

APPENDIX 5 – Annual Report Questions for New Permittees

New Permittees that are Cities, Towns, or Counties 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** annual Stormwater Management Program Plan (SWMP). (S5.A.2)
2. **Attach** a notification 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.
3. Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of developing and implementing the SWMP. (Required to begin no later than August 1, 2021)
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– Required no later than March 31, 2021)

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 and 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 and January 1, 2023)
8. Describe 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 and 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 and 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 and 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 and 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? (yes/no) (S5.C.1.b.i(a) and (b) – Required by March 31, 2021 and 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 and January 1, 2023)
14. Did you submit a report as described in S5.C.1.b.i(b)? (Required to submit no later than January 1, 2023)

Low impact development code-related requirements

15. Reviewed, revised and made effective the low impact development-related enforceable documents per S5.C.1.c.ii. (Required by December 31, 2023)
- 15a. Attach** a summary of the LID review and revision process that includes the requirements listed in S5.C.1.c.ii. (Required no later than March 31, 2024)

Education and Outreach

16. **Attach** a description of general awareness efforts conducted per S5.C.2.a.i, including what, if any, regional program you are participating in. (Required to begin no later than August 1, 2021)
17. Developed a behavior change program that is tailored to the community in accordance with S5.C.2.a.ii(c)? (Required no later than August 1, 2021)
- 17a. **Attach** the strategy and schedule developed in accordance with S5.C.2.a.ii(c).
18. Provided stewardship opportunities (or partnered with others) to encourage resident participation. (S5.C.2.a.iii – Required to begin no later than August 1, 2021)
19. Began implementing strategy outlined in S5.C.2.a.ii(c). (Required by April 1, 2021)

Public Participation

20. 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. (S5.C.3.a – Required to begin no later than August 1, 2020)
21. Posted the updated SWMP Plan and latest annual report on your website no later than May 31. List the website address in *Comments* field. (S5.C.3.b – Required to begin posting no later than May 31, 2021)

MS4 Mapping and Documentation

22. Developed a map of the MS4 that includes the requirements listed in S5.C.4.a.i-vi. (Required no later than February 2, 2024)
23. Met the requirements of S5.C.4.a.vii for all connections to the MS4 authorized after August 1, 2019. (Required to begin no later than August 1, 2019)

Illicit Discharge Detection and Elimination

24. Informed public employees, businesses, and the general public of hazards associated with illicit discharges per S5.C.5.b? (Required no later than August 1, 2021)
25. Adopted and implemented an ordinance or other regulatory mechanism to effectively prohibit illicit discharges per the requirements in S5.C.5.c.i-iv. (Required no later than August 1, 2021)
 - 25a. Cite reference for ordinance or other regulatory mechanism to meet this requirement in *Comments* field.
26. Developed and implemented procedures for conducting illicit discharge investigations in accordance with S5.C.5.d.i? Cite methodology used in the *Comments* sections. (Required no later than August 1, 2023)
27. Screened on average 12% of MS4 within coverage area each year in accordance with S5.C.5.d.i.(a) (Required to screen 12% no later than December 31, 2023; 12% on average each year thereafter)
 - 27a. Percentage of total MS4 screened from permit issuance through end of reporting year?
28. How are you publicizing your hotline? (S5.C.5.d.ii – Required to be available no later than August 1, 2021)
29. Developed and implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.5.d.iii. (Required to begin no later than February 2, 2021)
30. Developed and implemented a program to characterize, trace, and eliminate illicit discharges into the MS4 found by or reported to the Permittee. (S5.C.5.e. – Required no later than August 1, 2023)
31. Trained municipal illicit discharge detection staff to conduct illicit discharge detection and elimination activities referenced in S5.C.5.f. (Required no later than February 2, 2021)
32. **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

33. Developed and implemented a program to reduce pollutants in stormwater runoff to the MS4 from new development, redevelopment and construction site activities. (S5.C.6 – Required no later than December 31, 2022)
34. Adopted and implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.6.a. (Required no later than December 31, 2022)
 - 34a. Cite the jurisdiction code reference used to meet this requirement in *Comments* field.
35. Number of exceptions/variances granted to the minimum requirements in Appendix 1. (S5.C.6.b.i and Section 6 of Appendix 1– Required no later than December 31, 2022)
36. Number of adjustments granted to the minimum requirements in Appendix 1. (S5.C.6.b.i and Section 6 of Appendix 1– Required no later than December 31, 2022)
37. Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.6.b.ii. (S5.C.6.c.i – Required no later than December 31, 2022)
 - 37a. Number of site plans reviewed during the reporting period.
38. Inspected, prior to clearing and construction, all permitted development sites per S5.C.6.c.ii. (Required no later than December 31, 2022)
39. Inspected all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (S5.C.6.c.iii – Required no later than December 31, 2022)
 - 39a. Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.6.c.iv to identify maintenance needs and enforce compliance with maintenance standards.
40. Number of enforcement actions taken during the reporting period based on construction phase inspections at new development and redevelopment projects. (S5.C.6.c.ii-iv – Required no later than December 31, 2022)
41. Inspected all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of stormwater facilities. (S5.C.6.c.v – Required no later than December 31, 2022)
42. Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. (S5.C.6.c.v – Required no later than December 31, 2022)
43. Achieved at least 80% of scheduled construction-related inspections. (S5.C.6.c.vi – Required no later than December 31, 2022)
44. Made Ecology's Construction Stormwater General Permit *Notice of Intent* and Industrial Stormwater General Permit *Notice of Intent* available to representatives of proposed new development and redevelopment? (S5.C.6.d – Required no later than August 1, 2019)
45. All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites are trained to conduct these activities? (S5.C.6.e – Required no later than December 31, 2022)

Operation and Maintenance

46. Developed and implemented maintenance standards as protective, or more protective, of facility function as those specified in the *Stormwater Management Manual for Western Washington*. (S5.C.7.a – Required no later than December 31, 2022)
47. Applied a maintenance standard for a facility or facilities which do not have maintenance standards specified in the *Stormwater Management Manual for Western Washington*. (S5.C.7.a – Required to report, if applicable, no later than December 31, 2022)
 - 47a. Note in the *Comments* field what kinds of facilities are covered by this alternative maintenance standard.
48. Verified that maintenance was performed per the schedule in S5.C.7.a.ii when an inspection identified an exceedance of the maintenance standard. (December 31, 2022)
 - 48a. **Attach** documentation of any maintenance delays.
49. 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?
50. Annually inspected stormwater treatment and flow control BMPs/facilities regulated by the permittee per S5.C.7.b.i.(b).
 - 50a. If using reduced inspection frequency for the first time during this permit cycle, **attach** documentation per S5.C.7.b.i.(b)
51. Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C.7.b.ii)
52. Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.7.c.i – Required no later than December 31, 2022)
 - 52a. Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities.
 - 52b. Number of facilities inspected during the reporting period.
 - 52c. Number of facilities for which maintenance was performed during the reporting period.
53. If used a reduced inspection frequency, **attach** documentation as per S5.C.7.c.i. (Required, if applicable, no later than December 31, 2022)
54. Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms. (S5.C.7.c.ii – Required no later than December 31, 2022)
55. Inspected all municipally owned or operated all catch basins and inlets owned or operated by the Permittee at least once during the permit term, or used an alternative approach. (S5.C.7.c.iii – Required no later than February 2, 2024)
 - 55a. Number of known catch basins.
 - 55b. Number of catch basins inspected.
 - 55c. Number of catch basins cleaned.
56. **Attach** documentation of alternative catch basin cleaning approach, if used. (S5.C.7.c.iii – Required, if applicable, no later than February 2, 2024)

57. Developed and 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 – Required no later than December 31, 2022)
58. Developed and implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.7.e – Required no later than December 31, 2022)
59. Developed and 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 as described in (S5.C.7.f. -Required no later than December 31, 2022)

Source Control Program for Existing Development

60. 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. (Required by August 1, 2022)
 - 60a. Cite ordinance in *Comments* field.
61. Established an inventory per S5.C.8.b.ii. (Required by August 1, 2022)
 - 61a. Number of total sites identified for the inventory.
62. Implemented an inspection program per S5.C.8.b.iii. (Required by January 1, 2023)
63. Implemented a progressive enforcement policy per S5.C.8.b.iv. (Required by January 1, 2023)
64. **Attach** a summary of actions taken to implement the source control program per S5.C.8.b.iii and S5.C.8.b.iv. (January 1, 2023)
 - 64a. **Attach** a list of inspections, per S5.C.8.b.iii, organized by the business category, noting the amount of times each business was inspected, and if enforcement actions were taken.
65. Implemented an ongoing source control training program per S5.C.8.b.v.

Compliance with Total Maximum Daily Load Requirements

66. Complied with the Total Maximum Daily Load (TMDL) - specific requirements identified in Appendix 2, if applicable. (S7.A)
 - 66a. List and requirements that were not met.
67. For TMDLs listed in Appendix 2, **attach** a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter. (S7.A)

General Conditions and Compliance with Standards

68. Notified Ecology in accordance with G3 of any discharge into or from the Permittee's MS4 which could constitute a threat to human health, welfare, or the environment. (G3)
69. Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A.

70. 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)
71. If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.
72. **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)
73. Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)
74. Number of non-compliance notifications (G20) provided in reporting year. List permit conditions described in non-compliance notification(s) in *Comments* field.