MAR041011 A.H.

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

W 036404
Transmittal Number

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   City of Holyke - Department of Public Works
   Name

   63 Canal Street
   Mailing Address

   Holyoke — City/Town
   MA — State

   413-322-5645 — Telephone Number
   fuquaw@ci.holyoke.ma.us — Email (if available)

2. Municipality Name

   Holyoke
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____ Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   _____

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

Rec'd 3/10/03

B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☐ yes ☒ pending ☐ no

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Wetlands @ headwaters of Broad Brook	2 (Number)	☐ Yes ☒ No	Specify
Interm. branch of Broad Brook @ Forestdale Cem.	6 (Number)	☐ Yes ☒ No	Specify
Per. stream flowing south from Whiting St. Reservior	1 (Number)	☐ Yes ☒ No	Specify
Day Brook (Name)	6 (Number)	☐ Yes ☒ No	Specify
Tannery Brook Rt. 202S to Sears parking lot	8 (Number)	☐ Yes ☒ No	Specify
Tannery Brook east branch (Name)	2 (Number)	☐ Yes ☒ No	Specify
Schoolhouse Brook west branch1	1 (Number)	☐ Yes ☒ No	Specify
Green Brook (Name)	9 (Number)	☐ Yes ☒ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify

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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-PE-1	Stream BMP Letter	Conservation / A. Zoeller	Mail letters to abutters
HOL-PE-1a	Stream BMP Pamphlet	Conservation / A. Zoeller	Distribute 200 Pamphlets
HOL-PE-2a	Snow Handling Policy	Conservation / A. Zoeller	Policy Developed
HOL-PE-2b	Snow Handling Press Release	Conservation / A. Zoeller	Distribute to 10 Outlets
HOL-PE-3	Web Site	DPW / W. Fuqua	Update Web Site
HOL-PE-4	Recycling Brochure	DPW / W. Fuqua	Distribute 5000 Brochures
HOL-PE-5	Hazardous Waste Collection	DPW / W. Fuqua	One collection day/year
HOL-PE-6	Bilingual Stormwater Brochure	DPW / W. Fuqua	Distribute 5000 Brochures

D. Stormwater Management Program Summary (Cont.)

2. Public Participation:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-PP-1a	Storm Drain Stenciling Development	DPW / W. Fuqua	Develop program – Year 1
HOL-PP-1b	Storm Drain Stenciling	DPW / W. Fuqua	Stencil 50% inlets
HOL-PP-1c	Storm Drain Stenciling Maintenance	DPW / W. Fuqua	Develop Plan
HOL-PP-2	Stormwater Public Meeting	Conservation/ A. Zoeller	Host two meetings annually.

3. Illicit Discharge Detection and Elimination:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-IDD-1a	Storm Drain Mapping	DPW / W. Fuqua	Develop map – Year 1
HOL-IDD-1b	Outfall Inspections	DPW / W. Fuqua	Inspect 20% outfalls annually
HOL-IDD-1c	Stormwater Ordinance Revision	DPW / W. Fuqua	Ordinance Reviewed
HOL-IDD-1d	Detection Plan	DPW / W. Fuqua	Plan Completed
HOL-IDD-1e	Elimination of Illicit Connections	DPW / W. Fuqua	Eliminate 50% of Connections

D. Stormwater Management Program Summary (Cont.)

4. Construction Site Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-CSRC-1	Erosion Control Ordinance	DPW / W. Fuqua	Ordinance Reviewed
HOL-CSRC-2a	Inspection Plan	DPW / W. Fuqua	Create Plan
HOL-CSRC-2b	Site Inspections	DPW / W. Fuqua	Inspect 90% New Construction

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-PCRC-1a	Basin Inventory	Conservation / A. Zoeller	Inventory All Existing Basins
HOL-PCRC-1b	Annual Inspections	Conservation / A. Zoeller	Inspect 50% of Basins/yr.
HOL-PCRC-1c	Basin Inventory Follow-up	Conservation / A. Zoeller	Letters to Non-Compliant Owners
HOL-PCRC-2	Stormwater Ordinance	DPW / W. Fuqua	Ordinance Reviewed

D. Stormwater Management Program Summary (Cont.)

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
HOL-MGH-1	Storm Drain Mapping	DPW / W. Fuqua	Develop Map – Year 1
HOL-MGH-2a	Emergency Plans	DPW / W. Fuqua	Revise Plan & Train
HOL-MGH-2b	Pollution Prevention Plan	DPW / W. Fuqua	Offer Plan & Training
HOL-MGH-3a	Catch Basin Cleaning Program	DPW / W. Fuqua	Develop Plan
HOL-MGH-3b	Catch Basin Cleaning Program	DPW / W. Fuqua	Clean All Basins
HOL-MGH-4a	Street Sweeping Program	DPW / W. Fuqua	Develop Plan
HOL-MGH-4b	Street Sweeping Program	DPW / W. Fuqua	Sweep All Streets
HOL-MGH-5	Illegal Dumping Ordinance	DPW / W. Fuqua	Review/Revise Ordinance

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice | Responsible Dept./Person Name | Specify Measurable Goal

BMP ID #

Specify Best Management Practice | Responsible Dept./Person Name | Specify Measurable Goal

BMP ID #

Specify Best Management Practice | Responsible Dept./Person Name | Specify Measurable Goal

BMP ID #

Specify Best Management Practice | Responsible Dept./Person Name | Specify Measurable Goal

BMP ID #

Specify Best Management Practice | Responsible Dept./Person Name | Specify Measurable Goal

E. Certification

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, I certify that 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.

Michael J. Sullivan
Printed Name

Signature

3/7/03
Date

Massachusetts Department of Environmental Protection
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F. Example Storm Water Management Program TIME FRAMES

Transmittal Number W 036404

Facility ID (if known)

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
HOL-PE-1	X				X				X				X				X				
HOL-PE-1A			—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
HOL-PE-2A		—																			
HOL-PE-2B			X				X				X				X				X		
HOL-PE-3					—	—															
HOL-PE-4			X				X				X				X				X		
HOL-PE-5			X				X				X				X				X		
HOL-PE-6					—				—				—				—				
HOL-PP-1A				—	—																
HOL-PP-1B						—				—											
HOL-PP-1C														—				—			
HOL-PP-2					X		X		X		X		X		X		X		X		
HOL-IDD-1A		—	—																		
HOL-IDD-1B						—				—				—				—			
HOL-IDD-1C							—	—													
HOL-IDD-1D							—		—	—	—		—	—	—		—	—	—		
HOL-IDD-1E										—	—			—	—						
HOL-CSCR-1							—	—										—	—		
HOL-CSCR-2A									—	—											
HOL_CSCR-2B											—		—	—	—		—	—	—		
HOL-PCRC-1A			—	—	—																
HOL-PCRC-1B					—	—	—		—	—	—		—	—	—		—	—	—		
HOL-PCRC-1C					—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
HOL-PCRC-2											—	—									
HOL-MGH-1		—	—																		
HOL-MGH-2A							—	—													
HOL-MGH-2B									—						—						
HOL-MGH-3A				—																	
HOL-MGH-3B					—	—	—		—	—	—		—	—	—		—	—	—		
HOL-MGH-4A				—																	
HOL-MGH-4B					—	—	—		—	—	—		—	—	—		—	—	—		
HOL-MGH-5								—	—												

Stormwater Management Program Summary Supplement
BMP Narrative

Stormwater Management Program Summary

1. Public Education:

HOL-PE-1
BMP ID #

Stream BMP Letter	**Conservation / A. Zoeller**	**Mail letters to abutters**
Specify Best Management Practice		Specify Measurable Goal

Produce and distribute letter to all stream abutters within the MS4 outlining suitable BMP's and methods to protect steams

HOL-PE-1a
BMP ID #

Stream BMP Pamphlet	**Conservation / A. Zoeller**	**Distribute 200 Pamphlets**
Specify Best Management Practice		Specify Measurable Goal

Prepare and distribute generic pamphlets outlining suitable BMP's and methods for protecting streams.

HOL-PE-2a
BMP ID #

Snow Handling Policy	**Conservation / A. Zoeller**	**Policy Developed**
Specify Best Management Practice		Specify Measurable Goal

Develop and implement policy for the proper handling and storage of snow from parking lots and driveways. Policy shall include recommendations for lot sweeping and de-icing chemicals to employ.

HOL-PE-2b
BMP ID #

Snow Handling Press Release	**Conservation / A. Zoeller**	**Distribute to 10 Outlets**
Specify Best Management Practice		Specify Measurable Goal

Distribute Snow Handling Policy Press Release to 10 local media outlets.

HOL-PE-3
BMP ID #

Web Site	**DPW / W. Fuqua**	**Update Web Site**
Specify Best Management Practice	Responsible Dept./Person	Specify Measurable Goal

Enhance the existing DPW web site to include a stormwater section highlighting Phase II requirements and activities.

HOL-PE-4
BMP ID #

Recycling Brochure	**DPW /W. Fuqua**	**Distribute 5000 Brochures**
Specify Best Management Practice	Responsible Dept./Person	Specify Measurable Goal

Develop and distribute brochure outlining City's existing recycling program.

HOL-PE-5
BMP ID #

Hazardous Waste Collection	**DPW /W. Fuqua**	**One collection day/year**
Specify Best Management Practice	Responsible Dept./Person	Specify Measurable Goal

Host Household Hazardous Collection Day for residential property owners

HOL-PE-6
BMP ID #

Bilingual Stormwater Brochure	**DPW /W. Fuqua**	**Distribute 5000 Brochures**
Specify Best Management Practice	Responsible Dept./Person	Specify Measurable Goal

Develop and distribute bi-lingual educational brochures to urban core population on illegal dumping in stormwater system.

2. Public Participation:

HOL-PP-1a
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Storm Drain Stenciling Development	**DPW / W. Fuqua**	**Develop program – Year 1**

Identify drains to be stenciled. Choose wording for stencil. Develop promotional and organizational literature to solicit program participation from local organizations.

HOL-PP-1b
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Storm Drain Stenciling	**DPW / W. Fuqua**	**Stencil 50% inlets**

Acquire materials and enlist two groups to perform stenciling program. Complete stenciling of 50% of all inlets

HOL-PP-1c
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Storm Drain Stenciling Maintenance	**DPW / W. Fuqua**	**Develop Plan**

Develop and implement on-going maintenance program repainting 25% of inlets annually.

HOL-PP-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Stormwater Public Meeting	**Conservation/ A. Zoeller**	**Host two meetings annually.**

Host two public meetings per year on Phase II Permitting and BMP's

3. Illicit Discharge Detection and Elimination:

HOL-IDD-1a
BMP ID #

Storm Drain Mapping	**DPW / W. Fuqua**	**Develop map – Year 1**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Develop digital map of the stormwater system.

HOL-IDD-1b
BMP ID #

Outfall Inspections	**DPW / W. Fuqua**	**Inspect 20% outfalls annually**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Inspect and sample 20% of all stormwater outfalls each year. Prioritize problem areas.

HOL-IDD-1c
BMP ID #

Stormwater Ordinance Revision	**DPW /W. Fuqua**	**Ordinance Reviewed**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Review and revise existing stormwater ordinance to ensure adequate regulatory mechanisms are in place for stormwater management.

HOL-IDD-1d
BMP ID #

Detection Plan	**DPW / W. Fuqua**	**Plan Completed**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Develop and implement a plan to locate and identify illicit connections.

HOL-IDD-1e
BMP ID #

Elimination of Illicit Connections	**DPW / W. Fuqua**	**Eliminate 50% of Connections**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

4. Construction Site Runoff Control:

HOL-CSRC-1
BMP ID #

Erosion Control Ordinance	**DPW / W. Fuqua**	**Ordinance Reviewed**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Review and revise existing erosion control ordinance.

HOL-CSRC-2a
BMP ID #

Inspection Plan	**DPW / W. Fuqua**	**Create Plan**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Create and implement a monitoring program to ensure compliance with Ordinances.

HOL-CSRC-2b
BMP ID #

Site Inspections	**DPW / W. Fuqua**	**Inspect 90% New Construction**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Inspect all new construction and document inspections.

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

5. Post Construction Runoff Control:

HOL-PCRC-1a
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Basin Inventory	**Conservation / A. Zoeller**	**Inventory All Existing Basins**

Inventory all existing detention/retention basins. Compile all stormwater maintenance plans.

HOL-PCRC-1b
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Annual Inspections	**Conservation / A. Zoeller**	**Inspect 50% of Basins/yr.**

Conduct on-site inspections of all Detention/Retention Basins

HOL-PCRC-1c
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Basin Inventory Follow-up	**Conservation / A. Zoeller**	**Letters to Non-Compliant Owners**

Send enforcement letters to non-compliant basin owners.

HOL-PCRC-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Stormwater Ordinance	**DPW / W. Fuqua**	**Ordinance Reviewed**

Review and revise the existing stormwater ordinance

6. Municipal Good Housekeeping:

HOL-MGH-1
BMP ID #

Storm Drain Mapping	**DPW / W. Fuqua**	**Develop Map – Year 1**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Develop digital map of the stormwater system.

HOL-MGH-2a
BMP ID #

Emergency Plans	**DPW / W. Fuqua**	**Revise Plan & Train**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Revise existing DPW Stormwater Pollution Prevention Plan, Emergency Action Plan, Emergency Response Plan, Oil Spill Prevention Plan and Environmental Compliance Plan and retrain employees.

HOL-MGH-2b
BMP ID #

Pollution Prevention Plan	**DPW / W. Fuqua**	**Offer Plan & Training**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Provide existing DPW Stormwater Pollution Prevention Plan to other City departments for adoption.

HOL-MGH-3a
BMP ID #

Catch Basin Cleaning Program	**DPW / W. Fuqua**	**Develop Plan**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Develop and implement basin-cleaning schedule.

HOL-MGH-3b
BMP ID #

Catch Basin Cleaning Program	**DPW / W. Fuqua**	**Clean All Basins**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Inspect, Inventory and clean 30% of basins annually.

HOL-MGH-4a
BMP ID #

Street Sweeping Program	**DPW / W. Fuqua**	**Develop Plan**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Develop and implement street sweeping program to ensure all streets in the system are swept annually.

HOL-MGH-4b
BMP ID #

Street Sweeping Program	**DPW / W. Fuqua**	**Sweep All Streets**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Swept all streets each year.

HOL-MGH-5
BMP ID #

Illegal Dumping Ordinance	**DPW / W. Fuqua**	**Review/Revise Ordinance**
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Review and revise the existing ordinances