

# Stormwater Pollution Prevention Plan

*Municipality:* \_\_\_\_\_

*County:* \_\_\_\_\_

*Permit Number NJG* \_\_\_\_\_

Annual Review Date: Stormwater \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

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## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title			
Phone		Email	
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Other Municipal Stormwater Team Members			
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)

**Form 3 – Public Announcements**  
*Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.

**Form 4 – Post-Construction Stormwater Management in New Development  
and Redevelopment**

***Part IV.E.***

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.
2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

<p>4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.</p>
<p>5. Indicate the dates of each iteration of the township's Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p>6. Indicate the dates of each iteration of the township's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>

**Form 5 – Ordinances**  
*Part IV.F.1.*

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste				\$ ____
2. Wildlife Feeding				\$ ____
3. Litter Control				\$ ____
4. Improper Disposal of Waste				\$ ____
5. Yard Waste				\$ ____
6. Private Storm Drain Inlet Retrofitting				\$ ____
7. Illicit Connections				\$ ____
8. Privately-Owned Salt Storage				\$ ____
9. Tree Removal-Replacement				\$ ____
<b>List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.</b>				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				



## Form 6 – Street Sweeping

### *Part IV.F.2.a.i. and ii.*

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:

- Segments of municipal roads with storm drain inlets that discharge to surface water (required at least 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 times each year)

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

2. Indicate if sweeping work is outsourced and if so, describe the arrangement.

**Form 7 – MS4 Infrastructure**  
*Part IV.F.2-4. and Part IV.G.2-3.*

**1. Municipal Storm Drain Inlets**

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labelled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

**2. Municipal Catch Basins**

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

**3. Municipal Conveyance System**

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

**4. Municipal Outfall Inspections – Stream Scouring**

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

**5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.

**6. Other Municipal Infrastructure**

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

**7. Stormwater Facilities Not Owned or Operated by the Municipality**

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

**8. Infrastructure Records**

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

**Form 8 – Community-wide Measures**  
*Part IV.F.2.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
<b>3. Roadside Vegetative Waste</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.

## Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

### Part IV.F.5.

*Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates: \_\_\_\_\_*

<b>1. Site Name and Address</b>	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>

<p><b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.</p>
<p><b>5. Fueling Operations</b> Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p><b>7. Wash Wastewater Containment</b> Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>



<p><b>8. Salt and Other Granular De-icing Materials</b> Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>

**12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**13. Scrap Tires**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

**14. Inoperable Vehicles and Equipment**

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

## Form 10 – Training

### *Part IV.F.6-10.*

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.

<b>Topic</b>	<b>Municipal Employees</b>
	Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	
Construction Site Stormwater Runoff	
Post-Construction Stormwater Management in New and Redevelopment	
Community-wide Ordinances	
Community-wide Measures	

Stormwater Facilities Maintenance	
Municipal Maintenance Yards and Other Ancillary Operations	
MS4 Mapping	
Outfall Stream Scouring	
Illicit Discharge Detection and Elimination	

Stormwater Management Design Reviewers
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.

<b>Training Records</b>
Indicate the location of training records for the above required training.

**Form 11 – MS4 Mapping**  
*Part IV.G.1.*

1. Provide a link to the most current MS4 outfall/infrastructure map.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

1. Describe how your municipality is developing its Watershed Improvement Plan.
2. Describe any regional projects or collaboration efforts with other municipalities.
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.