



**COLORADO**

Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

**COR090000 NEW Permittees Annual Report Form**

Municipal Separate Storm Sewer Systems (MS4s) General Permits

One original copy (no faxes or e-mails) of the completed annual report form and any required attachments, must be submitted to the address in the footer, below

<b>Part 1: Permit Identification</b>  General Permit Number: COR090000  Certification Number: COR09 <u>0114</u>	<b>Part B: Reporting Period Jan 1 through Dec 31</b>  Check one. Report is due by March 31 of the following year. *2016 report is from the effective date of certification through Dec 31, 2016 <input type="checkbox"/> 2016* <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021
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**Part 2: Permittee Information** (If there are any changes, please submit a [Change of Contacts form](#))

Organization: Town of Palmer Lake

Mailing Address: P.O. Box 208

City: Palmer Lake State: CO Zip: 80133

**Part 3: Site Contact Information** (If there are any changes, please submit a [Change of Contacts form](#))

Facility Contact Name: Jason Dosch

Title: Roads Department Supervisor

Telephone No: 719 499 3030

Email Address: jasond@palmer-lake.org

**Part 4: Facility Information**

Have any areas been added or removed from the permit area due to annexation or other legal means?  
 YES    NO

If YES, provide the web address for an online map, below, or check "attached" below and **attach an updated map** labeled as "Part 4" that identifies the jurisdictional boundaries.

Provide the map's web address or indicate if a map is attached (if applicable):    Attached

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**Part 5: Notice of Reliance on Third Party**

Is the permittee relying on another entity to satisfy any of the permit obligations (if applicable) that has not been reported to the division in a previous report or permit application.    YES    NO

If YES, **attach a short narrative** labeled as "Part 5" identifying the permit requirement and the entity relied on.



## 7.B) Compliance Schedule Reporting - Required Annual Report Notifications

For all compliance schedule actions completed by January 1 of the year the report is due (including those actions completed prior to the reporting period), identify the date of completion. Refer to Part I.H of the permit.

Only complete those rows for which the deadline was met during the reporting period.

This table reflects all compliance schedule items for the permit term, which includes permit conditions that do not need to be met during the current reporting period.

Permit Condition	Action	Deliverable	Deadline	Date of Completion
I.C.1, and PDD content requirements in Parts I.D & E	Complete PDD (contents must reflect terms and conditions that are in effect, i.e., following the associated compliance schedule deadline)	Notification in annual report Due March 10, 2018	Completed January 1, 2018	
I.D.1	Public Involvement/Participation: Ensure requirements are met	Notification in annual report Due March 10, 2018	Completed January 1, 2018	
I.E.1	Public Education and Outreach: Ensure requirements are met	Notification in annual report Due March 10, 2019	Completed July 1, 2018	
I.E.2	Illicit Discharge Detection and Elimination: Ensure requirements are met	Notification in annual report Due March 10, 2020	Completed July 1, 2019	
I.E.3	Construction Sites: Ensure requirements are met.	Notification in annual report Due March 10, 2020	Completed July 1, 2019	
I.E.4	Post Construction: Ensure requirements are met.	Notification in annual report Due March 10, 2021	Completed July 1, 2020	
I.E.5	Municipal Operations: Ensure requirements are met, except for the requirement of Part I.E.5a.iii(C) (Bulk Storage)	Notification in annual report Due March 10, 2021	Completed July 1, 2020	
I.E.5.a.v	Outdoor Bulk Storage: Ensure requirements are met	Notification in annual report Due March 10, 2022	Completed July 1, 2021	12/20/2020



## 7.C) Assessment and Modifications

The following information must be reported in all Annual Reports, however it is possible that no control measures will be implemented prior to the reporting year 2018, based on the compliance schedule, and therefore it is acceptable to report that no control measures were implemented for reporting years 2016 and 2017.

### i. The results of the assessment of the effectiveness of the control measures.

Provide a narrative based on the assessment required in Part I.G.1.b of the Permit. The permit does not identify the scope or scale of information required beyond this information, the permittee may determine the extent and nature of information provided to meet this requirement.

Provide information below, or check "attached" and **attach the information** labeled as "PART 7.C.i"

Attached

The Town of Palmer Lake created its MS4 Program in 2020. The Palmer Lake Municipal Code was updated on June 11, 2020. The updates included the regulatory mechanisms required to comply with Part I.E.2, 3, and 4 of the Permit. A Program Description Document (PDD) was completed in December 2020, and formally implemented by the Town Board of Trustees by Resolution on February 11, 2021.

Reporting year 2021 marks the first year of full implementation of the MS4 program for Town of Palmer Lake.

### ii. The results of the permit modification assessment and if any parts of this permit need to be modified or a condition of the permit may not be practicable.

Provide a narrative based on the assessment required in Part I.G.1.c of the Permit. The permit does not identify the scope or scale of information required beyond this information, the permittee may determine the extent and nature of information provided to meet this requirement.

Provide information below, or check "attached" and **attach the information** labeled as "PART 7.C.ii"

Attached

The Town understands the current permit expired in 2021 and was administratively extended on June 31, 2021. No permit modifications are requested at this time.



## 7.D) Program Elements - Public Education and Outreach (Part I.E.1)

The following Program Elements must be reported on in Annual Reports for reporting years 2018 and later.

### iii. List of the education and outreach activities completed in accordance with Part I.E.1.a.i. - Illicit Discharges Education and Outreach.

Provide list below.

The Town of Palmer Lake participated in a regional stormwater education and outreach campaign coordinated by the Colorado Stormwater and Council that included:

Live TV Interviews

Commercials

Radio

TV (broadcast & digital – KOAA & FOX21)

Billboards/Bus/Bus benches.

### iv. List of the education and outreach activities completed in accordance with Part I.E.1.a.ii. - Education and Outreach Activities Table, referencing the activities in Table 1 of the Permit.

The permittee must implement at least four education and outreach activities (bulleted items) and at least two must be from the Active and Interactive Outreach column. Check those activities conducted in the table below.

#### Passive Activity

Check all activities implemented during report year

- Bus shelter/bench advertisement
- Billboard/dasher board advertisement
- Vehicle/bus advertisement
- Radio/television/movie theater advertisement
- Newspaper advertisement
- Distribute educational materials by brochure
- Distribute educational materials by fact sheet
- Distribute educational material by utility bill insert
- Publish article (hard copy or electronic)
- Storm drain marking by permittee staff that maintains 25% of permittee maintained inlets.
- Stormwater related signage
- Web site

#### Active and Interactive Outreach Activity

Check all activities implemented during report year

- Ongoing advertisement/promotion of a stormwater hotline number or other method to report an illicit discharge
- Ongoing advertisement/promotion on how to get more information about the stormwater program
- Ongoing social media program
- Web site that is interactive or contains stormwater information that includes actions that can be taken to reduce stormwater pollution
- Newsletter (hard copy or electronic)
- Promotion of existing local stormwater/environmental events or program that help protect water quality
- Distribute promotional items or giveaways
- Participate in or sponsor a water festival which involves populations that exist within the permit boundary
- Participate in or sponsor a waterway clean-up and trash removal event
- Participate in or sponsor a service project
- Participate in or sponsor a stormwater or environmental presentation
- Participate in or sponsor a stormwater or environmental event
- Participate in or sponsor community project based programs that investigate watershed health and meet applicable school Science, Technology, Engineering and Math (STEM) standards

*Continued on Next Page*



*Active and Interactive Outreach Activity Column,  
Continued*

- Participate in or sponsor a household hazardous waste event
- Participate in or sponsor an Adopt-a-Street program
- Participate in or sponsor an Adopt-a-Waterway program
- Participate in or sponsor an Adopt-a-Storm Drain program
- Provide ongoing access to motor vehicle fluids recycling program
- Stormwater booth at a community event
- Conduct a stormwater survey
- Storm drain marking program performed by the public/community
- Pet waste stations
- Participate in, plan, or present stormwater materials to schools
- Stormwater demonstration projects that show control measures or other pollutant reduction methods

**v. A list of the education and outreach activities completed in accordance with Part I.E.1.a.iii. - nutrients and targeted sources**

Provide list below, including the pollutant sources targeted for each activity.

Nutrients education and outreach is targeted at DIY and Commercial Landscaping operations. Educational messages are included in the regional outreach campaign mentioned in Section 7.D.iii. above.



## 7.E) Program Elements - Illicit Discharge Detection and Elimination

The following Program Elements must be reported on in Annual Reports for reporting years 2019 and later.

**vi. Provide the total number of unresolved reports/identification of illicit discharges.**

An unresolved illicit discharge is one that has been identified or reported to the permittee and the requirements for removing the illicit discharge were not met during the reporting period. Refer to requirements for removing an illicit discharge in Part I.E.2.a.vi of the permit.

0

## 7.F) Program Elements - Construction Sites

The permittee can define what constitutes an individual "site" and "inspection" for reporting below as appropriate for the permittee's own program.

The following Program Elements must be reported on in Annual Reports for reporting years 2019 and later.

**i. Applicable construction sites:** Provide the total number of applicable construction sites during the year.

"Applicable construction sites" are sites for which "applicable construction activities," as defined in the permit, occurred during the reporting year.

1

**ii. Routine Inspections:** Provide the total number of Routine Inspections performed during the year.

Routine Inspections are inspections of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(C) and for which documentation is recorded in accordance with in Part I.E.3.b.vi.

1

**iii. Reduced Site Inspections:** Provide the total number of Reduced Site Inspections performed during the year.

Reduced Site Inspections are inspections of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(D)(1), (2), (3) and (4) for which documentation is recorded in accordance with in Part I.E.3.b.vi.

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**iv. Compliance Inspections:** Provide the total number of Compliance Inspections performed during the year.

Compliance Inspections are inspections or operator reporting or other action(s) to assess the control measure has been implemented or corrected) of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(E) and for which documentation is recorded in accordance with in Part I.E.3.b.vi.

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## 7.G) Program Elements - Post-Construction Stormwater Management in New Development and Redevelopment Program

The permittee can define what constitutes an individual "site" and "control measure" for reporting below as appropriate for the permittee's own program.

**The following Program Elements must be reported on in Annual Reports for reporting years 2020 and later.**

<b>i. Applicable development sites:</b> Provide the total number of applicable development sites for which control measures were implemented during the reporting period.	0
<b>ii. Long-Term Operation and Maintenance and Post Acceptance Oversight:</b> Provide the total number of applicable development sites and control measures inspected to ensure compliance with the requirement in Part I.E.4.a.vii.	1
<b>iii. Excluded Roadway Development Sites:</b> Where any development is excluded from being an applicable development sites in accordance with the following permit conditions:  Pavement Management: Part I.E.4.a.i(A), except maintenance sites <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Roadway Redevelopment: Part I.E.4.a.i(B) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Existing Roadway Areas Part I.E.4.a.i(C) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If YES to one or more of the above, <b>attach</b> a list of the excluded development sites, identifying which exclusion applied. Include the recordkeeping information required by I.E.4.b.ii. Label the attachment as "Part 7.G.iii Excluded Roadway Development."	

### Part 8: Required Certification Signature [Reg 61.4(1)(h)]

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name (Legal Contact): <b>William (Bill) Bass</b>	Title: <b>Mayor</b>
Signature (Original Ink Signature):	Date signed:

