how municipal construction activities will be conducted so as to take into consideration local conditions of weather, soils, and other site specific considerations	N/A
Description of the area that this MCM will address and where the MS4 operator's municipal construction activities are covered (e.g. within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary)	N/A
If the area included in this MCM includes areas outside of the UA, then all MCMs (MCM 1 through MCM 7) will be implemented over those additional areas as well	N/A
Description of how contractor activities will be supervised or overseen to ensure that the Stormwater Pollution Prevention Plan (SWP3) requirements are properly implemented at the construction site(s); or how the MS4 operator will make certain that contractors have a separate authorization for stormwater discharges if needed	N/A
General description of how a construction SWP3 will be developed for each municipal construction site	N/A
Records of municipal construction activities authorized under this optional MCM	N/A

Texas Commission on Environmental Quality
General Permit Payment Submittal Form

Use this form to submit your Application Fee only if you are mailing your payment.

- Complete items 1 through 5 below.
- Staple your check in the space provided at the bottom of this document.
- Do not mail this form with your NOI form.
- Do not mail this form to the same address as your NOI.

Mail this form and your check to:

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circle
Austin, TX 78753

Fee Code: GPA	General Permit: TXR040000

1. Check / Money Order No:
2. Amount of Check/Money Order:
3. Date of Check or Money Order:
4. Name on Check or Money Order:
5. NOI INFORMATION

If the check is for more than one NOI, list each Project/Site (RE) Name and Physical Address exactly as provided on the NOI. DO NOT SUBMIT A COPY OF THE NOI WITH THIS FORM AS IT COULD CAUSE DUPLICATE PERMIT ENTRIES.
If more space is needed, you may attach a list.

Project/Site (RE) Name:

Project/Site (RE) Physical Address:

Staple Check in This Space

Instructions for Notice of Intent (NOI) for Small Municipal Separate Storm Sewer Systems (MS4) authorized under TPDES Phase II MS4 General Permit TXR040000

GENERAL INFORMATION

Where to Send the Notice of Intent (NOI)

You are required to submit the original and one copy of the NOI, Core Data Form(s), Stormwater Management Program (SWMP) Cover Sheet, and the SWMP. Submit these documents to one of the following addresses:

BY REGULAR U.S. MAIL:
Texas Commission on Environmental Quality
ARP Team (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:
Texas Commission on Environmental Quality
ARP Team (MC-148)
12100 Park 35 Circle
Austin, TX 78753

Fees Associated with this General Permit

The application fee of $400 is required to be paid at the time the NOI is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit. Payment of the fee may be made by check or money order, payable to TCEQ, or through EPAY (electronic payment through the web).

Mailed Payments:

Use the attached General Permit Payment Submittal Form. The application fee is submitted to a different address than the NOI. Read the General Permit Payment Submittal Form for further instructions.

Where to Send the Payment

BY REGULAR U.S. MAIL:
Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC 214
P.O. Box 13088
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:
Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC 214
12100 Park 35 Circle
Austin, TX 78753

ePAY Electronic Payment: http://www.tceq.texas.gov/epay

When making the payment you must select Water Quality, and then select the fee category "General Permit MS4 Phase II Stormwater Discharge NOI Application". You must include a copy of the payment voucher with your NOI. Your NOI will not be considered complete without the payment voucher.

Annual Water Quality Fee

This fee is assessed to permittees with an active authorization under the general permit on September 1 of each year. The designated billing contact will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice.

A 5% penalty will be assessed if the payment is not received by TCEQ by the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It is important for the permittees to submit an NOT when coverage under the general permit is no longer required. An NOT is effective on the postmarked date of mailing the form to TCEQ. If the NOT is mailed it is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

Mailed Payments:
You must return your payment with the billing coupon provided with the billing statement.

ePAY Electronic Payment: http://www.tceq.texas.gov/epay

You must enter your account number provided at the top portion of your billing statement. Payment methods include American Express, MasterCard, Visa, and electronic check payment (ACH).

TCEQ Contact List

Small Business & Local Government Assistance	800-447-2827
Application – status and form questions:	512-239-4671
Technical questions:	512-239-4671
Environmental Law Division:	512-239-0600
Records Management - obtain copies of forms:	512-239-0900
Reports from databases (as available):	512-239-DATA (3282)
Cashier's office:	512-239-0357 or 512-239-0187

Notice of Intent Process

When your Core Data Form, NOI, and SWMP are received by the program, the form will be processed as follows:

Administrative Review: Each item on the form will be reviewed for a complete response. In addition, the operator's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as receiving regular mail delivery. Do not give an overnight/express mailing address.

Notice of Deficiency: If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.

Technical Review of SWMP: The NOI and SWMP will be reviewed to verify compliance with the requirements in the general permit. More information may

be requested by phone or technical NOD letter mailed to the SWMP contact. When a determination is made that the SWMP meets the requirements of the general permit, the Executive Director's preliminary determination will be prepared and filed with the TCEQ Office of Chief Clerk (OCC).

Public Participation Process: The OCC will mail the Executive Director's preliminary determination to the public participation contact provided in the NOI. This individual must publish the notice in the newspaper of largest circulation in the county where the small MS4 is located.

The comment period begins on the first date the notice is published and ends 30 days later, unless a public meeting is held. If a public meeting is held, the comment period will end at the closing of the public meeting.

The applicant must submit a copy of the newspaper clipping and an affidavit signed by the newspaper staff to the OCC within 60 days of receiving the written instructions from the OCC.

If significant public interest exists, the executive director will direct the applicant to publish notice of the meeting and to hold the public meeting. The applicant must publish the notice of public meeting at least 30 days prior to the public meeting and hold the meeting in the county where the MS4 is located.

Acknowledgment of Coverage: An Acknowledgment Certificate will be mailed to the operator. This certificate acknowledges coverage under the general permit.

or

Denial of Coverage: Coverage may be denied if the operator fails to respond to the NOD, the response is inadequate, or the NOI and SWMP do not meet the requirements of the general permit. If coverage is denied, the operator will be notified.

General Permit

Coverage under the general permit begins upon approval of the NOI, Core Data Form, and SWMP by TCEQ and after the public notice process has been completed. You should have a copy of your general permit when submitting your application. You may view and print your permit for which you are seeking coverage, at the following website http://www.tceq.texas.gov. Search using keyword TXR040000.

General Permit Forms

The Notice of Intent (NOI), Notice of Termination (NOT), Notice of Change (NOC) and Core Data Form (including instructions) are available at the TCEQ web site http://www.tceq.texas.gov.

Change in Operator

An authorization under the general permit is not transferable. If the operator changes, the present permittee must submit a Notice of Termination (NOT) and the new operator must submit a Notice of Intent and a Core Data Form. The NOT, NOI and Core Data Form must be submitted no later than 10 days prior to the change in status.

INSTRUCTIONS FOR FILLING OUT THE FORM

Renewal of General Permit: Dischargers holding an active authorizations under the expired General Permit are required to submit a NOI to continue coverage. The existing authorization number is required. If the authorization number is not provided or has been terminated, expired, or denied a new permit number will be issued.

This number will begin with TXR04. Do not use TXR040000, it is *the general permit* number *not your* authorization number.

Section 1. Operator (Applicant)

a) **Customer Number (CN)**
TCEQ assigns each customer a number that begins with CN, followed by nine digits. This is not a permit number, registration number, or license number. If the applicant is an existing TCEQ customer, the Customer Number is available at the following website: http://www15.tceq.texas.gov/crpub/. If the applicant is not an existing TCEQ customer, leave the space for CN blank.

b) **Legal Name of Applicant**
Provide the current legal name of the applicant. The name must be provided exactly as filed with the Texas Secretary of State, or on the legal documents forming the entity as filed with the county. If filed in the county, provide a copy of the legal documents showing the legal name.

c) **Core Data Form**
Complete and attach a Core Data Form (TCEQ-10400) for each customer.

Section 2. Annual Billing Contact

An annual fee is assessed to each operator holding an active authorization under the general permit on September 1 of each year.

Provide the contact name and complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail.

The phone number should provide contact to the individual responsible for paying the annual fee.

The fax number and e-mail address are optional and should correspond to the individual responsible for paying the annual fee.

Section 3. Application Contact

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application. This contact may be a consultant or entity other than the applicant.

Section 4. Regulated Entity (RE) Information For Site

a) **Regulated Entity Reference Number (RN)**
The RN is issued by TCEQ to sites where an activity is regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ's Central Registry to see if the site has an assigned RN at

http://www15.tceq.texas.gov/crpub/. If this regulated entity has not been assigned an RN, leave this space blank.

b) **Name of the Project or Site**
Provide the name of the site or project as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity name.

c) Name of Urbanized Area
List the formal name of the urbanized area(s) where the MS4 is located using the 2010 U.S. Census maps referenced in Section 5. c) below. For example: Dallas-Fort Worth-Arlington Urbanized area.

d) **Describe the boundaries of the regulated portion of the small MS4**
Briefly describe the boundaries of the regulated portion of the small MS4.

Section 5. General Characteristics

a) **Indian Country Lands**
If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. Do not submit this application form to TCEQ. You must obtain authorization through EPA, Region 6, in Dallas.

b) **TCEQ "Designated" Small MS4**
A small MS4 that is outside of an urbanized area that is formally "designated" by TCEQ is eligible for coverage under this general permit. The small MS4 Operator must obtain authorization under this general permit or apply for coverage under an individual TPDES stormwater permit within 180 days of notification of their designation. If the small MS4 was already designated, please attach a copy of the documentation sent to the MS4 by TCEQ.

c) **MS4 Level**
The general permit defines MS4s by four different levels, based on the population served within the 2010 U.S. Census urbanized area (UA). "Population served" means the residential population within the regulated portion of the small MS4 based on the 2010 U.S. Census, except for non-traditional small MS4s that are classified as Level 2.

A reference map identifying the 2010 U.S. Census UAs can be found at www.epa.gov/npdes/urbanized-area-maps-npdes-ms4-phase-ii-stormwater-permits.

Districts that did not have a population during the 2010 U.S. Census, are required to apply when their population exceeds the population threshold for permit coverage.

d) **Estimated Population**
List the current estimated population served by the MS4. This number will not be used to determine the Levels.

e) **Coalitions of MS4 entities**
Indicate if the MS4 is part of a coalition that share efforts in meeting any or all of the SWMP requirements.

f) **Members of the Coalition**
List the name of each member of the coalition *and* their unique Phase II MS4 authorization number.

g) **Annual Reporting Year**
The annual report must address the previous reporting year. The selected reporting year cannot be changed during the permit term.

- If the MS4 selects the calendar year, then the reporting year is from January 1 through December 31 of each year.
- If the MS4 selects the Phase II MS4 General Permit year, the reporting year is from the effective date of the general permit plus 365 days of each year.
- If the MS4 selects the fiscal year, the reporting year is from the first day of the MS4's fiscal year through the last day of the MS4's fiscal year. Provide the month and last day of the MS4's fiscal year.

h) **SWMP**

1. Certify, by selecting Yes, that the SWMP has been developed in accordance with the general permit requirements and is attached to this NOI.
2. Certify, by selecting Yes, that the SWMP Cover Sheet has been completed and is attached to the front of the SWMP.
3. If the MS4 was previously authorized under the general permit, the program elements in the previous SWMP must be re-assessed and modified. Additionally, new program elements must be developed. Do not submit the exact same SWMP that was previously submitted. Indicate that you have revised the previous SWMP, or that this is a newly regulated MS4.
4. Indicate if the MS4 is seeking coverage under this general permit for the optional MCM 7 for municipal construction activities where the MS4 meets the definition of "construction site operator".
   If Yes, the SWMP must include the geographic area or boundary where MCM 7 will be implemented. If this area extends beyond the geographic area or boundary of the urbanized area, then all MCMs 1-7 must be implemented in the urbanized and non-urbanized areas. The MS4 operator can utilize MCM 7 only in areas that are in compliance with the SWMP's MCMs 1-7. If you do <u>NOT</u> incorporate the entire SWMP (MCMs 1-7) in the urbanized and the non-urbanized areas, then the MS4 cannot utilize only MCM 7 outside of the urbanized area.

   If No, the MS4 can obtain this coverage at any time during the general permit term by submitting a Notice of Change.
5. Provide the name and contact information of the designated person responsible for implementing or coordinating implementation of the SWMP.

i) **Discharge Information**

1. Provide the name of all waterbodies that receive discharges from the MS4. The discharge eventually reaches a receiving waterbody such as a local stream or lake, possibly via a drainage ditch or even through another MS4 prior to reaching the waterbody. Please note that this general permit does not grant permission to use another MS4 as a conveyance of stormwater and certain non-storm water discharges along the discharge route.
2. Identify the classified segment number(s) that will eventually receive the discharge. You can find classified segment numbers in the Atlas of Texas

Surface Waters at: www.tceq.texas.gov/publications/gi/gi-316 or the Surface Water Quality (Segments) Viewer at: https://www.tceq.texas.gov/gis/segments-viewer

Indicate if the discharge is directly into the classified segment or if it reaches the classified segment after being discharged into another waterbody or MS4.

3. Indicate if any waterbodies receiving discharges are identified as impaired waters (Category 4 or 5) in the *Texas Integrated Report of Surface Water Quality*, which is available at: http://www.tceq.texas.gov/waterquality/assessment/305_303.html.

   If Yes, provide the name(s) of the impaired waterbodies and the pollutants of concern for those waterbodies. The pollutants of concern are the parameters for which the waterbody is impaired.

4. Indicate if the impaired waterbody has a TMDL and list the pollutants with a TMDL (Category 4 waterbody).
5. Indicate if the discharge is into any other MS4 entity's jurisdiction prior to reaching water in the state.

   If Yes, provide the name of the MS4 operator that receives the discharge.

6. **Edwards Aquifer Rule**

   Indicate if the discharge or potential discharge is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer. See maps on the TCEQ website to determine if the site is located within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer at https://www.tceq.texas.gov/permitting/eapp/viewer.html.

   If Yes, additional requirements may exist under the Edwards Aquifer Protection Program (30 TAC Chapter 213). For activities regulated under 30 TAC Chapter 213, any required plans must be included in the SWMP. Compliance with any Edwards Aquifer requirements is in addition to the requirements of this general permit.

j) Public Participation

1. Provide the name and contact information of the person responsible for publishing the public notice in the newspaper.
2. Provide the name and location of a public place where copies of the NOI, SWMP, General Permit, and permit fact sheet will be available to the public for viewing. Examples of public places include public libraries, city hall, municipal buildings, etc.
3. Provide the address for the website where the MS4's SWMP and annual report will be posted. Indicate if the MS4 does not have a website.

Section 6. Certifications

Failure to indicate "Yes" to ALL of the certification items may result in denial of coverage under the general permit. The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code §305.44.

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an application form is 30 Texas Administrative Code §305.44(a), which is provided below. According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:
The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a), which is provided below. According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statutes under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a) (3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512-239-0600.

30 TEXAS ADMINISTRATIVE CODE §305.44. SIGNATORIES TO APPLICATIONS

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having

responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

SWMP Cover Sheet

The SWMP cover sheet must be completed and placed on the front of the SWMP. Both the SWMP cover sheet and the SWMP must be submitted with the complete NOI.

Provide the name of the MS4 operator.

For each MCM, complete the table by entering the page number (or page number range) where each required program element can be found in the SWMP.

Note: Some program elements are only required for certain MS4 levels. The tables clearly identify these MS4 level specific requirements. If one of these program element does not apply to the MS4 level for this facility, enter NA. Additionally, MCM 7 is optional. If you selected "No" on the NOI Section 5.e.4 question, enter NA on Table 7.

TCEQ

TCEQ Core Data Form

TCEQ Use Only

For detailed instructions regarding completion of this form, please read the Core Data Form Instructions or call 512-239-5175.

SECTION I: General Information

1. Reason for Submission *(If other is checked please describe in space provided.)*

☐ New Permit, Registration or Authorization (*Core Data Form should be submitted with the program application.)*

☒ Renewal *(Core Data Form should be submitted with the renewal form)* ☐ Other

2. Customer Reference Number *(if issued)*	Follow this link to search for CN or RN numbers in Central Registry**	3. Regulated Entity Reference Number *(if issued)*
CN 600491906		RN 105481118

SECTION II: Customer Information

4. General Customer Information	5. Effective Date for Customer Information Updates (mm/dd/yyyy)	09/27/2019

☐ New Customer ☒ Update to Customer Information ☐ Change in Regulated Entity Ownership
☐ Change in Legal Name (Verifiable with the Texas Secretary of State or Texas Comptroller of Public Accounts)

The Customer Name submitted here may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).

6. Customer Legal Name *(If an individual, print last name first: eg: Doe, John)*	*If new Customer, enter previous Customer below:*

7. TX SOS/CPA Filing Number	8. TX State Tax ID (11 digits)	9. Federal Tax ID (9 digits)	10. DUNS Number *(if applicable)*
	17561989975	7561989975	

11. Type of Customer:	☐ Corporation	☐ Individual	Partnership: ☐ General ☐ Limited
Government: ☒ City ☐ County ☐ Federal ☐ State ☐ Other		☐ Sole Proprietorship	☐ Other:

12. Number of Employees	13. Independently Owned and Operated?
☒ 0-20 ☐ 21-100 ☐ 101-250 ☐ 251-500 ☐ 501 and higher	☐ Yes ☒ No

14. Customer Role (Proposed or Actual) – *as it relates to the Regulated Entity listed on this form. Please check one of the following:*

☐ Owner ☐ Operator ☐ Owner & Operator
☐ Occupational Licensee ☐ Responsible Party ☐ Voluntary Cleanup Applicant ☐ Other:

15. Mailing Address:	1938 S. Hampton						
	City	Gelnn Heights	State	TX	ZIP	75154	ZIP + 4

16. Country Mailing Information *(if outside USA)*	17. E-Mail Address *(if applicable)*
	Steven.Martin@glennheightstx.gov

18. Telephone Number	19. Extension or Code	20. Fax Number *(if applicable)*
(972) 223-1690	431	( ) -

SECTION III: Regulated Entity Information

21. General Regulated Entity Information *(If 'New Regulated Entity" is selected below this form should be accompanied by a permit application)*

☐ New Regulated Entity ☒ Update to Regulated Entity Name ☐ Update to Regulated Entity Information

The Regulated Entity Name submitted may be updated in order to meet TCEQ Agency Data Standards (removal of organizational endings such as Inc, LP, or LLC.)

22. Regulated Entity Name *(Enter name of the site where the regulated action is taking place.)*

City of Glenn Heights

23. Street Address of the Regulated Entity: *(No PO Boxes)*	1938 S. Hampton							
	City	Glenn Heights	State	TX	ZIP	75154	ZIP + 4	
24. County								

Enter Physical Location Description if no street address is provided.

25. Description to Physical Location:					
26. Nearest City			State		Nearest ZIP Code
27. Latitude (N) In Decimal:	32.555N		28. Longitude (W) In Decimal:	96.857W	
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds

29. Primary SIC Code (4 digits)	30. Secondary SIC Code (4 digits)	31. Primary NAICS Code (5 or 6 digits)	32. Secondary NAICS Code (5 or 6 digits)

33. What is the Primary Business of this entity? *(Do not repeat the SIC or NAICS description.)*

Local Government

34. Mailing Address:							
	City		State		ZIP		ZIP + 4

35. E-Mail Address:	

36. Telephone Number	37. Extension or Code	38. Fax Number *(if applicable)*
( ) -		( ) -

39. **TCEQ Programs and ID Numbers** Check all Programs and write in the permits/registration numbers that will be affected by the updates submitted on this form. See the Core Data Form instructions for additional guidance.

☐ Dam Safety	☐ Districts	☐ Edwards Aquifer	☐ Emissions Inventory Air	☐ Industrial Hazardous Waste
☐ Municipal Solid Waste	☐ New Source Review Air	☐ OSSF	☐ Petroleum Storage Tank	☒ PWS
				TX05700085
☐ Sludge	☒ Storm Water	☐ Title V Air	☐ Tires	☐ Used Oil
☐ Voluntary Cleanup	☐ Waste Water	☐ Wastewater Agriculture	☐ Water Rights	☐ Other:

SECTION IV: Preparer Information

40. Name:	Steve Martin	41. Title:	DIrector of Punlic works

42. Telephone Number	43. Ext./Code	44. Fax Number	45. E-Mail Address
(972) 223-1690	431	( ) -	

SECTION V: Authorized Signature

46. By my signature below, I certify, to the best of my knowledge, that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the entity specified in Section II, Field 6 and/or as required for the updates to the ID numbers identified in field 39.

Company:	City of Glenn Hieghts	Job Title:	Director of Public WOrks and Infrastructure
Name*(In Print)* :	Steve Martin	Phone:	(972) 223-1690
Signature:		Date:	09/27/2019