

**NPDES Phase II MS4 Permit Application  
Storm Water Pollution Prevention Program**

General Storm Water Permit Application  
(MN R 040000)

Prepared for the City of Victoria

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# NPDES Phase II MS4 Permit Application Storm Water Pollution Prevention Program

## General Storm Water Permit Application (MN R 040000)

City of Victoria

The City of Victoria’s SWPPP is designed to reduce the discharge of pollutants from the City’s storm sewer system to the maximum extent practicable. To achieve this goal, standard Best Management Practices (BMPs) have been developed. The BMP measures are intended to address the 6 minimum control measures (MCMs) outlined in the MS4 Permit. The 6 MCMs are:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detention and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping

The following table provides the title of each BMP measure and its location in the SWPPP.

<b>BMP ID Numbers</b>	<b>Best Management Practice</b>	<b>Permit Reference</b>	<b>Page Number</b>
1a-1	Distribute Educational Materials	V.G.1.a	1
1b-1	Implement an Education Program	V.G.1.b	2
1c-1	Education Program: Public Education and Outreach	V.G.1.c	3
1c-2	Education Program: Public Participation	V.G.1.c	5
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c	6
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c	7
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c	8
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c	9
1d-1	Coordination of Education Program	V.G.1.d	10
1e-1	Annual Public Meeting	V.G.1.e	11
2a-1	Comply with Public Notice Requirements	V.G.2.a	12
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	V.G.2.b	13
2c-1	Consider Public Input	V.G.2.c	15
3a-1	Storm Sewer System Map	V.G.3.a	16
3b-1	Regulatory Control Program	V.G.3.b	17

3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c	18
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d	19
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e	20
4a-1	Ordinance or other Regulatory Mechanism	V.G.4.a	21
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	V.G.4.b	22
4c-1	Waste Controls for Construction Site Operators	V.G.4.c	23
4d-1	Procedure for Site Plan Review	V.G.4.d	24
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	V.G.4.e	25
4f-1	Establishment of Procedures for Site Inspections and Enforcement	V.G.4.f	26
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	V.G.5.a	28
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	V.G.5.b	29
5c-1	Long-term Operation and Maintenance of BMPs	V.G.5.c	30
6a-1	Municipal Operations and Maintenance Program	V.G.6.a	31
6a-2	Street Sweeping		32
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2	33
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3	34
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4	35
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5	36
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6	37
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7	38
IV.D-1	Impaired Waters	IV.D	39

# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

<b>*BMP Title:</b> Distribute Educational Materials
<b>*BMP Description:</b> In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), stormwater pamphlets and fliers promoting stormwater education and positive behaviors will be developed and made publicly available. Public service organizations may help provide distribution, which will include posting, handouts, and displays throughout the City of Victoria.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• Number of stormwater-related materials developed and distributed.</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2006 - 2007: <ul style="list-style-type: none"><li>• Develop stormwater handout information.</li><li>• Establish pamphlets racks in common areas of the City of Victoria City Hall.</li><li>• Distribute pamphlets and other stormwater information at public meetings or City events.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Update the developer, construction and engineering practitioner City of Victoria mailing list periodically as well as mail educational materials at least once a year.</li><li>• Continue with the distribution of SWPPP information, revising as necessary after soliciting comments and suggestions</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

<p><b>*BMP Title:</b> Implement an Education Program</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), the City of Victoria will develop and implement an educational program that individually addresses each minimum control measure for the selected audience groups. The minimum control measures include: (1) public education and outreach, (2) public participation, (3) illicit discharge detection and elimination, (4) construction site storm water runoff control, (5) post construction storm water management in new development and redevelopment, and (6) pollution prevention/good housekeeping for municipal operations. The audience groups include City staff, general public, and contractors.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of educational materials developed and distributed.</li><li>• Number of educational workshops developed and presented.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2007:</p> <ul style="list-style-type: none"><li>• Develop a procedure for creating and implementing an educational program.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Develop and implement an educational program. Evaluate and modify the educational program as necessary to meet permit goals.</li><li>• Periodically evaluate method of notification for workshops.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

<p><b>*BMP Title:</b> Education Program: Public Education and Outreach</p>
<p><b>*Audience(s) Involved:</b> General public including City of Victoria residents, homeowners, business owners, and school children (students K-12).</p>
<p><b>*Educational Goals for Each Audience:</b> Increase public awareness and understanding of stormwater issues within the City of Victoria. Inform and educate the public about the impacts of stormwater runoff on water quality.</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <p>1) In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), highlight stormwater issues through City of Victoria sponsored City of Victoria events and programs that focus on public participation, such as:</p> <ul style="list-style-type: none"><li>• Volunteer City of Victoria cleanup days.</li><li>• Volunteer river, stream, and pond cleanup program.</li><li>• Volunteer native tree and shrub planting program.</li><li>• Volunteer storm drain stencil program.</li></ul> <p>2) In cooperation with Carver County and MCWD, establish a stormwater hotline for citizens to report illegal dumping.</p> <p>3) Articles in the City of Victoria newsletter that highlight seasonal stormwater issues and stormwater related City of Victoria events and programs.</p> <p>4) Stormwater information on the City web site in cooperation with Carver County and MCWD.</p> <p>5) Stormwater educational materials provided at public places.</p> <ul style="list-style-type: none"><li>• Stormwater poster display and educational guides at the City of Victoria City Hall and local public library.</li><li>• Signage in public places.</li></ul>
<p><b>*Activity Implementation Plan:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• In cooperation with Carver County and MCWD, develop stormwater page on a web site and post for public access.</li></ul> <p>2006 - 2008:</p> <ul style="list-style-type: none"><li>• In cooperation with Carver County and MCWD, research what educational materials are available and effective and have these materials in place for the public to view by the end of 2007.</li></ul> <p>2007 - 2009:</p> <ul style="list-style-type: none"><li>• Evaluate the attendance data for trends.</li><li>• Review public education outreach efforts.</li><li>• In cooperation with Carver County and MCWD, develop a plan for sponsoring and implementing the volunteer public participation events and programs. This plan could include holding City of Victoria cleanup days on a periodic basis.</li><li>• Track number and location of illegal dumping incidents reported.</li><li>• Publish stormwater articles in the City of Victoria newsletter or on a web page...</li></ul>
<p><b>*Performance Measures:</b></p>

- In cooperation with Carver County and MCWD, complete a plan and implement volunteer public participation events and programs.
- Cleaner waters documented by measures such as before and after photographs.
- Number of storm drains are marked by 2010 in targeted neighborhoods.
- In cooperation with Carver County and MCWD, published articles on the appropriate web site.
- In cooperation with Carver County and MCWD, track the number of “hits” on the appropriate web site stormwater page.

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> General public including City of Victoria residents, homeowners, and business owners.
<b>*Educational Goals for Each Audience:</b> 1) Increase public awareness and understanding of stormwater issues within the City of Victoria. 2) Inform and educate the public about the impacts of stormwater runoff on water quality and what they can do to actively protect local lakes and streams from polluted stormwater runoff. 3) Inform and educate the public about how the City of Victoria manages stormwater runoff through its' Stormwater Pollution Prevention Program (SWPPP).
<b>*Activities Used to Reach Educational Goals:</b> 1) The City will report in the City of Victoria newsletter on activities related to managing stormwater and implementing the SWPPP. Topics for the newsletter may include information about the water quality of our City of Victoria lakes and streams; events and programs the public can participate in to raise their awareness about stormwater impacts; specific stormwater management activities the City of Victoria is implementing; and the stormwater budget/fees. 2) Conduct council workshops, open to the public, on the SWPPP and on related stormwater budget/fee issues. Ensure 30 day notice is posted in the official City newspaper.
<b>*Activity Implementation Plan:</b> 2006 - 2010: <ul style="list-style-type: none"><li>• In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), periodically publish articles on stormwater management and the SWPPP .</li><li>• In cooperation with Carver County and MCWD, hold one combined public information meeting/recognition event periodically. Provide notice of the meeting 30 days prior to the meeting/event date.</li></ul>
<b>Performance Measures:</b> <ul style="list-style-type: none"><li>• In cooperation with Carver County and MCWD, publish stormwater articles periodically.</li><li>• In cooperation with Carver County and MCWD, complete public notice.</li><li>• In cooperation with Carver County and MCWD, track the number of citizens attending the meeting/event.</li><li>• In cooperation with Carver County and MCWD, track the number of questions about the SWPPP/stormwater issues addressed at the meeting.</li><li>• In cooperation with Carver County and MCWD, at the end of 2007, the City will evaluate the effectiveness of the Education Program for Public Participation and make adjustments as needed to increase public awareness and participation.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: <a href="mailto:Ezweber@ci.victoria.mn.us">Ezweber@ci.victoria.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination
<b>*Audience(s) Involved:</b> Activities planned under the Illicit Discharge Detection and Elimination Measures portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed towards the City of Victoria.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities under Minimum Control Measure (MCM) 3 will focus on development, implementation, and enforcement of management strategies that will lead to the reduction, elimination and the impact of illicit pollutant discharges into the stormwater system throughout the City of Victoria.
<b>*Activities Used to Reach Educational Goals:</b> The City will educate its employees on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges. The educational program will include procedures in locating priority areas likely to have illicit discharges; procedures for tracing the source of illicit discharge; procedures for removing the source of discharge; and the procedures for program evaluation and assessment. This information will be provided through educational training, information brochures, posters, web page and inspections of the storm drain system.
<b>*Activity Implementation Plan:</b> 2006: <ul style="list-style-type: none"><li>• Develop and begin educational program training</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Assess goals and continue educational program training</li></ul>
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>• The number of locations determined to have the potential for illicit discharges.</li><li>• The number of illicit discharges reported.</li><li>• The number of corrective measures taken to prevent illicit discharges.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: <a href="mailto:Ezweber@ci.victoria.mn.us">Ezweber@ci.victoria.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-4

<b>*BMP Title:</b> Education Program: Construction Site Run-off Control
<b>*Audience(s) Involved:</b> Activities planned under the Construction Site Storm Water Runoff Control portion of the Storm Water Pollution Prevention Program (SWPPP) will be directed toward contractors, developers, construction site operators, inspectors, and enforcement personnel of the City of Victoria.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities implemented under this will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of stormwater runoff into the storm sewer system from any construction activity that results in a land disturbance of greater than or equal to one acre.
<b>*Activities Used to Reach Educational Goals:</b> In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures. This program will address contractor BMP educational and training measures.
<b>*Activity Implementation Plan:</b> 2006: <ul style="list-style-type: none"><li>In cooperation with Carver County and MCWD, develop procedures to educate contractors on BMPs and inspections.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>Begin BMP enforcement.</li></ul>
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>The number of enforcement actions taken.</li><li>The number of site inspections.</li><li>The number of contractors trained.</li></ul> <b>[Instruction Note:</b> Outline how you will measure the success of this BMP. Determine a baseline from which the measurements will be made. Briefly describe how you will quantify the success of an increase in education].
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
<b>*Audience(s) Involved:</b> Activities planned under the Post-Construction Storm Water Management in New Development and Redevelopment portion of the Storm Water Pollution Prevention Program will be directed toward developers and developer's engineers.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities under this Control Measure will focus on development, implementation, and enforcement of a program that will reduce or eliminate the impacts of post-construction stormwater runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the storm sewer system.
<b>*Activities Used to Reach Educational Goals:</b> During the plan and review process of all new development and re-development projects, the City of Victoria will provide information on its Design and Construction Manual to all developers and their engineers. This manual includes BMP's, developed in cooperation with the Minnehaha Creek Watershed District (MCWD), for reducing post-construction stormwater runoff through the planning and construction stages of projects.
<b>*Activity Implementation Plan:</b> 2006: <ul style="list-style-type: none"><li>Continue to require the use of the City's existing Design and Construction Manual for development of new development and re-development projects from planning through construction.</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>Periodically review notification process for new development and re-development projects of the availability of the City's Design and Construction Manual.</li></ul>
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>Number of projects designed using the City's Design and Construction Manual.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> Activities planned under the Pollution Prevention (Good Housekeeping) portion of the Storm Water Pollution Prevention Program will be directed primarily toward City of Victoria personnel.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities implemented under this Minimum Control Measure will focus on developing and implementing general procedures for an operations and maintenance program that will reduce or eliminate the impacts of stormwater pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and stormwater conveyance system maintenance.
<b>*Activities Used to Reach Educational Goals:</b> The City of Victoria will provide its personnel with information about existing educational outreach programs that will reduce or eliminate the impacts of stormwater runoff from facilities and maintenance operations that discharge into the stormwater conveyance system.
<b>*Activity Implementation Plan:</b> 2007: <ul style="list-style-type: none"><li>• Develop information about existing educational outreach programs.</li></ul> 2008 - 2010: <ul style="list-style-type: none"><li>• Provide information about existing educational outreach programs.</li></ul>
<b>*Performance Measures:</b> <ul style="list-style-type: none"><li>• Number of flyers, posters, or other public education tools distributed.</li><li>• Number of training programs conducted for City of Victoria staff.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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**BMP Summary Sheet**

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

<b>*BMP Title:</b> Coordination of Education Program
<b>*BMP Description:</b> Coordination of education program with other groups.
Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• Number of consistent messages delivered (educational, promotional or motivational) through all media.</li><li>• Number of instances when educational program is coordinated.</li></ul>
<b>*Timeline/Implementation Schedule:</b> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop procedures for coordination of educational programs.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Implement the program. Evaluate the program for strength and weaknesses. Implement improved methods.</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1e-1

<p><b>*BMP Title:</b> Periodic Public Meeting</p>
<p><b>*BMP Description:</b></p> <p>Conduct periodic Stormwater Planning/Advisory Workshops to develop recommendations in coordination with other entities such as City of Victoria groups, Carver County and Minnehaha Creek Watershed District (MCWD). It's mission will be to (1) identify the audience or audiences involved, (2) educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior, (3) activities used to reach educational goals for each audience, (4) activity implementation plans, including assigning responsibilities for each activity and schedule, and (5) developing performance measures that can be used to determine success in reaching educational goals.</p> <p><b><u>Location of meeting:</u></b></p> <p>The public informational meeting will be held at the City of Victoria City Hall or in a place that is generally convenient to persons expected to attend the meeting. Notice of the public meeting will be provided 30 days prior and will include the date, time, and meeting location, and include the location of a public copy of the City's SWPPP. Distribution of this notice to the City of Victoria will be published through the City of Victoria's official newspaper. The City of Victoria will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to MPCA, appropriate City and County officials, and all other persons who have requested that they be informed of such a public meeting.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Periodic public meeting conducted with recorded minutes.</li><li>• Notice of public meeting provided.</li><li>• Periodic report to MPCA submitted.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Conduct periodic meeting.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2a-1

<b>*BMP Title:</b> Comply with Public Notice Requirements
<b>*BMP Description:</b> Notice of the public meeting will be provided 30 days prior to the meeting. The notice must contain a reference to the Storm Water Pollution Prevention Program, the date, time, and meeting location, a concise description of the manner in which the meeting will be conducted and include location of a public copy of the City of Victoria's SWPPP. Distribution of this notice to the City of Victoria will be published through the City's official newspaper. The City of Victoria will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices. A copy of the meeting notice will be sent to the MPCA, appropriate City of Victoria and County officials, and all other persons who have requested that they be informed of such a public meeting.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• Number and dates of public notices for meetings.</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2006: <ul style="list-style-type: none"><li>• Develop advertising methods.</li></ul> 2007 – 2010: <ul style="list-style-type: none"><li>• Implement advertising methods.</li><li>• Monitor the program.</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2b-1

**\*BMP Title:** Solicit Public Input and Opinion on the Adequacy of the SWPPP

**\*BMP Description:**

- 1) In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), the City of Victoria will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2 (Education Program: Public Participation) for providing information to the general public about how the City of Victoria manages stormwater runoff through its Stormwater Pollution Prevention Program (SWPPP), to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.
- 2) If the periodic public meeting on the SWPPP is scheduled to occur during a regular meeting of the City of Victoria Council, the City of Victoria will request that the SWPPP be placed on the meeting agenda at a time that will be conducive to the public attending and providing input on the SWPPP.
- 3) At the periodic meeting, the City of Victoria will provide a presentation on the purpose, goals, and requirements of the SWPPP to educate, inform, and encourage citizens to provide input and comment on the SWPPP.
- 4) The City of Victoria will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at the meeting. A reasonable amount of time will be made available at the meeting for a questions and comments relating to the SWPPP. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.
- 5) The City of Victoria will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings, as needed, regarding modifications of or amendments to the SWPPP.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- 1) Track the number of attendees at the periodic public meeting on the SWPPP.
- 2) Prepare and provide a presentation on the SWPPP.
- 3) Track the number of oral and written comments received on the SWPPP, and the number of questions addressed at the periodic public meeting. A summary of the comments submitted on the SWPPP and the questions addressed at the meeting will be made available on the City of Victoria web site stormwater page.
- 4) Hold additional public meeting(s) regarding modifications and/or amendments to the SWPPP; track the level of public input.

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- In cooperation with Carver County and MCWD, implement the education and outreach efforts according to the timeline/implementation schedule in BMP Summary Sheet 1c-2.

2007 - 2009:

- Review the Education Program for Public Participation, make adjustments as needed.

2006 - 2010:

- Hold a public meeting on the SWPPP periodically.

**Specific Components and Notes:**

The City of Victoria staff will pose questions or initiate discussion at the meeting in an effort to encourage the public to ask questions and submit comments on the SWPPP.

**\*Responsible Party for this BMP:**

Name: Eric Zweber

Department: City of Victoria Planner

Phone: 952-443-3594

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2c-1

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria will dedicate one meeting per year to allow public involvement in the SWPPP process. The City of Victoria will be encouraged to attend, allowing members to discuss various view points and provide input concerning appropriate stormwater management policies and Best Management Practices.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Attendance numbers at the periodic meeting.</li><li>• Recommendations and action taken as a result of the meeting.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Follow up meeting by City Staff with individual(s) for consideration of their comments.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3a-1

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p>Identify:</p> <ol style="list-style-type: none"><li>(1) Ponds, streams, lakes, and wetlands that are part of the conveyance system</li><li>(2) Structural pollution control devices (grit chambers, separators, etc.)</li><li>(3) All pipes and conveyances that are at least 24 inches in diameter</li><li>(4) Outfalls, including discharges from the City of Victoria drainage system to other MS4s or waters and wetlands that are not part of the City of Victoria drainage system</li><li>(5) Structures that discharge stormwater directly into groundwater and overland discharge points</li><li>(6) All other points of discharge from the City of Victoria outlets.</li></ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The accuracy of the Storm Sewer System Map.</li><li>• The availability of the Storm Sewer System Map.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City Map showing all 6 of the items listed above was created in 2003.</p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Periodic update of the City Storm Sewer System Map.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3b-1

<p><b>*BMP Title:</b> Regulatory Control Program</p>
<p><b>*BMP Description:</b></p> <p>The Regulatory Control Program establishes ways the illicit discharge is detected and eliminated. Other BMPs need to be established that would enable illicit discharge to be detected and eliminated.</p> <p>The City of Victoria will develop and implement a program to detect and address non-stormwater discharges, including illegal dumping, to your system.</p> <p>The Program to detect and address illicit discharges is the central component of this measure. The plan is dependent upon several factors including the MS4's available resources, size of staff, and degree and character of its illicit discharges. There are four steps of a recommended plan:</p> <ul style="list-style-type: none"><li>• Procedures for locating priority areas likely to have illicit discharges</li><li>• Procedures for tracing the sources of an illicit discharge</li><li>• Procedures for removing the source of the discharge</li><li>• Procedures for program evaluation and assessment</li></ul> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Regulatory Program is reviewed and updated as needed.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2007:</p> <ul style="list-style-type: none"><li>• Review and modify ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems (i.e. secondary containment of fuel products and hazardous material ordinances)</li></ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"><li>• Evaluate and update as needed the Regulatory Program.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3c-1

<p><b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria will develop a program to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps:</p> <ul style="list-style-type: none"><li>• Locate the problem area by using public complaints</li><li>• Visual screening of outfalls and pump station during the dry weather, and or during regular system maintenance and inspection activities</li><li>• Find the source of illicit discharge</li><li>• Remove or correct the problem</li><li>• Document the actions taken and summarize for the periodic report</li><li>•</li></ul> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The number of illicit discharges reported and identified.</li><li>• The number of illicit discharge inspections performed.</li><li>• The number of illicit discharges prevented, stopped or removed.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2007:</p> <ul style="list-style-type: none"><li>• Develop and implement an illicit discharge detection program.</li></ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"><li>• Continue detection and elimination programs.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3d-1

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), the City of Victoria will use the education efforts outlined on BMP Summary Sheet 1c-3 (Education Program: Illicit Discharge Detection and Elimination) for providing information to the general public concerning the hazards associated with illegal discharges and the improper disposal of wastes. The City of Victoria will develop training to City of Victoria employees that are involved in activities out in the City of Victoria which may impact stormwater quality including; road salt and sand application, landscaping, and other activities.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) Documented training program for appropriate City employees.</li><li>2) Documented training schedule.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>See BMP Summary Sheet 1c-3 for Timeline/Implementation Schedule concerning public education efforts regarding Illicit Discharge Detection and Elimination.</p> <p>2006 - 2007:</p> <ul style="list-style-type: none"><li>• In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), develop a training program for educating City of Victoria employees about the hazards associated with illegal discharges and the improper disposal of wastes which relate to their work activities.</li></ul> <p>2007 - 2008:</p> <ul style="list-style-type: none"><li>• Train all City of Victoria employees who are involved in activities which could possibly result in illicit discharges to stormwater.</li></ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"><li>• In cooperation with Carver County and Minnehaha Creek Watershed District (MCWD), develop a training program to provide periodic retraining and focused training efforts to City of Victoria employees and implement this training.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3e-1

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria Staff will evaluate whether any of the following categories of non-stormwater discharges or flows are significant contributors of pollutants to its MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.</p> <p>For any non-stormwater discharges or flows which the City Staff finds to be a significant contributor of pollutants to the MS4, the City of Victoria will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) Evaluate the potential for the non-stormwater discharges identified in permit Part V.G.3.e (see above) to be significant contributors of pollutants to our MS4.</li><li>2) For those non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Evaluate non-stormwater discharges and flows.</li></ul> <p>2007:</p> <ul style="list-style-type: none"><li>• Conduct investigation and evaluation of non-stormwater discharges and flows and develop action plans for those which are identified as being significant contributors of pollutants to our MS4.</li></ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"><li>• Implement the action plans for significant non-stormwater discharges and flows.</li></ul> <p>2009 - 2010:</p> <ul style="list-style-type: none"><li>• Evaluate the implementation phase of the action plans and make adjustments, as necessary, to prepare for a permanent program for the identification of non-stormwater discharges.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4a-1

<b>*BMP Title:</b> Ordinance or other Regulatory Mechanism
<b>*BMP Description:</b> The City of Victoria will update and adopt ordinances and policies to reflect erosion, sedimentation and pollution control plan. The City will also include certification requirements for staff. Refine necessary procedures for the submittal, review, approval, and enforcement of erosion and sediment control plans.  Location(s) in SWPPP of detailed information relating to this BMP:
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• The development and adoption by the City of an erosion, sedimentation and pollution control ordinance</li><li>• City site certification and inspection results</li><li>• Periodically review and update Erosion Control Standard Details, Plan Requirements and Specifications for Building Sites and Development Projects</li><li>• Number of employees certified</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2006: <ul style="list-style-type: none"><li>• Develop a City ordinance with respect to erosion, sedimentation and pollution control</li></ul> 2007 - 2010: <ul style="list-style-type: none"><li>• Adopt the City ordinance with respect to erosion, sedimentation and pollution control.</li><li>• Continue enforcing compliance measures adopted by the City.</li><li>• Periodic review of Erosion Control Standard Details, Plan Requirements and Specifications for Building Sites and Development Projects.</li></ul> 2006 - 2010: <ul style="list-style-type: none"><li>• Certification of employees.</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4b-1

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>In cooperation with Carver County and Minnehaha Creek Watershed District, the City of Victoria Public Works Department and Engineering Department will select ten (10) BMPs that are found to be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets. These ten (10) BMPs will be in an Erosion and Sediment Control Handbook (and are highlighted in the City of Victoria's stormwater ordinance) that the City gives to all builders, contractors, and developers. Periodically host a builder/contractor/developer workshop before the start of the construction season to go over these BMPs.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <p>Meet with Carver County and Minnehaha Creek Watershed District (MCWD) to select 10 BMP's The development of the Erosion and Sediment Control Handbook. The number of builder/contractor/developer workshops held.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2007 – City staff meet with Carver County and MCWD to select 10 BMP's 2007 – develop the Erosion and Sediment Control Handbook for use by developers and contractors 2008 – 2010 - hold periodic builder/contractor/developer workshops 2009 – 2010 - City staff in cooperation with Carver County and MCWD evaluate Erosion and Sediment Control Handbook to consider new BMPs</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4c-1

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria will develop and implement a program to control and eliminate construction site waste that may impact stormwater runoff. This program will address construction entrances, vehicle maintenance, equipment washing areas, and proper waste disposal.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The reduction of site wastes with respect to construction</li><li>• Identify requirements for construction site operators to implement appropriate control of wastes</li><li>• Frequency of inspection and maintenance activities</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Develop a City of Victoria program with respect to erosion, sedimentation and pollution control</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Adopt the City of Victoria program with respect to erosion, sedimentation and pollution control</li><li>• Continue enforcing compliance measures adopted by the City of Victoria</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4d-1

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria will include in any preconstruction activity, a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Provide developers and their representatives the City's adopted Engineering and Construction Design Standards containing erosion and sediment BMPs</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Review and update procedures.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Continue existing process for review of site plans using the City's adopted Engineering and Construction Design Standards.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4e-1

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p>The City of Victoria will refine the inspection program for inclusion of procedures for receipt and consideration of reports of non-compliance or other information on construction related issues submitted by the public.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of reports of Stormwater noncompliance about construction activities</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• The City has a program in place to receive and evaluate public complaints including reports of Stormwater noncompliance about construction activities.</li></ul> <p>2007 - 2010:</p> <ul style="list-style-type: none"><li>• Review the City's program to receive public complaints of Stormwater noncompliance about construction activities.</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4f-1

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>
<p><b>*BMP Description:</b> The City of Victoria will ensure construction sites operate in accordance with this SWPPP and the project specific construction SWPPP. The City will review SWPPP site plans for construction activities, including the following:</p> <ol style="list-style-type: none"> <li>1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body</li> <li>2. Map or drawing of the site showing the boundaries, soil disturbance limits, stormwater drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and stormwater management controls</li> <li>3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with stormwater</li> <li>4. Description of the BMPs to control erosion and sedimentation during all phases of construction</li> <li>5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures</li> <li>6. Site inspection procedure providing at least one inspection every 7 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period</li> </ol> <p>Site Inspection Records will be kept for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken.</p> <p style="margin-top: 20px;">Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"> <li>• Number of project specific construction SWPPP's submitted to the City</li> <li>• Number of site inspections conducted</li> <li>• Number of enforcements implemented</li> </ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"> <li>• Continue with the City's current erosion, sedimentation and pollution control inspection, reporting and enforcement program with monetary penalties for non-compliance.</li> </ul> <p>2007:</p> <ul style="list-style-type: none"> <li>• Develop the Erosion and Sediment Control Handbook for use by developers and contractors</li> </ul> <p>2007 – 2010:</p> <ul style="list-style-type: none"> <li>• Hold periodic builder/contractor/developer workshops</li> </ul> <p>2008 - 2010:</p> <ul style="list-style-type: none"> <li>• Evaluate inspection procedures and recommend/implement improvements</li> </ul>
<p><b>Specific Components and Notes:</b></p>

\*

**Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5a-1

<p><b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs</p>
<p><b>*BMP Description:</b></p> <p>Post-construction stormwater management in areas that have recently undergone construction (new development or re-development) is necessary because runoff from these areas significantly impact surface water quality. As runoff flows over areas altered by construction, it picks up harmful sediment and chemicals which are then deposited in surface waters. A second type of post-construction impact is the interruption of natural infiltration of rainfall by the new impervious surfaces associated with construction projects. The result is increased volumes of stormwater reaching streams. The end result is the scouring of river systems and flooding.</p> <p>A combination of structural (wet detention ponds) and non-structural (swales) BMPs work well for managing post-construction stormwater. Wet detention basins allow sediment to settle out of the water column as well as controlling the discharge of stormwater to receiving waters. Swales allow sediment and other pollutants to drop out of stormwater runoff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1) Update wet detention pond design standards periodically along with investigating new post-construction BMPs.</li><li>2) Update the City's Storm Sewer System Map periodically with the new wet detention ponds created each calendar year.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Periodically review and update structural and non-structural BMPs.</li><li>• The Engineering Department will continue to conduct reviews of all construction projects with stormwater management being a major component and focus of the review.</li></ul>
<p><b>Specific Components and Notes:</b></p> <ol style="list-style-type: none"><li>1) All wet detention ponds should be designed to NURP Standards</li><li>2) The wet detention ponds should release stormwater at a rate that is consistent with the City of Victoria ordinance</li><li>3) Review site plans to make sure that infiltration of stormwater is investigated and incorporated when feasible</li></ol>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Holly Kreft Department: City of Victoria Community Development Director Phone: 952-443-4218 E-mail: HKreft@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5b-1

<p><b>*BMP Title:</b> Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p><b>*BMP Description:</b> <b><u>Measures for Controlling Post-Construction Runoff:</u></b> With respect to development and re-development projects, the City of Victoria will regulate post-construction runoff in accordance with their procedures. In addition, the City will review its procedures to limit surface runoff volumes and reduce water runoff pollutant loadings.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The number of ordinances the City adopts</li><li>• The number of BMP measures the City develops</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006:</p> <ul style="list-style-type: none"><li>• Adopt or revise, as necessary, ordinances with respect to controlling post-construction runoff.</li><li>• Develop internal quality control measures.</li></ul> <p>2006 - 2010: Continue compliance measures.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Holly Kreft Department: City of Victoria Community Development Director Phone: 952-443-4218 E-mail: HKreft@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

**Unique BMP Identification Number:** 5c-1

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p><b><u>BMP Inspection &amp; Maintenance Program:</u></b> The City of Victoria will develop an inspection and maintenance program to ensure the effectiveness of post-construction stormwater control BMPs. All BMPs will be inspected for continued effectiveness and structural integrity at regular inspection intervals. Inspections will document whether the BMP is performing correctly, note any damage to the BMP, and repair any damage to the BMP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• The frequency of inspection and maintenance provided</li><li>• The number of problems identified and remedied</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Continue inspection and maintenance program developed in 2003</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

*\*Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-1

**\*BMP Title:** Municipal Operations and Maintenance Program

**\*BMP Description:**

**Storm Drain System Maintenance Program:**

The City of Victoria has in place an inspection and maintenance program developed in 2003 in accordance with MS-4 requirements to reduce pollutants, trash, and debris. Based on inspection results, repairs or measures will be determined or adjusted for proper operation.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- The number of inspections
- The amount of trash, sediment, or other pollutants removed during cleaning

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- The City will continue its on-going MS-4 inspection and cleaning program
- Operations will be evaluated yearly and modifications made to schedules, if necessary

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-2

**\*BMP Title:** Street Sweeping\*\*

**\*BMP Description:**

The Public Works Department will develop (or "review" for those that have a street sweeping program) a Street Sweeping Program for all City of Victoria owned and paved streets and parking lots. The City of Victoria intends to sweep these impervious surfaces at least once a year, in the spring. Street sweeping will begin as early in the spring as weather allows.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- 1) Research, as necessary, available street sweeping equipment; evaluate the costs of purchasing equipment vs. contracting services for street sweeping
- 2) Review the Street Sweeping Program
- 3) Implement or expand, as necessary, Street Sweeping Program

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Periodically evaluate program effectiveness and recommend changes if needed
- Revise program to include necessary changes and develop a schedule for the implementation of these changes

**Specific Components and Notes:**

The City of Victoria (or contracted service) will sweep all paved City of Victoria streets and parking lots at least once a year in the spring. The City of Victoria will track and record the amount of street sweeping wastes collected to assist in the evaluation of this additional street sweeping.

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-2

**\*BMP Title:** Periodic Inspection of All Structural Pollution Control Devices

**\*BMP Description:**

Inspect periodically all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- Number of pollution control devices inspected
- Number of non-functional pollution control devices inspected

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003
- Evaluate inspection procedures periodically
- Update all structural pollution control devices on the City Storm Sewer System Map periodically

2010:

- Ascertain compliance rate with maintenance schedules for BMPs

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-3

**\*BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

**\*BMP Description:**

This Best Management Practice (BMP) is required for inspection of minimum 20 percent of MS4 Outfalls, Sediment Basins and Ponds each year on the rotating basis, so that all are inspected over the entire permit period (5 years).

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- Number of inspections conducted each year, percent of total
- Number of MS4 Outfalls, Sediment Basins and Ponds each inspected each year
- Percent of total of each of MS4 Outfalls, Sediment Basins and Ponds

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003
- Evaluate inspection procedures periodically
- Update all MS4 Outfalls, Sediment Basins and Ponds on the City Storm Sewer System Map periodically

2010:

- Ascertain compliance rate with maintenance schedules for BMPs

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-4

<p><b>*BMP Title:</b> Periodic Inspection of All Exposed Stockpile, Storage and Material Handling Areas</p>
<p><b>*BMP Description:</b></p> <p>This BMP requires all stockpiles such as salt, lumber, parts, and coal piles to be inspected periodically. Some temporary stockpiles such as topsoil from construction activity would not be inspected under this requirement but would be required to be inspected in accordance with construction permits, ordinances, or policy. Stockpiles such as salt which are used only seasonally but are used each year are not temporary stockpiles and would be required to be inspected under this requirement. As with all inspections, if patterns of maintenance become apparent, the frequency of inspections should be adjusted.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Sites identified for areas of all exposed Stockpile, Storage, and Material Handling Areas</li><li>• Number of inspections of all exposed Stockpile, Storage, and Material Handling Areas</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>2006 - 2010:</p> <ul style="list-style-type: none"><li>• Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003</li><li>• Evaluate inspection procedures periodically</li></ul> <p>2010:</p> <ul style="list-style-type: none"><li>• Ascertain compliance rate with maintenance schedules for BMPs</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Eric Zweber Department: City of Victoria Planner Phone: 952-443-3594 E-mail: Ezweber@ci.victoria.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-5

**\*BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

**\*BMP Description:**

Based on the inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection. When it is not practicable, the reasons and a schedule for completion shall be submitted in the periodic report.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- Number of recommendations made following the inspections
- Number of follow-up actions taken after the inspections

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003
- Evaluate inspection/maintenance procedures periodically

2010:

- Ascertain compliance rate with maintenance schedules for BMPs

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-6

**\*BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

**\*BMP Description:**

Summarize the results of outfall inspections in the periodic report and include the dates of inspection and date of completion of major additional protection measures. Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- Number of records maintained
- Any relevant inspection - lab results
- Any maintenance performed or recommended
- Sediment storage and capacity remaining

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003 including procedure for record retention established and implemented.
- Evaluate inspection/maintenance procedures periodically

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-7

**\*BMP Title:** Evaluation of Inspection Frequency

**\*BMP Description:**

Keep records of inspection results, date, antecedent weather conditions, sediment storage, and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted. If maintenance or sediment removal is required because of each of the first two periodic inspections, the frequency of inspections may be adjusted.

If maintenance or sediment removal is required because of each of the first two periodic inspections, the frequency of the first two periodic inspections, the frequency of inspection shall be increased to at least two(2) times periodically or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required because of both of the first two periodic inspections, the frequency may be reduced to once every two years.

Location(s) in SWPPP of detailed information relating to this BMP:

**\*Measurable Goals:**

- Inspection results with date, antecedent weather conditions
- Any maintenance performed or recommended

**\*Timeline/Implementation Schedule:**

2006 - 2010:

- Continue with Pollution Prevention Plan periodic inspection procedures and maintenance schedule developed in 2003.
- Evaluation of the inspection frequency and adjustment according to the result after two years of inspections. Record and keep justification of inspection adjustment.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Victoria

**Minimum Control Measure:** IV.D Section 303(d) listings

**Unique BMP Identification Number:** IV.D – 1

**\*BMP Title:** Impaired Waters Review Process

**\*BMP Description:**

The City of Victoria will create a review process that identifies all discharges from the City's MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list.

The review process will include the following:

- Identification of impaired waters that are likely to be impacted by the City's stormwater discharge.
- Identification of all potential stormwater discharges to impaired waters using data from the City's storm sewer maps and field surveys
- Delineation of watershed areas that contribute to the above discharges
- Evaluation of the hydrology, land use and other characteristics of the watershed areas that may impact the impaired water as a result of a stormwater discharge from the City's stormwater system.
- Consideration of timing and short and long term costs.

Based on the results of the review process, the City will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges to the impaired waters. If such modifications are deemed necessary, the City of Victoria will modify the SWPPP and submit those modifications to the MPCA with the current year's annual report. All assumptions, reasoning, and justification used to reach a conclusion on whether or not SWPPP revisions are necessary will be documented in the decision making process. A narrative summary of this review will then be prepared, and identify any associated SWPPP revisions that were made. Documentation related to the impaired waters review process will be filed with all other records associated with the MS4 permit.

**\*Measurable Goals:**

- Determine what processes are in place and what has already been accomplished that will help meet these permit conditions
- Prepare an inventory of all impaired waters within the jurisdictional boundaries of the MS4, as well as those outside these boundaries likely to have an impact as a result of receiving stormwater discharge from the MS4; compile as much detail about the stormwater discharges they receive from the MS4 as is available.
- Prepare a map that includes all impaired waters that the MS4 discharge may impact, all MS4 discharge points that may impact these waters, and delineated watersheds that may contribute to the impairment
- Complete a written overview of the conclusions reached through the review, including the decision making process used to determine what SWPPP revisions may be needed
- Prepare a projected schedule and timeline to incorporate any necessary changes into the SWPPP

**\*Timeline/Implementation Schedule:**

2008:

- Identify what tasks have been completed by the City of Victoria to meet the requirements of section IV.D. of the MS4 General Permit.
- Identify impaired waters receiving impacts from stormwater discharges from MS4 and locate discharges
- Develop a map that includes all impaired waters that the MS4 discharge may impact, all MS4 discharge points that may impact these waters, and delineated watersheds that may contribute to the impairment

2008-2009:

- Complete an evaluation of hydrology, land use, and other watershed characteristics for watersheds that contribute runoff to impaired waters.

2008-2010:

- Submit Annual Report to MPCA. The annual report will include an overview of the impaired waters review and any changes to the SWPPP that have been deemed necessary through this review process.
- Review changes to the 303(d) impaired waters list and conduct a review of additional listed impaired waters likely to be impacted by the City's stormwater discharge.

**Specific Components and Notes:**

The impaired waters review process will be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters listed are published in the future, Victoria will review changes to the list and conduct the necessary review of additional listed waters likely to be impacted by the MS4's stormwater discharges.

When an USEPA approved TMDL is finalized, Victoria intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedules outlined in the TMDL and the MS4 Permit.

**\*Responsible Party for this BMP:**

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