



**National Pollutant Discharge Elimination System (NPDES)**

**Storm Water Management Program  
Site Registration Form**

**for**

**West Virginia**

**Municipal Separate Storm Sewer Systems (MS4s)  
General Permit WV0116025**

The site registration application (SRA) is for local governments or other regulated entities to submit the required information necessary for their Stormwater Management Program (SWMP) for compliance under the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit to discharge stormwater runoff from a small municipal separate storm sewer system (MS4).

An authorized signature as required by 47CSR10 is needed to complete the application. All information should be included on this form or if needed, additional information can be attached at the end of the SRA.

**Two (2) copies** of the site registration application form shall be mailed to the address below.

**West Virginia Department of Environmental Protection  
Division of Water and Waste Management – MS4 Program  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304**

## Section I. General Information

---

### **MS4 Operator**

Part II A.

1.a. Name of City, County or other public entity that operates a small MS4:

City of Montgomery

1.b. Mailing Address:

706 Third Avenue Montgomery, WV 25136

Local staff contact, person responsible for overall program implementation and coordination.  
(This is the person DEP will contact as the need arises for more information and/or details about your stormwater management program or general questions concerning stormwater in your community.)

1.c. Name Angela Tackett

1.d. Title Office Manager

1.e. Phone 304-442-5181

1.f. Angtackett@yahoo.com

### **Certification**

47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on June 22, 2009. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2.a. Authorized signature \_\_\_\_\_  
(Mayor or Principle Executive Officer)

2.b. Print name Greg Ingram

2.c. Title Mayor

2.d. Date \_\_\_\_\_



## Storm Sewer Infrastructure

Provide the most accurate number possible.

5.a. Storm sewers, in feet	9200'
5.b. Open ditches, in feet	200'
5.c. Outfalls	12 Outfalls
5.d. Catch basins	140
5.e. Detention* facilities	0
5.f. Retention** facilities	0
5.g. Treatment facilities	0
5.h. Regional stormwater facilities	0

*What's the difference between Detention and Retention?*

\*DETENTION- short-term storage of stormwater.  
The objective of a detention facility is to regulate the runoff from a given rainfall event and to control discharge rates to reduce the impact on downstream stormwater systems.

\*\*RETENTION– permanent storing of stormwater indefinitely.  
Water is stored until it is lost through percolation, taken in by plants, or through evaporation. Retention systems do not have any discharge of stormwater and associated pollutants.

- 6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways? *Yes*
- 6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways? *Yes*
7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. *Yes, WV DOT*
8. Does your municipality contain combined sewer systems? *Yes*
- 9.a. What percentage is drained by Combined Sewer System? *85%*
- 9.b. What percentage is drained by separate storm sewer system? *15%*

### Industrial Facilities owned by the MS4 entity

Part II.C.b.6.d.

- 10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4?  
*Yes*

Tip: These types of facilities include vehicle maintenance garages, vehicle washing or fueling areas, parks and recreational facilities that may store chemicals, pesticides and/or fertilizers, salt storage facility, waste transfer facility, wastewater treatment plants and any other industrial facility. Please note, additional information about your facilities must be provided under Minimum Control Measure #6.

10.b. If yes, how many? *Seven Facilities*

(Item 11 is intentionally empty)

**Map Requirements**

Please provide a legible map that identifies the following information: *Already Submitted*

- 12.a. City, County or jurisdiction boundaries
- 12.b. State or Federal operated vocational/college/university campuses and military institutions
- 12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
- 12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
- 12.e. Landfills
- 12.f. Municipal, County or State operated vehicle or fleet maintenance garages
- 12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
- 12.h. Arterial, Municipal, or State roads
- 12.i. Stormwater discharge points and receiving streams
- 12.j. Streams and waterways within the MS4
- 12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.

12.l. Submit paper maps folded to 8.5” x 11”.

Part.II.C.b.3.a.iv.

12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

**Receiving Streams and Impaired Waterbodies/TMDLs**

Part III.D.1

List all named receiving waters within your MS4 jurisdiction. Indicate those identified as impaired pursuant to Clean Water Act Section 303(d). For a listing of West Virginia’s impaired water bodies and the source of impairment please use WVDEP’s most recent 303d list found at this website:

[http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d\\_305b.aspx](http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx)

Part III.D.1.a.

13. Locations & Pollutants of Concern

Name of receiving stream	Impaired(303d list) or TMDL	Category of Impaired Stream	Parameters of impairment	Has a TMDL been established? Yes or No
Morris Creek WVK-70	TMDL	4a	CNA Biological	Yes 2005
	TMDL	4a	Iron (Fe)	Yes 2005
	TMDL	4a	pH	Yes 2005
Smithers Creek WVK-72	303d	5	CNA Biological	No-2024
			Aluminum (d)	Yes-2005
Kanawha River WVK-up	No	-	NA	No



- 14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.  
*We plan to use modeling to address monitoring concerns for the TMDLs of CNA Biological, pH, and Iron (Fe)/Aluminum.*
- 14.c. If visual documentation of removal of pollutant sources, is a component of your plan please describe fully. For example, do you plan to use before and after photos?  
*YES, we plan to take before and after photos along with documentation if any pollutant sources are removed.*

Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

- 14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.  
*By implementation of the BMPs for Fecal Coliform and Iron (Fe)/Aluminum, we expect to control wasteload allocations. Modeling will be used to address monitoring and evaluate effectiveness of BMPs for TMDL waterbodies.*
- 14.e. Explain how will you determine if your SWMP and mix of BMP's need to be modified to meet wasteload allocations?  
*By evaluating the results of our BMP goals, and analyzing our modeling information, we will decide if our BMPS and our approach needs to be changed.*

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMP's. There are a variety of ways to do this. By identifying appropriate evaluation methods early, you then have a road map that will guide overall program implementation and BMP implementation. For example, you might analyze all your monitoring data, assess how aggressively your chosen BMPs were used, and describe any reductions in the pollutant of concern.

## Section III. Minimum Control Measures

---

### **Instructions:**

For each Minimum Control Measure (MCM), state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goals, and milestones as appropriate towards achieving each goal. Indicate if the BMP is part of an existing program and if another entity will share responsibility for implementing that BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct and include reference to legal agreement where appropriate.

Describe as many BMPs as necessary to fulfill the requirements of the small MS4 General Permit. If you need more space attach additional pages.

### **Measurable Goals**

Measurable goals are numeric or narrative standards used to gauge program effectiveness. These are design objectives or goals that quantify the progress of program implementation. For each BMP a measurable goal must be established. Describe what you expect to accomplish or achieve by certain dates or milestones, when you implement that particular BMP. Your expected outcome or accomplishment should be expressed as a measurable goal. You should have a variety of short and long term goals.

Milestones are a quantifiable target to measure progress toward achieving the activity or implementation of that BMP.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: [www.epa.gov/npdes/stormwater/measurablegoals/index.htm](http://www.epa.gov/npdes/stormwater/measurablegoals/index.htm)

USEPA's measureable goal guidance can be found here:  
<http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>

### **Your stormwater management program should specify:**

- *What* needs to happen (Specific stormwater control measure)
- *Who* needs to do it (Which department of the MS4 will be implementing this stormwater control measure?)
- *How much* they need to do (milestones and measurable goals)
- *When* they need to get it done
- *Where* it is to be done

There must be specific performance measures. Without a goal, you will have a difficult time measuring progress.



## **Public Education and Outreach on Storm Water Impacts – MCM #1**

Part II.C.b.1.

### **Responsible Person**

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or different departments that provide outreach to various targeted groups. If so, discuss.)

- 15.a. Name: *Greg Ingram*
- 15.b. Title: *Mayor*
- 15.c. Department:
- 15.d. Address: *706 Third Avenue Montgomery, WV 25136*
- 15.e. Phone number: *304-442-5181*
- 15.f. Email: *Mayor@cityofmontgomery-wv.gov*

Part II.C.b.1.

- 15.g. State your overall objective for this minimum control measure.  
*To provide an education program to residents and businesses and aimed at reducing or eliminating behaviors and practices that contribute to stormwater pollution.*
- 15.h. State and describe your BMPs. Indicate if BMP are part of your existing program.  
*Educate Montgomery residents, businesses, contractors, and visitors on sources of stormwater pollution via website.  
Establish and post hotline number on website for callers to report pollution/dumping concerns.*
- 15.i. Is another entity sharing responsibility for the BMP? If so, who? *No*

### **MCM Components**

Part II.C.b.1.a.i

- 15.j. Describe your education and outreach strategy targeting the general public.  
*On the website, Montgomery will provide information on general impacts of stormwater pollution, impacts from impervious surfaces, vehicle maintenance, and pet waste.*

Part II.C.a.ii

- 15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.  
*On the website, Montgomery will provide information on use and storage of products used in vehicle operation and repair, cleaning supplies, and related wastes.*

Part II.C.b.1.a.iii.

- 15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.  
*On the website, Montgomery will provide information on pesticide/fertilizer use and storage, yard care techniques, and impervious surfaces.*

Part II.C.b.1.a.iv

15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.

*On the website, Montgomery will provide information on Erosion and Sediment Controls (ESC), impacts of increased stormwater flows, and requirements of stormwater ordinances.*

### **Schedule**

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.

1. *Develop website and complete by June 1, 2018.*
2. *Establish hotline on website by June 1, 2018.*

### **Measurable Goals**

Part II.B.4

15.o. List and fully describe your Measurable goal(s) for this MCM.

1. *Count website views (hits) on stormwater website.*
2. *Count hotline callers.*

### **Tracking**

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.

*Montgomery will track number of website views (hits) and number of hotline callers, and will document, file, and summarize in annual report.*

### **Evaluation**

Part II.B.7 & Part II.C.b.1.b.

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.

*Montgomery will look at the measurable goals (website hits and hotline callers) and website information to determine if additional BMPs are needed, or existing efforts should be changed or modified. If participation and response is minimal, then BMPs may be changed or frequency increased.*

TIP: Changes in awareness, knowledge, and attitudes can be measured effectively using statistically valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge.

Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals. Examples include: A. Changes in lawn fertilizer sales in response to a publicity campaign, B. Pounds of hazardous waste turned in at collection events, participation in streambank clean-up events. and C. Sign-uns for environmental action pledges.

## **Public Involvement and Participation – MCM #2**

Part II.C.b.2.

### **Responsible Person:**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 16.a. Name: *Greg Ingram, Benny Filiaggi, Dwayne Issacs*  
16.b. Title: *Mayor, Asst Fire Chief, Sanitary manager*  
16.c. Department:  
16.d. Address: *706 third Ave. Montgomery WV*  
16.e. Phone number: *304-442-5181*  
16.f. Email: *Mayor@cityofmontgomery-wv.gov*
- 16.g. State your overall objective for this minimum control measure.  
*Offer opportunities for the public to participate in stormwater management and implementation.*
- 16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.  
*1. Post our draft Stormwater Management program (SWMP) and our approved SWMP on the website for review and comment.*  
*2. Offer a public participation event once a year.*
- 16.i. Is another entity sharing responsibility for the BMP? If so, who? *No*

### **MCM Components**

Part II.C.b.2.

- 16.j. Describe at least two methods you plan to use to engage the public in your SWMP.  
*1. Post our draft Stormwater Management program (SWMP) and our approved SWMP on the website for review and comment.*  
*2. Offer a public participation event once a year*

Part II.C.b.2.a

- 16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.  
*Public can review and comment on the Stormwater Management Program (SWMP) on the website. Montgomery will consider public comments when reviewing and/or updating SWMP.*

Part II.C.b.2.b

- 16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).  
*Montgomery will communicate primarily through the website to advertise of publicize events, meetings, or issues related to stormwater management. Additionally, brochures may be mailed in utility bills to supplement website information.*

Part II.C.b.2.c

- 16.m. List the URL of your **Stormwater** website. *<http://www.cityofmontgomery-wv.gov>*

## **Schedule**

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.

1. *Draft Stormwater Management Program will be posted on website by June 1, 2018.*
2. *Participation event will be posted on website by June 1, 2018.*

## **Measurable Goals**

Part IV.A. & Part II.B.4

16.o. List and fully describe your measurable goal(s) for this MCM.

1. *Montgomery will summarize (quantify) website comments on Stormwater Management Program and consider when reviewing/updating program.*
2. *Montgomery will track number of participants in annual participation event*

## **Tracking**

Part II.B.7.

16.p. Describe your plan for tracking activities associated with this MCM.

*Montgomery will document website comments/responses and file; participation events, with number of participants, will be documented and filed; both activities will be part of the annual report.*

## **Evaluation**

Part II.B.7

16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.

*The effectiveness of the Public Involvement and Participation program will be measured by number of comments received on program on website, and number of participants in annual event.*

## Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

### Responsible Person

Identify the responsible person(s) for implementing this MCM. If there is more than one person or department responsible for implementation of this MCM, please discuss.

- 17.a. Name: *Paris Workman*
- 17.b. Title: *Police Chief*
- 17.c. Department: *Police*
- 17.d. Address: *706 third Ave. Montgomery*
- 17.e. Phone number: *304-442-5181*
- 17.f. Email: *angtackett@yahoo.com*
- 17.g. Is another entity sharing responsibility for the MCM? If so, who? *NO*

### Control Objective & BMPs

- 17.h. State your overall objective for this MCM.  
*Develop a program to prohibit improper disposal, detect and remove illicit connections, and eliminate illicit discharges to the storm sewer system.*
- 17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.
  1. *Develop an ordinance to prohibit and eliminate illicit pollutant sources to the storm sewer and review/update annually.*
  2. *Inspect the storm water system to detect illicit pollutant sources to the storm sewer system.*
  3. *Train municipal field staff that is responsible for Illicit Discharge Detection and Elimination (IDDE) annually.*

### MCM Components

Part II.C.b.3.a.

- 17.j. Do you have a current map of your municipal storm sewer system? *Yes*

Do your map components include/do you plan to include:

Part II.C.b.3.ai

- 17.k. All known storm sewer outfalls? *Yes*
- 17.l. Receiving waters? *Yes*
- 17.m. Structural BMP's owned, operated or maintained by the permittee? *Yes*
- 17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed? *Yes*
- 17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? *Yes*
- 17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary? *Yes*

Tip: Your map should show new outfalls, structural stormwater BMPs owned by the MS4, other stormwater conveyances, and other pertinent information. You must update your map on an annual basis.

City of Montgomery MS4

West Virginia small MS4 general permit site registration application

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance? *No, IDDE ordinance will be adopted by City Council.*

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review.

*The IDDE Ordinance will be reviewed annually, following the completion of the annual report on the Storm Water Management Program. The Storm Water Management Program review will be used to gauge the effectiveness of the IDDE Ordinance. For instance, if a number of illicit discharges had been detected in the previous year and none of them were successfully removed, then the City would adjust the IDDE Ordinance's enforcement policy to better serve the MS4.*

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? Yes or No. If not, how are these discharges handled when they occur? *Yes*

17.t. Lawn watering and other irrigation runoff? Yes or No. If not, have you addressed lawn watering in your public education and outreach activities?

*Education and outreach literature as well as the Ordinance Article 920.14 discuss the effects of watering lawns.*

**remove article number**

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? Yes or No. If not, have you addressed these types of runoff in your public education and outreach activities?

*No. The Ordinance and Education and outreach literature will discuss the effects of watering lawns.*

**remove**

**highlighted.**

Part II.C.b.3.b.v.

17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?

*Yes. The ordinance will contain escalating enforcement procedures and actions.*

Part II.C.b.3.b.v.

17.w. Briefly describe your enforcement strategy.

*Once it is determined that the IDDE Ordinance has been violated, the offender will be sent an official notice explaining the violation and what remediation or restoration will be needed. The notice will explain that if the offender does not complete the established remediation within an fifteen (15) days, the City will have the work completed at the expense of the violator. If the violator does not comply with the ordinance, they shall be liable to criminal prosecution to the fullest extent of the law.*

Tip: The IDDE Ordinance shall be reviewed on an annual basis. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the 2009 small MS4 general permit requires.

Your Ordinance is required to prohibit and eliminate non stormwater discharges, illegal discharges, and/or dumping into the storm sewer system, and any necessary procedures for evaluation, assessment, investigation and enforcement to prevent polluted stormwater discharges from entering local streams, lakes or rivers. Except for newly permitted entities, MS4's should already have this Ordinance in place.

Part II.C.b.3.c .

17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year.

*One assessment will be conducted per year.*

Part II.C.b.3.c.i.

17.y. Describe how you will locate “priority areas”.

*Priority areas will be located based on business/industrial use of land and storage of large quantities of (chemical) materials that could potentially be spilled into the stormwater system.*

Part II.C.b.3.c .iii

17.z. Describe your procedures for characterization of illicit discharges.

*Discharges will be visually inspected to determine nature-odor, color, size of spill or potential for additional release, and presence of any materials in flow that could be attributed to business/industrial operations. Sampling of discharge may be performed, if warranted, to further define discharge. Any pollution reported or discovered will be investigated within 15 days if not an emergency spill that must be immediately contained.*

Part II.C.b.3.c .iv

17.aa. Describe your procedures for tracing the source of the discharge.

*Visual inspections will be conducted first, and manholes opened if necessary. Water samples will be collected if needed. Mobile camera or smoke testing will be used only if other procedures are not sufficient.*

Part II.C.b.3.c.v

17.bb. Describe your procedures for removing the source of the discharge.

*Property owners or business operators will be notified of illicit discharges in order to correct or eliminate the discharge. The city may remove sources of discharges if immediate action is needed, and seek reimbursement from responsible party. Authorities, such as the WVDEP or others, will be notified if removal is beyond the capabilities and resources of the city.*

Tip: Each permittee shall continue to assess, update and implement an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the MS4.

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.

*Public and businesses will be informed of hazards of illegal discharges through the city website. If there is an immediate threat to public health or environment, the city will inform the public and businesses through radio or television announcements.*

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges.

Include the number of training sessions planned for each year.

*Municipal field staff who are responsible for IDDE will be trained annually.*

City of Montgomery MS4

West Virginia small MS4 general permit site registration application

## **Schedule**

Part II.C.a.1

17.ee. Describe how and when you will implement each component of program, including dates for interim and full implementation.

*The components will be implemented on June 1 of every year and updated annually throughout the year.*

## **Measurable Goals**

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:

*Developing an ordinance by June 1, 2018, and thereafter reviewing annually.*

## **Tracking:**

Part II.C.b.3.d.ii & Part II.C.b.3.e.

17.gg. Describe your procedures for tracking activities related to each component of this MCM.

*Montgomery will document passage of ordinance and place on website, and thereafter, document annual review/update-these records will be filed for hard copy or retained electronically. IDDE inspections will be documented and filed. Annual training will be documented and filed. All activities will be detailed in the annual report to WVDEP.*

## **Evaluation**

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.

*Effectiveness of IDDE program will be measured by passage of ordinance and annual review, completion and documentation of the IDDE inspections, and number of staff trained annually.*

Tip: The IDDE program evaluation can consist of a data base that contains the information including tracking the number and type of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts. If you have a hotline, you may also be able to determine trends of awareness to your IDDE program.



## Construction Site Run-off Control – MCM #4

Part II.C.b.4.

### Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 18.a. Name: *Dale Petry*
- 18.b. Title: *Building Inspector*
- 18.c. Department:
- 18.d. Address: *706 Third Ave. Montgomery WV 25136*
- 18.e. Phone number: *304-442-5181*
- 18.f. Email address:
  
- 18.g. Is another entity sharing responsibility for this MCM? If so, who? *No*

### Control Objective & BMPs

- 18.h. State your overall objective for this minimum control measure.  
*Develop and enforce a program to reduce pollutants in stormwater runoff from construction site activities.*
- 18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.
  - 1. *Develop an ordinance for stormwater runoff from construction activities, and review/update annually thereafter.*
  - 2. *Inspect construction sites for compliance with ordinance*
  - 3. *Train construction site inspectors annually*

### MCM Components

Part II.C.b.4.a.

- 18.j. Do you have an Ordinance to control construction site run-off? *No.*

Part II.C.b.4

- 18.k. Does your program regulate disturbance of on acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold?

*The proposed ordinance requires an “Erosion and Sediment Control Plan” and grading permit for land disturbing activities of one acre or greater, as well as less than an acre if part of a larger common plan. The ordinance does not regulate disturbances of less than one acre.*

Part II.C.b.4.a.i-ix.

- 18.l. Does your Ordinance contain the nine required components?  
*No. The draft Ordinance will ensure it addresses the nine required components and/or gives the City the authority to provide for them.*

Tip: The nine required components your ordinance must address include: Sediment & erosion control BMPs; requirements for construction site operators to actually implement these BMPs and to control waste; demonstration of appropriate NPDES registration; authority for site plan review; authority for public input; authority for site inspections & enforcement; adequate funding for inspections & enforcement; and training for construction site operators.

Part II.C.b.4.b.

- 18.m. Describe the plan review process for your construction site run off program  
*The City currently contracts an engineering consultant to perform plan review, including erosion and sediment control plans. The plan review process shall consist of an initial review of concept between the City and the consultant. Incorporated in the planning and grading permit process.*
- 1. Preliminary design meeting – City, consultant and review consultant are present*
  - 2. Plans are submitted to the City*
  - 3. Review for compliance is done.*
  - 4. Consultant addresses comments, review and update to the plans and resubmittal to City*
  - 5. Further review*
  - 6. The City recommends approval to the Council if design complies with the MS4 Program*
  - 7. MS4 Program Director recommends approval*
  - 8. Approval of permit by the Water Board, City Council, Planning and Zoning*
- 18.n. Describe the inspection process of your construction site run off program.  
*Construction sites will be inspected prior to work beginning, during construction (and storm event if possible), and after completion to insure erosion and sediment controls are in place, effective, and the site is stabilized after work is done.*
- 18.o. Describe the enforcement process of your construction site run off program.  
*If violations of the construction ordinance are found by inspectors, site operator will be notified of the issue. Work will be stopped if immediate action is required. A written notice may be issued, but at the minimum, the violation will be documented. If violation is not corrected within 24 hours, upon a reinspection, a ticket or fine may be issued. If not corrected within 48 hours, the city may opt to correct the deficiency and bill owner/operator for fees incurred.*

Part II.C.b.4.b.

- 18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.  
*Both public and private sector construction will be held to the same standards as far as ordinance requirements of plan review, inspection, and corrective actions. If a public employee is responsible for violations, they may be retrained at the discretion of the Utilities Superintendent, or reassigned.*

## **Schedule**

Part II.C.b.4.a.

- 18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.  
*Ordinance, when developed, will be reviewed annually by Utilities Superintendent and Director of Public Works for recommendations to the mayor. Updates will be referred to the town council by the mayor for approval.*
- 18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measurable goals for getting these components into your Ordinance. Include a mid-point and full implementation date.  
*Ordinance will be developed and implemented by June 1, 2018, and will contain the standards in the permit.*

Tip: The components of your construction site runoff control program must include:

- Plan review and approval process for new development and redevelopment projects
- Inspection protocol
- Development of enforcement strategy
- Education and training for construction site operators
- Development of an application process.
- Record keeping for approved projects, inspections, and enforcement.

## **Measurable Goals**

Part IV.A. & Part II.B.4

- 18.s. List and fully describe your measurable goal(s) for this minimum control measure.
1. *Develop/Implement ordinance by June 1, 2108; review annually thereafter*
  2. *Inspect construction sites for compliance with ordinance*
  3. *Train municipal inspectors annually on construction inspections*

## **Tracking**

Part II.B.7.

- 18.t. Describe your plan for tracking activities associated with this minimum control measure.  
*Document ordinance development and place on website; document annual review/file*  
*Document construction site inspections and file.*  
*Document annual training (and number of employees) for municipal field staff*

## **Evaluation**

Part II.B.7

- 18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.  
*Effectiveness will be measured by completing development of ordinance and annual review, by number of inspections performed and by number of employees trained annually.*

## **Controlling Run-off from New Development and Redevelopment – MCM #5**

Part II.C.b.5

### **Responsible Person(s):**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or department responsible for various portions of this control measure, If so, discuss.

- 19.a. Name: *Dale Petry*
- 19.b. Title: *Building Inspector*
- 19.c. Department: *Housing*
- 19.d. Address: *706 Bird Ave Montgomery, WV 25136*
- 19.e. Phone number: *304-442-5181*
- 19.f. Email address: *dalepetry990@gmail.com.*
  
- 19.g. Is another entity sharing responsibility for this MCM? If so, who? *No*

Tip: This MCM will likely have more than one department responsible for implementation. Often planning, zoning, building, public works; sewer boards, and stormwater managers are involved in the new development and re-development program. Explain who deals with each component of this MCM.

### **Control Objectives & BMPs**

- 19.h. State your overall objective for this MCM.  
*Minimize impact of post construction site runoff by controlling the quantity and quality of stormwater that leaves a newly developed or redeveloped site.*

### **MCM Components**

#### ***Watershed Protection Elements***

Part II.C.b.5.ai.

- 19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? Name the document(s) where each element is found & give the review date for the document. \* If there is no review, describe how you will incorporate the element into your document(s).

*No. The Ordinance is under development*

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>
2. Preserving ecologically sensitive areas	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>
3. Reducing thermal impacts	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>
4. Reducing or avoiding hydromodification	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>
5. Tree protection	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>
6. Protection of native soils, prevention of compaction of soils	<i>Codified Ordinances of Montgomery are under development Part 13 – Planning and Zoning Code,</i>	<i>Annually</i>

Part II.C.b.5.a.i.B

19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.

*The City’s objectives for each of the watershed protection elements are the same. The City’s goal is to implement at least one of these elements on each of the development plans submitted to the City. When a new site plan is first being proposed to the City, the watershed protection elements will be presented to the developer and explained. The developer will be asked to make a “Good Faith” effort to utilize as many of the watershed protection elements as possible on that particular site. The City will keep track of the elements utilized in the first year of implementation and include them in the annual report.*

19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

*BMPs shall mirror those suggested in the West Virginia MS4 Stormwater Compliance Spreadsheet. Such practices may include but should not be limited to vegetated roofs, disconnection of rooftop drains, rain gardens, rainwater harvesting, stormwater planters, permeable pavement, grass channels, dry swales, bioretention, infiltration, extended detention, and sheet flow over pervious surfaces, as stated within the SWMP Guidelines.*

### **Site Design Standards**

Part II.C.b.5a.ii.A.1.

19.l. Do you have an ordinance or other enforcement mechanism for the required site design standards? If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment.

*Draft April 2018. Implement June 2018.*

Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.

There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

Part II.C.b.5.ii.A.2.i,ii

19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility?

*The draft ordinance will contain provisions for reducing pollutant loadings from hot spots and there will be provisions for proper disposal of stormwater from sites that cannot meet water quality treatment with on-site controls.*

Part II.C.b.5.ii.A.2.iii

19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.

*Yes, there is only one water source protection area within the City's watershed. The DEP should coordinate with the Health Department in order to obtain information regarding the source.*

Tip: You may need to coordinate with your local Health Department about where additional discharge protections may be needed to comply with source water protection. Document any obstacles that you encounter in regards to this component.

19.o. Describe your program for reducing impervious surfaces.

*The design standards for managing the first 1" of rain on the site are stringent and will come at a great cost to developers. The developer will reduce that financial burden on himself/herself by minimizing impervious cover on his/her site.*

19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions.

*An inventory of possible mitigation projects **has been** developed within 2 years of stormwater management program acceptance. (once the new and redevelopment control guidelines and enforcement is in place) In addition to the inventory, a process will be implemented to identify and evaluate how those possible projects are prioritized.*

*(Note: WVDEP has plans to create standard criteria and guidance material to assist MS4's in developing a mitigation and payment in lieu program. If your MS4 does not already have a mitigation or payment in lieu program – make a statement in the SWMP that you do not have one. If you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.)*

Part II.C.b.5.ii.B.(1)

- 19.q. Describe the planning process for new development and redevelopment projects in your MS4.  
*The plan review process consists of an initial review of concept between the City and the consultant to discuss the design concept, Ordinance and MS4 design standards. After the initial conceptual review, the consultant will complete full plans, including Erosion and Sediment Control Plans, Storm Water Management, etc. The consultant (professional engineer) must sign and seal plans, verifying that they meet all policy requirements and submit plans to the City's for further review, changes and updates as needed to comply with the MS4 Permit.*

Part II.C.b.5.ii.B(2)&(3)

- 19.r. Describe your plan review and approval process for new development and redevelopment projects.  
*The plan review process consists of an optional sketch plat review, preliminary plat review, and final plat review. In addition to those existing steps, the new stormwater management ordinance requires that as-builts are submitted to the City which will be reviewed to verify whether the constructed storm water measures are sufficient. Staff and/or the City's third party reviewer will be educated on the new stormwater management procedures and applications prior to full implementation.*

Tip: Plan review, approval and enforcement processes include:

- a. Procedures for review and approval of a pre-application concept plan
- b. Procedures for site plan review and approval
- c. Submittal of as-built drawings
- d. Post construction verification
- e. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

Part II.C.b.5.ii.C

- 19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them.

*All site development plans are required to include maintenance easements for best management practices. A formal maintenance covenant must be approved by the City in which a schedule will be developed for when and how often maintenance occurs and for who is responsible for such maintenance. If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the City of Montgomery, after reasonable notice, may correct a violation of the design standard or maintenance needs by performing all necessary work to place the facility into proper working condition. The City of Montgomery may then assess the owner of the facility for the cost of the repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by the City.*

Part II.C.b.5.ii.D

- 19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM. *As development plans are reviewed and approved, the stormwater management practices will be entered into the City's database. The type of practice, location, photographs, maintenance requirements, and inspection logs will all be kept within the City's MS4 documentation and included in the annual report*

Tip: The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.

Part II.C.b.5.ii.E

- 19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often? *The ordinance allows for inspection programs to be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; etc. At a minimum, the City will inspect each facility annually.*

Part II.C.b.5.b.

- 19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this?

Yes; **Code Enforcement.** add **Planning and Zoning**

### **Schedule**

Part II.C.b.5

- 19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system. *Ordinance: The ordinance is reviewed annually by the MS4 Program Coordinator and Council. Plan Review: as they are submitted. Tracking controls: addition of controls to the tracking system as they are submitted.*

### **Measurable Goals**

Part IV.A

- 19.x. List and describe your measurable goals for this MCM. *Measureable goals for this minimum control measure are the **recent** adoption of the stormwater management ordinance and plan review, as well as implementation of facility tracking and inspection.*

### **Evaluation**

Part II.B.7

- 19.y. Describe how you plan to gauge the effectiveness of your program for this MCM. *The effectiveness of this program will be gauged by the use of best management practices for stormwater management as well as implementation of the six watershed protection elements.*



## Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6

Part II.C.b.6

### Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 20.a. Name: *Billy Huddleston*
- 20.b. Title: *Street Commissioner*
- 20.c. Department: *Street Department*
- 20.d. Address: *706 3rd Ave Montgomery, WV 25136*
- 20.e. Phone number: *304-442-5181*
- 20.f. Email address: *cityofmontgomery@yahoo.com*

20.g. Is another entity sharing responsibility for this MCM? If so, who? *No.*

### Control Objectives & BMPs

- 20.h. State your overall objective for this MCM.  
*Ensure that existing operations are performed in ways that will minimize contamination of stormwater discharges.*
- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.  
*Good housekeeping and control runoff.*

### MCM Components

Part II.C.b.6

- 20.j. List the municipal facilities and their locations owned by your MS4.  
*City Garage*

Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

- 20.k. Briefly describe your operation and maintenance program for each municipal facility.  
*The facilities listed above do have typical O&M practices; however do not have formalized programs. Part of the ongoing maintenance of this stormwater management program will be the development of O&M practices documentation for each of these facilities*

City of Montgomery MS4

West Virginia small MS4 general permit site registration application

Part II.C.b.6.a

- 20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.  
*Draft April 2018 and implemented June 2018.*

Part II.C.b.6.b

- 20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.) *Yes*

Part II.C.b.6.b

- 20.n. Describe your overall pollution control approach policy and procedures for these lands.

*The O&M document is currently under development.*

*For parks, procedures are followed for:*

- 1. Application of fertilizers, pesticides, and herbicides; including nutrient management and integrated pest management*
- 2. sediment and erosion control*
- 3. landscape maintenance and vegetation disposal*
- 4. trash management*
- 5. cleaning and maintenance of building exteriors*
- 6. chemical and material storage*
- 7. street sweeping*

*For right of ways, procedures are followed for:*

- 1. sediment and erosion control*
- 2. landscape maintenance and vegetation disposal*
- 3. trash management*

*For water/sewer/stormwater infrastructures, procedures are followed for:*

- 1. cleaning of inlets/catch basins*
- 2. nutrient management and integrated pest management*
- 3. sediment and erosion control*
- 4. landscape maintenance and vegetation disposal*
- 5. trash management*
- 6. cleaning and maintenance of building exteriors*
- 7. chemical and material storage*

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II.C.b.6.c

- 20.o. Describe your training program including your target employees, and how often training occurs.  
*The training program is targeted for “public works” employees as well as other municipal staff. (employees responsible for outdoor maintenance such as but not limited to landscaping, road maintenance, etc.) Training will occur once annually and may be combined with training for illicit discharges and erosion and sediment controls. The City will use information available from the DEP and EPA websites to conduct training. Training Aids may consist of literature, video, demonstration, etc.*
- 20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below.  
*N/A*

### **Schedule**

Part II.C.b.6

- 20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.  
*Meeting with employees and responsible parties in February 2018. Mid-point April 2018, and completion date June 2018.*

Part II.C.b.6

- 20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.  
*Semiannually inspect spill kits.*

### **Measurable Goals**

Part IV.A

- 20.s. List and fully describe your measurable goals for this MCM.  
*Goals for this section include following through on the development of storm water pollution prevention plans for each municipal facility, as well as the performance of maintenance inspections.*

### **Tracking**

Part II.B.7 & Part II.C.b.6.a.iii

- 20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.  
*A typical inspection form will be developed to be used with each quarterly/rainfall inspection. In addition, minutes will be kept on all training session. These activities, along with any revisions to plans will be kept and included within the annual MS4 report.*

### **Evaluation**

Part II.B.7

- 20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?  
*Visual inspections and minimize accidents and reduction or elimination of spills.*

City of Montgomery MS4

West Virginia small MS4 general permit site registration application

**Industrial Stormwater Coverage for Municipal Operations**

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

20.v. For each facility, provide the name and contact information of the operator if applicable.  
*Billy Houston – Street Department*

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).

**Remove the outlets, only include the one at the garage if so is indicated by the DEP.**

Outlet Number	Longitude			Latitude		
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
C003	38	10	50	81	20	31
C004	38	10	57	81	19	36
C005	38	10	53	81	19	48
C006	38	10	58	81	19	42
C007	38 10 16	10	55	81	19	36

**Latitude 81 19 50**

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.  
*Public Works – 417*

20.y. List the nature of activity at the industrial facility.  
*Public Works – City vehicle Maintenance and fueling, storage*  
**and equipment Salt Storage Shed gardening and maintenance material**

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur?  
 If so, how many acres drain into it?  
*No.*

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur?  
 If so, how many acres drain into it?  
*No.*

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers.  
*No.*

Based on your responses to this section, a Discharge Monitoring Report may be issued.