

Municipal Stormwater Pollution Prevention Plan



Borough of Surf City

Ocean County

NJPDES #NJG0149322

January 12, 2021

PREPARED BY:



OWEN, LITTLE & ASSOCIATES, INC.
443 ATLANTIC CITY BOULEVARD
BEACHWOOD, NJ 08722

FRANK J. LITTLE, JR., P.E., P.P., C.M.E.
NJPE LICENSE NO.: NJPE #27085

DATE

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Bob McGowan, DPW Superintendent/ Stormwater Coordinator
Office Phone # and eMail	609-494-3064 BoroughClerk@surfcitynj.org 609-661-3707
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Frank J. Little, Jr., P.E.,P.P.,C.M.E. – Township Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Christine Hannemann, RMC,CMR,QPA-, Municipal Clerk
Print/Type Name and Title	Sandi Gomez, Zoning Officer
Print/Type Name and Title	Bob McGowan, Recycling Coordinator
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	01/12/2021		Updated All Forms	Updated entire SPPP as required by NJAC 7:14A-25.6 and in accordance with NJPDES Tier A Permit and NJAC 7:8
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://surfcitynj.org
2. Date of most current SPPP:	<i>01/12/2021</i>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://surfcitynj.org
4. Date of most current MSWMP:	<i>01/12/2021</i>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://surfcitynj.org <i>or</i> 813 Long Beach Blvd. <i>Surf City, NJ 08008</i>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law”, NJAC 10:4-6 et seq.), Surf City Borough provides public notice in compliance with that regulation. Notice is provided in a local paper approved by the Borough (Asbury Park Press). In addition, all public meeting dates are provided and posted on the municipal web site.</p> <p>For the adoption of the Municipal Stormwater Management Plan and other municipal actions, Surf City Borough complies with the public notice requirements of the Municipal Land Use Laws (NJSA 40:55-1 et seq).</p> <p>For the adoption of stormwater management ordinances and where ordinances must be read and adopted, Surf City Borough complies with the requirements of NJSA 40:49-1 et seq.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

All education and outreach events are posted on the Municipal Website (<https://surfcitynj.org>) and may be available at the

Municipal Building

813 Long Beach Blvd.

Surf City , NJ 08008

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Education and outreach events are posted on the Municipal Website

Materials are mailed out to businesses and the general public educating on the hazards of illicit connections and improper disposal of waste, promotional items such as pet waste bags are provided, Beach Clean-ups are organized, participation in regional stormwater collaboration groups on a regular basis. (12 points from at least 3 categories are achieved annually in accordance with Tier A permit section IV.B.2.a)

3. Indicate where public education and outreach records are maintained.

Borough Clerk's Office, Municipal Building

813 Long Beach Blvd.

Surf City , NJ 08008

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1. How does the municipality define ‘major development’?

“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;
3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021 {or the effective date of this ordinance, whichever is earlier};
or
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of items 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

Residential projects are required to comply with the stormwater regulations within the Residential Site Improvement Standards (RSIS) as required by NJAC 5:21-7 whereas non-residential projects do not have to comply with RSIS.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

The Borough Engineer reviews all Major Development projects to determine if the project is in compliance with the Municipal Stormwater Control Ordinance-Chapter 24. The Borough Engineer attends a NJDEP-Stormwater Management Design Review Course once every five years in accordance with Tier A permit section IV.B.5.e

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

Applications for Major Development are submitted to the local Land Use Board for review and approval. This review includes confirmation by the Board's professionals that all projects comply with the Municipal Stormwater Control Ordinance as well as the Residential Site Improvement Standards.

5. Does the Municipal Stormwater Management Plan include a mitigation plan?

Yes

6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?

Approved Plans and Major Development Summary Sheets are located at the Land Use Board office which is located in the Municipal Building.

Municipal Building
813 Long Beach Blvd.
Surf City , NJ 08008

SPPP Form 6 – Annual Stormwater Report Ordinances

All records must be available upon request by NJDEP

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	2005 Chapter 8 (8-2.2)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
2. Wildlife Feeding permit cite IV.B.5.a.ii	2005 Chapter 4 (4-12.1,y)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
3. Litter Control permit cite IV.B.5.a.iii	2005 Chapter 4 (4-12.1,w,x)	https://surfcitynj.org	No	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	2006 Chapter 4 (4-1.3)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	2005 Chapter 17 (17-3.5)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	2021 Chapter 12	https://surfcitynj.org	Yes *Pending Adoption	<i>Engineer, Township Land Use Board</i>
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	2021 Chapter 24 Article 2	https://surfcitynj.org	Yes *Pending Adoption	<i>Engineer, Township Land Use Board</i>
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	2005 Chapter 4 (4-16)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	2010 Chapter 17 (17-2)	https://surfcitynj.org	Yes	<i>Police Dept., Code Enforcement, Sanitation Inspector</i>

Indicate the location of records associated with ordinances and related enforcement actions:

All records are maintained at the Municipal Clerk's Office and/or the Office of Code Enforcement

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

- 1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.**

N/A- No streets within the Borough meet the five conditions which require monthly street sweeping in accordance with MS4 permit section IV.5.b.i. All County streets which are swept are under the Jurisdiction of Ocean County.

- 2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.**

N/A- No street sweeping is performed by Surf City Borough and/or through a shared service agreement.

- 3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.**

N/A-Surf City Borough does not provide street sweeping services for other Municipalities.

- 4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.**

All records are kept with the Borough's Public Works Department.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

- 1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.**

All catch basin and storm drain inlets owned and operated by Surf City Borough are inspected, cleaned and maintained, annually and/or as frequently as necessary to eliminate recurring problems to restore proper function.

- 2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.**

No recurring problems. All catch basins and inlets are inspected annually and corrective measures are performed by the DPW Dept. Tide valves are installed To reduce tidal flooding on roadways.

- 3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.**

Catch Basin and inlet repairs are prioritized during annual inspections/cleaning and/or immediately based on safety or environmental impacts.

- 4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.**

All labels are inspected during the annual inspection/cleaning of the catch and inlets and replaced as needed.

- 5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.**

All records are kept with the Borough's Public Works Department.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

Municipally owned storm drain inlet are replaced or retrofitted to comply with the design standards in attachment C of the Tier A permit when a road is resurfaced and/or when the inlet is in direct contact with the reconstruction or alteration of facilities.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

The Department of Public works inspects the inlets to verify appropriate retrofits are completed. During public contracts for development, such as roadway improvement projects, the Borough Engineer’s office insects the contract work to confirm appropriate inlet retrofits are completed.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

The Property Maintenance Ordinance Chapter 12, shall be updated to require storm drain inlets on private property to be retrofitted or replaced to meet the design standard as specified in the ordinance when the associated roadway is repaved, repaired, resurfaced, reconstructed or altered. Additionally, when private developments are submitted to the Planning Board/Zoning Board for approval. All existing privately owned inlets are required to be retrofitted.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

Municipal inspection of all private developments ensure all required retrofits are completed. Additionally, before a Certificate of Occupancy is issued, Inspection by the Borough Engineer’s office will ensure private storm drains are properly retrofitted for compliance with the Private Storm Drain Inlet Retrofitting Ordinance. Surf City Borough’s Code Enforcement Office and Police Dept. is responsible for enforcement.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation: #####

Public Works Yard

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – *Stone, Asphalt Patch, Crushed Concrete, Concrete, Brick, Salt*

Intermediate products – *Steel, Misc. Metal,*

Final products – *PVC Pipe, Fence Poles*

Waste materials – *Single Steam Recyclables, Electronics, Road Materials.*

By-products – *N/A-None*

Machinery – *Cars, Trucks, Loaders, Backhoe, Excavators, Rollers*

Fuel – *One Dual Walled Fuels Tank Containing Regular Gasoline and Diesel Fuel*

Lubricants – *N/A-All Lubricants are Stored Indoors*

Solvents – *N/A-All Solvents are Stored Indoors.*

Detergents related to municipal maintenance yard or ancillary operations –

N/A-All Detergents are Stored Indoors.

Other – *N/A-None*

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned. *(1-9 below applies to all municipal maintenance yards and other ancillary operations in Surf City Borough as applicable)*

1. Fueling Operations

This site contains a tank for both gasoline and diesel fuel. Standard operating procedures to address vehicle fueling are established, maintained, and implemented. Safe operation of fueling equipment instruction is posted on site. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair is immediately repaired or replaced. Logs are kept at the Public Works Department.

2. Vehicle Maintenance

All Municipal vehicles are maintained indoors and logs are kept at the Public Works Department.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

Equipment and vehicles in need of washing are taken to a privately owned carwash or washed indoors where the wash wastewater is discharged to the public sanitary sewer system.

4. Discharge of Stormwater from Secondary Containment

N/A – No secondary containment is located onsite.

5. Salt and De-Icing Material Storage and Handling

Salt materials are kept in a salt dome where it is kept dry. Trucks can pull up close to the dome for loading to prevent spilling. Any spilled salt is swept and stored for reuse within the salt dome.

6. Aggregate Material and Construction Debris Storage

Aggregate Material and Construction Debris are stored in three sided bays with the open side on the upslope grade where possible. The bay area are inspected and swept after loading process. All storage bays are located a minimum 50' from surface water bodies, storm inlets and/or drainage ditches.

7. Street Sweepings, Catch Basin Clean Out and Other Material Storage

Street sweepings and catch basin clean out materials are disposed of in accordance with N.J.A.C. 7:26-1.1. Any stored materials are located within a leak proof container or placed on a bermed impervious surface and removed within six months.

8. Yard Trimmings and Wood Waste Management Sites

N/A- Yard Trimming and Wood Waste Management does not occur onsite.

9. Roadside Vegetation Management

N/A-Herbicides are not used by Surf City Borough for Roadside Vegetation Management.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

- A. **Municipal Employee Training:** Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	SPC-Department of Public Works
2. Stormwater Facility Maintenance	Every year	SPC-Department of Public Works
3. SPPP Training & Recordkeeping	Every year	SPC-Department of Public Works
4. Yard Waste Collection Program	Every 2 years	SPC-Department of Public Works
5. Street Sweeping	Every 2 years	SPC-Department of Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	SPC-Department of Public Works
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	SPC-Department of Public Works
8. Waste Disposal Education	Every 2 years	SPC-Department of Public Works
9. Municipal Ordinances	Every 2 years	SPC-Department of Public Works
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	SPC-Department of Public Works

- B. **Municipal Board and Governing Body Members Training:** Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch Asking the Right Questions in Stormwater Review Training Tool. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

The training of elected and appointed individuals who review and approve applications for development and redevelopment projects in Surf City Borough is ongoing. All information is available within the Clerks or Land Use Board Offices.

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.

The Borough's Land Use Board Engineer has completed the required training and maintains their NJDEP Certificate of Completion form. The training course is attended every five years.

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

- 1. Mapping: Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.**

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

- 2. Inspections: Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.**

Outfall pipes are inspected annually or at a minimum every five years. During inspections, the outfall is evaluated for illicit discharges and stream scouring. All records are kept at the Department of Public Works.

- 3. Stream Scouring: Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.**

N/A- No outfalls meet the stream scouring requirement in the Borough of Surf City.

- 4. Illicit Discharges: Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.**

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report. Visual dry weather inspection for illicit connections are conducted annually and records are kept at Department of Public Works. If a dry weather flow is observed, additional physical information would be collected, and an investigation would be conducted. An Illicit Connection Inspection Report Form would also be completed to assist with the determination of the dry weather flow source. "Police Regulations" Chapter 4 establishes methods for controlling discharges into the introduction of pollutants into the Townships MS4 stormwater system.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Department of Public Works maintains a list of all municipally owned stormwater facilities and maintains these facilities in accordance with Best Management Practices and/or in accordance with any operations and maintenance manuals. The facilities within Surf City Borough include storm inlets, conveyance pipes, tide valves and outfalls. Records are maintained at the Department of Public Works.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

The Borough's Code Enforcement Officer maintains a list of stormwater facilities not owned by Surf City Borough. These facilities are inspected, and deficiencies brought to the attention of the owner/operator. Follow-up inspections are conducted to ensure compliance.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

All Inspection and Maintenance Logs are kept at the Department of Public Works.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

Applicable Stream TMDL(s)

Municipality and County

Surf City Borough
Ocean County

Total Maximum Daily Load (TMDL) Information for Selected Municipality:

Applicable Stream TMDL(s)

None

Applicable Lake TMDL(s)

None

Applicable Shellfish TMDL(s)

Fourteen Total Maximum Daily Loads for Total Coliform to Address Shellfish-Impaired Waters in Watershed Management Area 13

Total coliform - 2006 : Manahawkin Bay, A : No Reductions Required

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

The Borough of Surf City is committed to the reduction and elimination of pollutants from reaching adjacent water ways through better stormwater management planning and design and on replacing or retrofitting existing stormwater management infrastructure. Additionally, TMDL information is utilized to direct and enhance enforcement of local ordinances, as well as direct the location of BMP's to address potentially contaminated stormwater runoff.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

N/A- No additional Best Management Practices have been developed beyond the requirements of the Tier "A" MS4 NJPDES permit.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes, Ordinance Chapter 17, section 17-2 Receptacles