MS4 Tier A Permit Annual Report - Supplemental Questionnaire

Instructions for Saving and Submitting the

Tier A Permit Annual Report - Supplemental
Questionnaire

1. Once opened, please save the Questionnaire to your computer, using the "Save As" function. This can be done by going to FILE > then Save As… or Shift + Ctrl + S. Name the document Supplemental_Questionnaire_*TOWN NAME*

2. Complete the Questionnaire.

3. Once you have completed the Questionnaire, use the "Save" function to save your answers to the Questionnaire to your computer. This can be done by going to FILE > then Save or Ctrl + S.

4. The completed and saved Questionnaire must then be uploaded as an attachment, in Part 7, to your Annual Report before the Annual Report is submitted to the Department.

5. To access the Annual Report, open the link to "NJDEP Online Portal" at http://www.nj.gov/dep/dwq/tier_a.htm. In Part 7, you will be asked to complete information regarding the file(s) to be uploaded. Navigate to your saved Questionnaire and then hit the "Upload" button in the lower right section of Part 7. The Annual Report will indicate if the Questionnaire was successfully uploaded. Then click on the "Continue" button and proceed with finalizing your Annual Report.

Your Annual Report will be considered incomplete if the Supplemental Questionnaire is not attached. If you experience any difficulty in this process, please contact your municipal case manager at 609-633- 7021.

Please note that use of Adobe Acrobat Reader DC is recommended. This free software is available for download at http://get.adobe.com/reader/ . If you have an earlier version of Adobe Reader, please go to the Adobe website at http://tv.adobe.com/watch/acrobat-x-tips-tricks/quick-tip-how-to-save-form-data-in-adobe-reader/ for detailed instructions on how to save your completed Questionnaire.

MS4 Tier A Permit Annual Report - Supplemental Questionnaire

General Information

A. Municipal Information

Submission Date:	Reporting Year:
Municipality:	County:
Stormwater Coordinator:	
Phone:	Email:

Public Involvement and Participation

Provide direct link for the following (not the general web address for the municipality website):

Current Stormwater Pollution Prevention Plan (SPPP):

Municipal Stormwater Management Plan:

Town's Stormwater Webpage:

Local Public Education and Outreach

Report the number of points obtained in each public education and outreach category:

General Public Outreach: Watershed/Regional Collaboration:

Targeted Audiences Outreach: Community Involvement Activities:

School/Youth Education and Activities:

Has the municipality advertised public education and outreach activities on the municipalities website?:   Yes   No

Post Construction Stormwater Management

Note: This portion of the annual report should be completed by a person knowledgeable in post-construction stormwater management project review and approvals.

Name of person completing this section:
Affiliation of person completing this section:

Please fill out the attached major development project list for all major developments approved in the last calendar year.

MS4 Tier A Permit Annual Report - Supplemental Questionnaire

Community Wide Ordinances

Does the municipality maintain a database to track all instances of community wide ordinance violations?:

Yes   No

Provide the web address for each ordinance and report the entity responsible for the enforcement of each ordinance as well as the number of warnings and violations issued for each in the past calendar year:

Pet Waste Ordinance

Entity: Warnings/Violations:

Wildlife Feeding Ordinance

Entity: Warnings/Violations:

Litter Control Ordinance

Entity: Warnings/Violations:

Improper Disposal of Waste Ordinance

Entity: Warnings/Violations:

Privately-Owned Salt Storage Ordinance

Entity: Warnings/Violations:

Tree Removal-Replacement Ordinance

Entity: Warnings/Violations:

Containerized Yard Waste/Yard Waste Collection Program Ordinance

Entity: Warnings/Violations:

Private Storm Drain Inlet Retrofitting Ordinance

Entity: Warnings/Violations:

Illicit Connection Ordinance

Entity: Warnings/Violations:

Stormwater Control Ordinance

 Entity: Warnings/Violations:

Municipal Maintenance Yard and Other Ancillary Operations

Does the municipality maintain a list of all materials and machinery located at each municipal maintenance yard and ancillary operation which could be a source of pollutants in a stormwater discharge?:   Yes   No

Has the municipality implemented Best Management Practices as described in Part IV.F.5 for all applicable activities at each municipal maintenance yard and ancillary operation owned or operated by the municipality?:   Yes   No

Does the municipality maintain an inspection log detailing conditions requiring attention and remedial actions taken at municipal maintenance yards and other ancillary operations?:   Yes   No

Does the municipality have an underground vehicle wash water storage tank?   Yes   No

MS4 Tier A Permit Annual Report - Supplemental Questionnaire

Employee Training

Does the municipality maintain records of employee training including sign in sheets, dates of training, and training agendas?:
Yes   No

Does the municipality maintain a list of the names and dates of the Stormwater Permitting Coordinator's attendance to the mandatory SPC training? :   Yes   No

Does the municipality maintain a list of the names and dates of the municipal board and governing body members that review and approve applications for development and redevelopment projects who have completed the "Asking the Right Questions in Stormwater Review" training tool?:   Yes   No

Does the municipality maintain a list of the names and dates of individuals that review development and redevelopment projects for compliance with NJAC 7:8 on behalf of the municipality who have completed the Department approved stormwater management training once every 5 years?:   Yes   No

Did the municipality maintain a list of the names and dates of individuals that have completed the mandatory
Rule Amendment training?:   Yes   No

MS4 Mapping

Have you completed your infrastructure map?:   Yes   No

Does the municipality update their maps annually?:   Yes   No

Does the municipality's map identify outfalls that do not discharge to surface waters?:   Yes   No

Stormwater Facilities Maintenance

Does the municipality keep up to date stormwater facility maintenance logs and inspection records for stormwater facilities owned or operated by the municipality?:   Yes   No

How does the municipality ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality?:

Does the municipality keep up-to-date stormwater facility maintenance logs and inspection records for stormwater facilities not owned or operated by the municipality?:   Yes   No

MS4 Tier A Permit Annual Report - Supplemental

Total Maximum Daily Load (TMDL)

Has the municipality reviewed TMDL reports to identify those which are relevant to the municipality's water bodies?:
Yes   No

How many TMDLs were found to be applicable to the municipality?:

How has the municipality used TMDL information to assist in the prioritization of stormwater facility maintenance?:

Has the municipality updated its SPPP to include TMDL information?:   Yes   No

Has the municipality incorporated any additional or optional measures? If so, please elaborate:

Stream Scouring

How many outfalls did the municipality inspect for stream scouring in the past calendar year?:

How many instances of stream scouring were found during those inspections?:

How many instances of stream scouring were remediated in the past calendar year?:

Were at least 20% of outfalls inspected for stream scouring this year?:   Yes   No

Major Development Project List

Provide the following information for each approved development or redevelopment project that is regulated by the Tier A MS4 NJPDES Permit, and not exempted under N.J.A.C. 7:8-1.6(b).

Tier A Municipality: _____ NJPDES#: NJG_____ PI ID#: _____ Calendar Year: _____

Project Name / Date Complete Application Received	Block(s) / Lot(s)	5G3 Construction Stormwater Permit Auth.#	NJDEP Land Use Permit Required? (Y/N)	Total Area of Disturbance (acres)	Increase of Impervious > ¼ acre? (Y/N)	Variance or Exemption Granted As Per Part IV.B.4.h of the Tier A MS4 Permit	Design Reviewer(s)
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	

Major Development Project List

Provide the following information for each approved development or redevelopment project that is regulated by the Tier A MS4 NJPDES Permit, and not exempted under N.J.A.C. 7:8-1.6(b).

Tier A Municipality: _____ NJPDES#: NJG_____ PI ID#: _____ Calendar Year: _____

Project Name / Date Complete Application Received	Block(s) / Lot(s)	5G3 Construction Stormwater Permit Auth.#	NJDEP Land Use Permit Required? (Y/N)	Total Area of Disturbance (acres)	Increase of Impervious > ¼ acre? (Y/N)	Variance or Exemption Granted As Per Part IV.B.4.h of the Tier A MS4 Permit	Design Reviewer(s)
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	
			Y N		Y N	Y N	