

## APPENDIX 3 - Annual Report Questions for Cities, Towns, and Counties

*Permittees are required to submit the following information in an online annual report form, or an alternative format provided by Ecology if requested, pursuant to Special Condition S9.A.*

### Reporting Requirements and SWMP

1. **Attach** a copy of any annexations, incorporations, or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.6.
2. **Attach** updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)
3. Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP.
4. Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b)
  - 4a. **Attach** a written description of internal coordination mechanisms. (S5.A.5.b)

### Stormwater Planning

5. Have you convened an interdisciplinary team to inform and assist in the development, progress, and influence of the stormwater planning program? (S5.C.1.a. – Required by August 1, 2020)

### Coordination with long-range plan updates

6. List the relevant land use planning efforts that have taken place in your jurisdiction (land use plans that are used to accommodate growth, stormwater management, or transportation). (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
7. List of stormwater capital projects (currently in or slated for future design and construction) that resulted from this planning. (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & Jan 1, 2023)
8. Describe of watershed protection measures associated with stormwater management and land use planning actions that resulted from this planning. (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
9. Were land acquisitions identified (or are planning ahead for) that are useful for stormwater facilities to: accommodate growth or to better serve an existing developed area? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
  - 9a. If yes, for what purpose?
10. Identified corrective actions, in addition to the minimum requirements of the Municipal Stormwater Permits to control or treat municipal stormwater discharges that pollute waters of the State (e.g. Limits to impervious cover added to any zoning districts, regional facility planning, minimization of vegetation loss, etc.)? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)

- 10a. If yes, briefly describe and list relevant plan or code sections, if applicable.
11. Updates to goals and policies related to investment in stormwater management facilities/BMPs? (yes/no) (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
- 11a. If yes, briefly describe.
12. Does the long-range plan identify the location and existing capacity of the stormwater facilities owned or operated by the Permittee and show which of those stormwater facilities have unused capacity? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
- 12a. Do these stormwater facility locations impact where housing, or other types of development, are projected to be located or influence the acquisition of land? (If yes, how?)
- 12b. Does the long-range plan identify a lack of facilities and the potential impacts of existing or new development to those areas and receiving waters?
- 12c. Any new proposed locations and capacities of stormwater facilities needed for the timeframe of the plan?
13. Based on the projected population densities and distribution of growth over the planning period, describe how stormwater runoff impacts are forecasted. Does stormwater management information (including water quality) direct where growth is directed? (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 & January 1, 2023)
14. Did you submit a report as described in S5.C.1.b.i(b)? (Required no later than January 1, 2023)

#### Low impact development code-related requirements

15. Continue to design and implement local development-related codes, rules, standards, or other enforceable documents to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible? See S5.C.1.c.i. (Required annually)
16. From the assessment described in S5.C.1.c.i(a), did you identify any administrative or regulatory barriers to implementation of LID Principles or LID BMPs? (Required annually)
- 16a. If yes, describe the barrier(s) and the measures taken to address them. (S5.C.1.c.i(a))

#### Stormwater Management Action Planning

17. Developed a watershed inventory as outlined in S5.C.1.d.i? (Submitted by March 31, 2022)
- 17a. **Attach** watershed inventory as described in S5.C.1.d.i.
18. Developed a receiving water prioritization method and process as described in S5.C.1.d.ii(a)-(c)? (Required by June 30, 2022.)
- 18a. **Attach** receiving water priority ranking process as described in S5.C.1.d.ii(a)-(c).
19. Developed a Stormwater Management Action Plan (SMAP) for at least one high priority area? (S5.C.1.d.iii – Required by March 31, 2023)

19a. **Attach** SMAP(s).

## Education and Outreach

20. Did you choose to adopt one or more elements of a regional program? (S5.C.2)

20a. If yes, list the elements, and the regional program.

21. **Attach** a description of general awareness efforts conducted, including your target audiences and subject areas, per S5.C.2.a.i.

22. Conducted an evaluation of the effectiveness of the ongoing behavior change program and documented recommendations as outlined in S5.C.2.a.ii.(b). (Required no later than July 1, 2020)

22a. If not, explain

23. Developed a behavior change campaign that is tailored to the community in accordance with S5.C.2.a.ii.(c)? (Required no later than February 1, 2021)

23a. **Attach** the strategy and schedule developed in accordance with S5.C.2.a.ii.(c).

24. Began implementing strategy outlined in S5.C.2.a.ii(c) (S5.C.2.a.ii.(d) – Required by April 1, 2021)

25. **Attach** the report developed in accordance with S5.C.2.a.ii.(e), which evaluated the changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy and any planned or recommended changes to the program in order to be more effective. (Required no later March 31, 2024)

26. Promoted stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.2.a.iii.

26a. **Attach** a list of stewardship opportunities promoted.

## Public Involvement and Participation

27. Describe in *Comments* field the opportunities created for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation, and updates of the Permittee's SWMP and the SMAP. (S5.C.3.a)

28. Posted the updated SWMP Plan and latest annual report on your website no later than May 31 of each year?. (S5.C.3.b)

28a. List the website address in *Comments* field.

## MS4 Mapping and Documentation

29. Maintained a map of the MS4 including the requirements listed in S5.C.4.a.i-vii?

30. Started mapping outfall size and material in accordance with S5.C.4.b.i? (Required no later than January 1, 2020)

30a. **Attach** a spreadsheet that lists the known outfalls' size and material(s).

31. Completed mapping connections to private storm sewers in accordance with S5.C.4.b.ii? (Required no later than August 1, 2023)
32. Developed an electronic format for map, with fully described mapping standards in accordance with S5.C.4.c? (Required no later than August 1, 2021)

### **Illicit Discharges Detection and Elimination**

33. Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. Describe actions in *Comments* field. (S5.C.5.b)
34. Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges as described in S5.C.5.c.
35. Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i.
  - 35a. Cite field screening methodology in *Comments* field.
36. Percentage of MS4 coverage area screened in the reporting year per S5.C.5.d.i. (Required to screen 12% on average each year.)
  - 36a. Cite field screening techniques used to determine percent of MS4 screened.
37. Percentage of total MS4 screened from permit issuance through the end of the reporting year. (S5.C.5.d.i.)
38. Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the *Comments* field. (S5.C.5.d.ii)
39. Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii.
40. Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.5.e.
41. Municipal illicit discharge detection staff trained to conduct illicit discharge detection and elimination activities as described in S5.C.5.f.
42. **Attach** a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the Permittee as described in S5.C.5.g. The submittal must include all of the applicable information and must follow the instructions, timelines, and format described in Appendix 12.

### **Controlling Runoff from New Development, Redevelopment, and Construction Sites**

43. Implemented an ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii.

44. Revised ordinance or other enforceable mechanism to effectively address runoff from new development, redevelopment, and construction sites per the requirements of S5.C.6.b.i-iii. (Required no later than June 30, 2022)
- 44a. Cite code reference in *Comments* field.
45. Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i. and Section 5 of Appendix 1)
46. Number of exceptions/variances granted to the minimum requirements in Appendix 1. (S5.C.6.b.i, and Section 6 of Appendix 1)
47. Reviewed *Stormwater Site Plans* for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.i. (S5.C.6.c.i)
- 47a. Number of site plans reviewed during the reporting period.
48. Inspected, prior to clearing and construction, permitted development sites per S5.C.6.c.ii, that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 – *Determining Construction Site Sediment Damage Potential*?
- 48a. If no, inspected prior to clearing and construction, all construction sites meeting the minimum thresholds (S5.C.6.c.ii)?
49. Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls per S5.C.6.c.iii.
- 49a. Number of construction sites inspected per S5.C.6.c.iii.
- 49b. Inspected stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every 6 months per S5.C.6.c.iv?
50. Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.6.c.v)
51. Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects prior to final approval and occupancy being granted. (S5.C.6.c.v)
52. Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects per S5.C.6.c.ii-iv). (S5.C.7.c.viii)
53. Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi)
54. Made Ecology's Construction Stormwater General Permit Notice of Intent and the Industrial Stormwater General Permit Notice of Intent available to representatives of proposed new development and redevelopment? (S5.C.6.d)
55. All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.6.e)

## Operations and Maintenance

56. Implemented maintenance standards that are as protective, or more protective, of facility function than those specified in the *Stormwater Management Manual for Western Washington* or a Phase I program approved by Ecology per S5.C.7.a.?
57. Updated maintenance standards specified in *Stormwater Management Manual for Western Washington* per S5.C.7.a? (Required no later than June 30, 2022)
58. Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the *Stormwater Management Manual for Western Washington*? If so, note in the *Comments* field what kinds of facilities are covered by this alternative standard. (S5.C.7.a)
59. Verified that maintenance was performed per the schedule in S5.C.7.a.ii, when an inspection identified an exceedance of the maintenance standard.
- 59a. **Attach** documentation of maintenance time frame exceedances that were beyond the Permittee's control.
60. Implemented an ordinance, or other enforceable mechanisms, to verify long-term operation and maintenance of stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.7.b.i(a)?
61. Annually inspected stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.7.b.i(b).
- 61a. If using reduced inspection frequency for the first time during this permit cycle, **attach** documentation per S5.C.7.b.i(b).
62. Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.7.b.ii)
63. Annually inspected all municipally owned or operated stormwater treatment and flow control BMPs/facilities? (S5.C.7.c.i)
- 63a. Number of known stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee.
- 63b. Number of facilities inspected during the reporting period.
- 63c. Number of facilities for which maintenance was performed during the reporting period.
64. If using reduced inspection frequency for the first time during this permit cycle, **attach** documentation per S5.C.7.c.i.
65. Conducted spot checks and inspections, if necessary, of potentially damaged stormwater facilities after major storms as per S5.C.7.c.ii.
66. Inspected catch basins owned or operated by the Permittee every two years or used an alternative approach? (S5.C.7.c.iii)
- 66a. Number of known catch basins?
- 66b. Number of catch basins inspected during the reporting period?

- 66c. Number of catch basins cleaned during the reporting period?
67. **Attach** documentation of alternative catch basin inspection approach for those owned or operated by the Permittee if used. (S5.C.7.c.iii)
68. Implemented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d)
69. Documented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.7.d – Required by December 31, 2022)
- 69a. Cite documentation in *Comments*.
70. Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.7.e)
71. Implemented a *Stormwater Pollution Prevention Plan* (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.7.f)
72. Updated, if needed, SWPPPs according to S5.C.7.f no later than December 31, 2022.

### Source Control Program for Existing Development

73. Adopted ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities per S5.C.8.b.i. Cite ordinance in *Comments* field. (Required by August 1, 2022)
74. Established an inventory per S5.C.8.b.ii. (Required by August 1, 2022)
- 74a. Number of total sites identified for the inventory.
75. Implemented an inspection program per S5.C.8.b.iii. (Required by January 1, 2023)
76. Implemented a progressive enforcement policy per S5.C.8.b.iv. (Required by January 1, 2023)
77. **Attach** a summary of actions taken to implement the source control program per S5.C.8.b.iii and S5.C.8.b.iv.
78. **Attach** a list of inspections, per S5.C.8.b.iii, organized by the business category, noting the number of times each business was inspected and if enforcement actions were taken.
79. Implemented an ongoing source control training program per S5.C.8.b.v?

## Compliance with Total Maximum Daily Load Requirements

80. Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A)
- 80a. List any requirements that were not met.
81. For TMDLs listed in Appendix 2: **Attach** a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)

## Monitoring and Assessment

82. Submitted payment for cost-sharing for Stormwater Action Monitoring (SAM) status and trends monitoring no later than December 1, 2019 (S8.A.1); and no later than August 15 of each subsequent year. (S8.A.2.a)
83. Notified Ecology by December 1, 2019, which option you selected: S8.A.2.a or S8.A.2.b.
84. Submitted payment for cost-sharing for SAM effectiveness and source identification studies no later than December 1, 2019 (S8.B.1); and no later than August 15 of each subsequent year. (S8.B.2.a or S8.B.2.b)
85. Notified Ecology by December 1, 2019, which option you selected: S8.B.2.a or S8.B.2.b.
86. If conducting stormwater discharge monitoring in accordance with S8.C.1., submitted a QAPP to Ecology no later than February 1, 2020? (S8.C.1.b and Appendix 9)
87. If conducting stormwater discharge monitoring in accordance with S8.C.1., **attach** a data and analysis report per S8.C.1 and Appendix 9. (Due annually beginning March 31, 2021)

## General Conditions and Compliance with Standards

88. Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare, or the environment. (G3)
89. Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment, per G3.A.
90. Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1)
91. If requested, submitted an *Adaptive Management Response* report in accordance with S4.F.3.a.
92. **Attach** a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)
93. Notified Ecology of the failure to comply with permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)



94. Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in *Comments* field.