



City of Littleton  
Renewal Municipal Separate Storm Sewer (MS4) State of  
Colorado  
Permit #090055

## **Program Description Document (PDD)**

V. 3-2020



# Littleton

City of Littleton, Colorado

Program Description Document

*MS 4 Phase II General Permit- Modification 4*

March 2020, revision 4

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## Part I.C. Program Description Document

Per the MS4 Permit (issued April 15, 2016, effective July 1, 2016), the permittee must develop and maintain records in the form of a program description document (PDD). The following document meets the requirement found in the MS4 Permit. Requirements subject to a compliance schedule do not need to be addressed in the PDD until the due date in the compliance schedule in Part I.H of the permit.

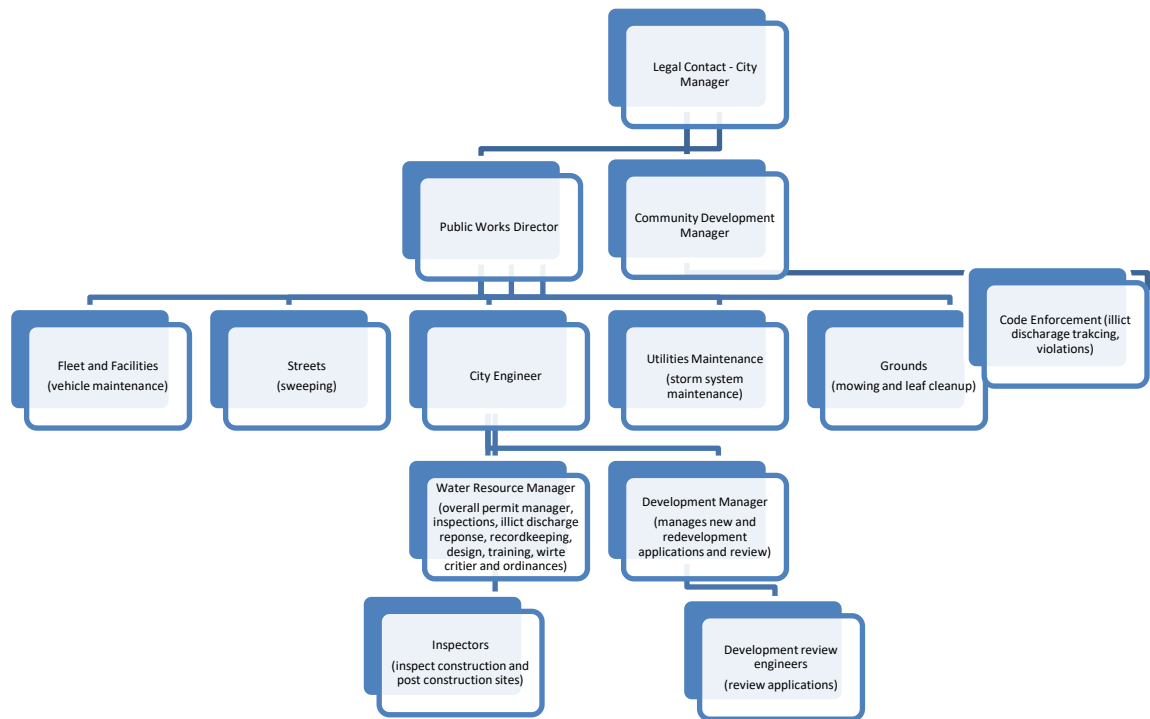
The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained. The PDD must be available to the public at reasonable times during regular business hours and maintained in a format that can be submitted to the Division within 10 business days of a request.

PDD information must be maintained to reflect current implementation.

Information in the PDD may be revised by the permittee at any time. The permittee must modify the PDD as changes occur to ensure that the information is up to date. The [MS4 Certification Electronic Library](#) on the Water Quality Control Division’s website contains communities’ MS4 factsheet and certification, which indicates contacts, fees and state waters to receive discharge.

### Part I.C.1.c Organizational Chart

*PDD Requirement: Part I.C.1.c Organizational chart indicating responsibility over applicable departments by the legal contact.*





Program Requirements (Part I.D.1)	Recordkeeping (Part I.D.2)	Compliance Schedule
development sites, or municipal operations.		

*Part I.D.3.b. The web site address containing the statement that the PDD is available for public review.*

<https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage/storm-water-quality>

## Part I.E.1 Public Education and Outreach

### Part I.E.1.c.i. Illicit Discharges:

Program Requirements (Part I.E.1)	Recordkeeping (Part I.E.1)	Compliance Schedule
<p>i. The permittee must provide information to businesses and the general public regarding the permittee’s prohibitions of and the water quality impacts associated with illicit discharges as part of the public education program. The permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part I.E.1.a.ii. The information must include the following:</p> <p>(A) The permittee must determine the targeted businesses that are likely to cause an illicit discharge or improperly dispose of waste. At a minimum, the permittee must identify at least one type of business and a list of those businesses that fit the identified type of business.</p> <p>(B) The permittee must develop and implement at least one education and outreach activity to those businesses identified in Part I.E.1.a.i.(A). Educational materials and activities, individually or as a whole, must describe water quality impacts associated with illicit discharges and the improper disposal of waste, the behaviors of concern, and actions that the business can take to reduce the likelihood of illicit discharges and the improper disposal of waste.</p>	<p>i. A written list of the targeted business(es) that are likely to cause an illicit discharge or improperly dispose of waste and the education and outreach activity for the targeted business(es).</p>	<p>Begin Implementation July 1, 2018 (applies to this entire section)</p>

*PDD Requirement: Part I.E.1.c.i. Illicit Discharges: A list of citation(s) and location(s) of the written procedures used to determine the targeted business(es), the outreach activity(ies) conducted, and the outreach distribution mechanism(s).*

Title	Document Location
<b>Littleton Public Involvement Plan, Nov 2018</b>	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Public Involvement & Outreach\Littleton_Public Involvement Plan_Nov 2018.doc

### Part I.E.1.c.ii. Education and Outreach Activities:

Program Requirements (Part I.E.1.a)	Recordkeeping (Part I.E.1.b)	Compliance Schedule
<p>ii. Education and Outreach Activities Table: Each year, 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. The activities can be the</p>	<p>ii. Education and Outreach Activities: A written list of the targeted pollutant sources and/or pollutants, the target audience, and distribution mechanism for each activity and the following:</p> <p>(A) Dates the activities were</p>	<p>Begin Implementation January 1, 2018</p>

Program Requirements (Part I.E.1.a)	Recordkeeping (Part I.E.1.b)	Compliance Schedule
same from year to year or be different each year.	implemented, including, as applicable, dates of events and the materials that were made available. (B) Documentation of the activities that were provided and/or made available and the dates of distribution. Signs, markers, or equivalent intended to be maintained for the permit term must be described with location information.	

*PDD Requirement: Part I.E.1.c.ii. Education and Outreach Activities: A list of the activities from Table 1 selected for implementation for each calendar year.*

Title	Document Location
<b>Littleton Public Involvement Plan, Nov 2018</b>	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Public Involvement & Outreach\ Littleton_Public Involvement Plan_Nov 2018.doc

***Part I.E.1.c.iii. Nutrients:***

Program Requirements (Part I.E.1)	Recordkeeping (Part I.E.1)	Compliance Schedule
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<p>iii. Nutrients: As part of their public education program, the permittee must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4. Permittees can meet the requirements of this section through contribution to a collaborative program to evaluate, identify, target, and provide outreach that addresses sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the MS4 permittee’s discharge.</p> <p>(A) The permittee must determine the targeted sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nutrients to the waters receiving the discharge authorized under the MS4 permit.</p> <p>(B) The permittee must prioritize which targeted sources are likely to obtain a reduction in nutrient discharges through education. The permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach, individually or as a whole, must describe stormwater quality impacts associated with nitrogen and phosphorus in stormwater runoff and illicit discharges, the behaviors of concern, and actions that the target source can take to reduce nutrients. The permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part I.E.1.a.ii.</p>	<p>iii. Nutrients: A written list of the targeted sources that are contributing to, or have the potential to contribute nutrients to stormwater and the education and outreach activity for the targeted sources.</p>	<p>Part A: Completed by January 1, 2018</p> <p>Part B: Begin implementation July 1, 2018.</p>
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<p><i>PDD Requirement: Part I.E.1.c.iii. Nutrients: A list of citation(s) and location(s) of the written procedures used to determine factors considered and the targeted sources, the prioritized targeted sources, the outreach activities conducted, and the outreach distribution mechanisms.</i></p>	
<p>Title</p> <p><b><i>Littleton Public Involvement Plan, Nov 2018</i></b></p>	<p>Document Location</p> <p><i>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Public Involvement &amp; Outreach\Littleton_Public Involvement Plan_Nov 2018.doc</i></p>



## Part I.E.2. IDDE Program

### Part I.E.2.c.i. Storm Sewer System Map

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
i. Storm Sewer System Map: The permittee shall maintain a current map of the location of all MS4 outfalls within the permit area, and the names and location of all state waters that receive discharges from those outfalls.	i. Storm Sewer System Map: The current map.	None given.

*PDD Requirement- Part I.E.2.c.i. Storm Sewer System Map: A list of citation(s) and location(s) of the storm sewer system map and procedures for updating the map for new outfalls or expanded permit areas.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, Jan 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\Illicit Discharge Detection and Elimination Plan 2019.doc
GIS database "Stormwater"	P:\ESRI\EngData\FloodPlain\Itngis.sde\LocalGovernment.DBO.Stormwater

### Part I.E.2.c.ii. Regulatory Mechanism:

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
ii. Regulatory Mechanism: The permittee's regulatory mechanism must: (A) Prohibit illicit discharges into the MS4; (B) Have a procedure to request access to property(ies), as necessary to implement the illicit discharges procedures, to include judicial action; and (C) Provide the permittee the legal ability to cease or require to be ceased and remove, or require and ensure the removal of, and impose penalties for all illicit discharges for the period from when the illicit discharge is identified until removed.	ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

*PDD Requirement- Part I.E.2.c.ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including a list of the associated program documents used to meet the regulatory mechanism requirements.*

Title	Document Location
<b>Municipal Code, Title 7, Chapter 7, Section 8</b> , updated by Ordinance in spring 2019	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>

Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc

**Part I.E.2.c.iii. Regulatory Mechanism Exemptions:**

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exemptions, waivers, or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

*PDD Requirement- Part I.E.2.c.iii. Regulatory Mechanism Exemptions: A list of the citation(s) and location(s) of regulatory mechanism elements that allow for exemptions and the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.*

Title	Document Location
<b>Municipal Code, Title 7, Chapter 7, Section 8 and others</b>	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc

**Part I.E.2.c.iv. Tracing an Illicit Discharge:**

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges...The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4.	iv. Tracing an Illicit Discharge: (A) The applicable program documents and procedures used to respond to reports/identification of illicit discharges.	Completed January 1, 2018

*PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (A) A list of citation(s) and location(s) of the written procedures for tracing an illicit discharge, including the citation(s) and location(s) of supporting documents.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc

**Part I.E.2.c.iv. Tracing an Illicit Discharge:**

Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges...The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4.	iv. Tracing an Illicit Discharge: (B) The permittee must maintain centralized recordkeeping systems of illicit discharge responses conducted by the permittee. Records maintained by other departments can be in different centralized recordkeeping systems. The centralized record keeping system must contain the information in Part 1.E.2.b.vi(A) below or provide a reference to where the information is maintained.	Completed January 1, 2018

*PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (B) Documenting an Illicit Discharge: 1) A list of citation(s) and location(s) of the record keeping system(s) used to maintain the required information.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc
Trakit program/Code Trak	TRAKIT > Code Trak, CASE TYPES environmental/illicit discharge

*PDD Requirement: Part I.E.2.c.iv. Tracing an Illicit Discharge: (B) Documenting an Illicit Discharge: 2) A list of citation(s) and location(s) of the written procedures used for documenting information on illicit discharge reports, including if applicable, identification of how information is consolidated between separate functional groups within the permittee’s organization.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc
Illicit Discharge Reports	TRAKIT > Code Trak, CASE TYPES environmental/illicit discharge

**Part I.E.2.c.v. Discharges that could be Excluded from being effectively prohibited:**

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
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Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
<p>is not subject to prohibitions against issuance of a permit in regulation 61.8(1). The permittee must also have written procedures for requiring cleanup from the operator and procedures for cleanup conducted by the permittee, when necessary, to remove materials associated with the illicit discharge.</p>	<p>3) The location of the illicit discharge.                      4) Responsible party for the illicit discharge (if identified).                      5) A description of the source and nature of the illicit discharge.                      6) A description of how the source of the illicit discharge was eliminated/resolved.                      7) Documentation of enforcement actions (if applicable).</p>	

*PDD Requirement: Part I.E.2.c.vi. Removing an Illicit Discharge: A list of citation(s) and location(s) of the written procedures for removing an illicit discharge, including the citation(s) and location(s) of supporting documents.*

Title	Document Location
<p>Illicit Discharge Detection and Elimination Plan, 2019</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc</p>
<p>Illicit Discharge supporting documents</p>	<p>TRAKIT &gt; Code Trak, CASE TYPES environmental/illicit discharge</p>

***Part I.E.2.c.vii. Enforcement Response:***

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
<p>vii. Enforcement Response: The permittee must implement appropriate written enforcement procedures and actions to eliminate the source of an illicit discharge when identified/reported, discourage responsible parties from willfully or negligently repeating or continuing illicit discharges, and discourage future illicit discharges from occurring. The written procedures must address mechanisms for enforcement for all illicit discharges from the moment an illicit discharge is identified/reported until it is eliminated. The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the responsible party to ensure that findings of a similar nature are enforced upon consistently. Written enforcement procedures must include informal, formal, and judicial enforcement responses.</p>	<p>vii. Enforcement Response: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.</p>	<p>None given.</p>

*PDD Requirement: Part I.E.2.c.vii. Enforcement Response: A list of citation(s) and location(s) of the specific enforcement mechanisms available and written procedures for enforcement response, including the citation(s) and location(s) of supporting documents. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place.*

Title	Document Location
Municipal Code 7-7-8	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc

**Part I.E.2.c.viii. Priority Areas:**

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
viii. Priority Areas: The permittee must locate priority areas with a higher likelihood of having illicit discharges, including areas with higher likelihood of illicit connections. At a minimum, the priority areas must include areas with a history of past illicit discharges.	viii. Priority Areas: The map and/or list of priority areas.	Completed January 1, 2018

*PDD Requirement: Part I.E.2.c.viii Priority Areas. A list of citation(s) and location(s) of the priority areas.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination Plan 2019.doc

**Part I.E.2.c.ix. Training:**

Program Requirements (Part I.E.2.a)	Recordkeeping (Part I.E.2.b)	Compliance Schedule
ix. Training: The permittee must train applicable municipal staff to recognize and appropriately respond to illicit discharges observed during typical duties. The permittee must identify those who will be likely to make such observations and provide training to those individuals. The training must address how suspected illicit discharges will be reported/identified, general information for recognizing and responding to illicit discharges observed during typical duties, information on the sources and types of operations or behaviors that can result in an illicit discharge, and information on the location of priority areas.	ix. Training: Name and department of each individual trained, date of training, the type of training, and a list of topics covered.	None given.

*PDD Requirement: Part I.E.2.c.ix Training. A list of citation(s) and location(s) of the training program and supporting documents.*

Title	Document Location
Illicit Discharge Detection and Elimination Plan, 2019	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Illicit Discharges\ Illicit Discharge Detection and Elimination

	Plan 2019.doc
Sign In Sheets and materials	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Training\Illicit Discharges\XXXX (year)</p> <p>Hard copies kept in Public Works/Engineering files until scanned</p>

### Part I.E.3. Construction Sites

#### Part I.E.3.c.i. Exclusions:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
i. Exclusions: A) Construction Activities with R-Factor Waiver B) Activities for County Growth Areas: 1) Construction activities on sites that began as part of a plan of development prior to the effective date of this permit. 2) Large lot single family development... C) Activities for Growth Areas: 1) Facilities associated with oil and gas ...	i. Exclusion: Maintain records for activities covered under Part I.E.3.a.i(A) and Part I.E.3.a.i(B)(1)(2). Records must include the site name, owner name, location, completion date, project disturbed acreage, and reason for exclusion.	Completed July 1, 2019

*PDD Requirement: Part I.E.3.c.i. Exclusions: A list of citation(s) and location(s) of regulatory mechanism(s) that allow for exclusions and supporting documents used to implement the process.*

Title	Document Location
Littleton Storm Drainage Design and Technical Criteria Manual, July 2019 (Chapter 13)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>

#### Part I.E.3.c.ii. Regulatory Mechanism:

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
ii. Regulatory Mechanism: (A) The ability to implement sanctions against entities responsible for applicable construction activities. (B) Require control measures to be implemented for all applicable construction activities from initial disturbance until final stabilization.	ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

*PDD Requirement: Part I.E.3.c.ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including a list of the associated program documents used to meet the regulatory mechanism requirements.*

Title	Document Location
Municipal Code 11-6-4 Municipal Code 7-7-12 Municipal Code 1-4-1	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>
Littleton Storm Drainage Design and Technical Criteria Manual, July 2019 (Chapter 13)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction



	Program_3-2020.pdf
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**Part I.E.3.c.iii. Regulatory Mechanism Exemptions:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exemptions, waivers or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

*PDD Requirement: Part I.E.3.c.iii. Regulatory Mechanism Exemptions: A list of the citation(s) and location(s) of regulatory mechanism elements that allow for exemptions and the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.*

Title	Document Location
Littleton Storm Drainage Design and Technical Criteria Manual, July 1, 2019 (Chapter 13)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf

**Part I.E.3.c.iv. Control Measure Requirements:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
iv. Control Measure Requirements: The permittee’s Construction Sites Program must address selection, installation, implementation, and maintenance of control measures that meet the requirements of Part I.B. Control measures must prevent pollution or degradation of state waters. Control measures must also be appropriate for the specific construction activity, the applicable pollutant sources, and phase of construction...Control measures must meet the minimum requirements below. (A) Appropriate control measures must be implemented prior to the start of construction activity, control potential pollutants during each phase of construction, and must be continued through final stabilization. Appropriate structural control measures must be maintained in operational condition. (B) Control measures must be selected, designed, installed, implemented, and maintained to provide control for all potential pollutants...at a minimum...(see the list of 12 in permit)	iv. Control Measure Requirements: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	None given.

<p><i>PDD Requirement: Part I.E.3.c.iv. Control Measure Requirements: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to meet the requirements in Part I.E.3.a.iv. A list of the citation(s) and location(s) of supporting documents, including any documents that provide control measure design considerations, criteria, or standards.</i></p>	
Title	Document Location
<p>Municipal Code 11-6-4 Municipal Code 7-7-4 through 7</p>	<p><a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a></p>
<p>Littleton Storm Drainage Design and Technical Criteria Manual, July 1 2019 (Chapter 13)</p>	<p><a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a></p>
<p>Littleton Construction Program Description, 3/2020</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf</p>

**Part I.E.3.c.v. Site Plans:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
<p>v. Site Plans: (A) Renewal Permittees: For the time period between the effective date of this permit and the date by which a renewal permittee meets the conditions in Parts I.E.3.a.v (B) through (C), the renewal permittee must continue to implement ... in accordance with the terms and conditions of the previous permit.</p>	<p>None given.</p>	<p>None given.</p>
<p>v. Site Plans: (B) Site Plan Requirement: The permittee must require operators to develop site plan(s) that locate (if applicable) and identify all structural and non-structural control measures for the applicable construction activities. The site plan(s) must contain installation and implementation specifications or a reference to the document with installation and implementation specifications for all structural control measures. A narrative description of non-structural control measures must be included in the site plan(s).</p>	<p>v. Site Plans: Copy of the final site plan reviewed to meet the initial site plan review requirement, and confirmation of the permittee’s review and acceptance.</p>	<p>Completed July 1, 2019</p>
<p>v. Site Plan (C) Initial Site Plan Review: The permittee must implement site plan review for all applicable construction activities prior to the start of construction activities. The waiver, however, does not apply to the requirements of Part I.E.3.a.v(A). Initial site plan review shall include the following: 1) Confirmation that the site plan includes appropriate control measures for all stages of construction, including final stabilization. 2) Confirmation that the control measures meet the requirements in Part I.E.3.a.iv. 3) Confirmation that the site plan meets the requirements in Part I.E.3.a.v(A).</p>	<p>v. Site Plans: Copy of the final site plan reviewed to meet the initial site plan review requirement, and confirmation of the permittee’s review and acceptance.</p>	<p>Completed July 1, 2019</p>

*PDD Requirement: Part I.E.3.c.v. Site Plans: (A) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to develop site plans, including the citation(s) and location(s) of supporting documents.*

Title	Document Location
Littleton Storm Drainage Design and Technical Criteria Manual, July 1 2019 (Chapters 2 and 13)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf

*PDD Requirement: Part I.E.3.c.v. Site Plans: (B) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee conducts initial site plan reviews, including the citation(s) and location(s) of supporting documents.*

Title	Document Location
Final Site plans, and review process for site plan/ correspondence	TRAKIT> Case No. or Grading/Building Permit No. (through permit trak or project trak)>attachments
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf

**Part I.E.3.c.vi. Site Inspection:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
vi. Site Inspection: (A) NA-instructions (B) Site Inspection Frequency Exclusion: The permittee is only required to conduct inspections if there are observations or reports of discharges of sediment from disturbed areas: 1) Exclusions: (a) Individual Homes in a Residential Subdivision- Finished Home. (b) Individual Homes in a Residential Subdivision-Unfinished Home (c) Winter Conditions (C) Routine Inspection: A routine inspection must be conducted at least once before final stabilization. Routine inspections do not apply to sites eligible for other inspection frequencies in accordance with this section (Part I.E.3.a.vi). (45 day assessment of control	(A) Routine Site Inspection or (B) Reduced Site Inspection: Inspection date, Name of inspector, Site identification, Inspection results including the location of any illicit discharges, failure to implement control measures, and inadequate control measures. The inspection results should also list (not locate) any control measures requiring routine maintenance, If the inspection is conducted in lieu of a compliance inspection, identification of any inadequate control measures that have not been resolved from the previous inspection, Type of inspection (C) Compliance Inspection: Inspection date, Name of inspector, Site identification, Inspection results including any inadequate control measures that have not been resolved from the previous inspection, Type of inspection	Completed July 1, 2019

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
measures, pollutant sources and discharge points) (D) Reduced Site Inspection: Reduced site inspections must occur at the frequency and include the scope indicated below for each type of site: 1) Inactive Site Inspection 2) Stormwater Management System Administrator’s Program Inspection 3) Staff Vacancy 4) Indicator Inspection (E) Compliance Inspection	(D) Operator Compliance Inspection: The report must contain the following: Inspection date, Name of the operator inspector, Site identification, Inspection results including photos of the new or additional control measure to resolve issued from the previous inspection and any inadequate control measures that have not been resolved from the previous inspection.	

*PDD Requirements: Part I.E.3.c.vi. Site Inspection: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for conducting site inspections, including the citation(s) and location(s) of supporting documents that describe the following: (A) The process for determining, implementing, and documenting the inspection frequencies.(B) The process for inspection follow-up, including determining, implementing, and documenting the nature of the follow-up action.(C) The process and tools used for documenting inspections.*

Title	Document Location
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf

**Part I.E.3.c.vii. Enforcement Response:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
vii. Enforcement Response: Implement appropriate enforcement procedures and actions to meet the requirements of Part I.E.3. (A) The permittee must have processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measure requirements. (B) The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the violator to ensure that findings of a similar nature are enforced upon consistently. Enforcement procedures must include informal, formal, and judicial enforcement responses.	vii. Enforcement Response: The applicable codes, resolutions, ordinances and program documents used to meet the permit requirements. Maintain records of the enforcement response.	Part I.E.3.a.vii (B) Completed July 1, 2019

*PDD Requirement: Part I.E.3.c.vii. Enforcement Response: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for enforcement response. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to*

*common violations and time periods within which responses will take place, including as a minimum:*

*(A) Construction commencing without site plan review in accordance with I.E.3.a.vi.*

*(B) Control measures not maintained in operational condition at time of permittee inspection, including sites that have temporarily shut down construction activities.*

*(C) Uncorrected finding(s) from previous inspections.*

*(D) Failure to implement a control measure for a pollutant source or inadequate control measure resulting in a discharge of pollutants from the applicable construction site or to the MS4.*

Title	Document Location
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf
Municipal Code 7-7-12	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>

**Part I.E.3.c.viii. Training:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
viii. Training: The permittee must provide information to operators of applicable construction activities as necessary to ensure that each operator is aware of the permittee’s applicable requirements, including controlling pollutants such as trash. The training must also include information on trash as a pollutant source.	viii. Training: The applicable mechanism or program documents used to train construction operators.	None given.

*PDD Requirement: Part I.E.3.c.viii. Training: A list of citation(s) and location(s) of the training program and supporting documents.*

Title	Document Location
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf
Template Pre-con meeting agenda	J/XXXX (year)/Pre-con template.doc J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program
Brochures for Pre-con meetings	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program

**Part I.E.3.c.ix. For Applicable Construction Activities that Overlap Multiple Permit Areas:**

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
ix. For Applicable Construction Activities that Overlap	ix. For Applicable Construction	None given.

Program Requirements (Part I.E.3.a)	Recordkeeping (Part I.E.3.b)	Compliance Schedule
<p>Multiple Permit Areas when a written agreement is in place with a co-regulating MS4 permittee:                      (A) Control measure requirements may be imposed on the operator in accordance with the requirements of a co-regulating MS4 permittee pursuant to the written agreement.                      (B) Site plan review/acceptance and site inspection actions may be conducted by a co-regulating MS4 permittee to meet the requirement of the permit.</p>	<p>Activities that Overlap Multiple Permit Areas: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.3.a.ix.</p>	

<i>PDD Requirement: Part I.E.3.c.ix. For Applicable Construction Activities that Overlap Multiple Permit Areas: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee meets all permit requirements in Part I.E.3 for construction activities for which the permittee is the owner or operator, if different than procedures for private sites.</i>	
Title	Document Location
Littleton Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Construction Program\ Littleton Construction Program_3-2020.pdf
Agreements (if any)	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Multiple Jurisdiction Agreements

## Part I.E.4. Post-Construction Stormwater Management in New Development and Redevelopment

### Part I.E.4.c i. Excluded Sites:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>i. Excluded Projects: Permittees may exclude the following from the requirements of an applicable development project.</p> <ul style="list-style-type: none"> <li>(A) "Pavement Management Projects"</li> <li>(B) Excluded Roadway Redevelopment</li> <li>(C) Excluded Existing Roadway Areas</li> <li>(D) Aboveground and Underground Utilities</li> <li>(E) Large Lot Single Family Projects</li> <li>(F) Non-Residential and Non- Commercial Infiltration Conditions</li> <li>(G) Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped</li> <li>(H) Stream Stabilization Sites</li> <li>(I) Trails</li> <li>(J) Oil and Gas Exploration</li> <li>(K) County Growth Areas:</li> </ul>	<p>i. Excluded Sites: Maintain records for activities covered under Part I.E.4.a.i. Records must include the site name, owner name, location, completion date, project acreage, reason for exclusion, and any information required below.</p> <ul style="list-style-type: none"> <li>(A) Pavement Management Projects – The acreage of the excluded impervious area for rehabilitation and reconstruction of pavement that are not maintenance sites.</li> <li>(B) Excluded Roadway Redevelopment – The acreage of the excluded impervious area.</li> <li>(C) Excluded Existing Roadway Areas for Roadway Redevelopment – The acreage of the excluded impervious area.</li> <li>(D) Non-Residential and Non-Commercial Infiltration Conditions – The acreage of the excluded impervious area.</li> <li>(E) Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped Redevelopment – The acreage of the excluded impervious area.</li> <li>(F) Stream Stabilization Sites Redevelopment – The acreage of the excluded impervious area.</li> <li>(G) Trails – The acreage of the excluded impervious area.</li> </ul>	<p>Completed July 1, 2019</p>

*PDD Requirement: Part I.E.4.c i. Excluded Sites: A list of citation(s) and location(s) of regulatory mechanism(s) that allow for exclusions and supporting documents used to implement the process.*

Title	Document Location
Littleton Storm Drainage Design and Technical Criteria Manual, July 1, 2019 (Chapter 15)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>
Municipal Code 7-7-6 reference to above	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>

### Part I.E.4.c ii. Regulatory Mechanism:

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>ii. Regulatory Mechanism: To the extent allowable under state or local law, implement a regulatory mechanism to meet the requirements in Part I.E.4.a., including:</p>	<p>ii Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program</p>	<p>Completed July 1, 2019</p>

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
(A) Require control measures to be implemented for all applicable development sites. (B) Enforce the conditions of the exclusions above if applicable. (C) Require the long-term operation and maintenance of control measures . (D) Ensure that mechanisms are in place as necessary to meet this requirement for control measures used to meet the requirements of this permit by an applicable development site in the permit area that are located outside of the jurisdictional control of the permittee. (E) Implement sanctions against entities responsible for applicable development sites and for the long-term operation and maintenance of the control measures.	documents used to meet the permit requirements.	

*PDD Requirement: Part I.E.4.c ii. Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including the section of the regulatory mechanism used for enforcement activities. A list of the associated program documents used to meet the regulatory mechanism requirements.*

Title	Document Location
Municipal Code 7-7-4 through 7 Municipal Code 11-6-4  Municipal Code 7-7 -12 (enforcement)	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>
Littleton Storm Drainage and Technical Criteria Manual, July 1, 2019	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>

***Part I.E.4.c iii. Regulatory Mechanism Exemptions:***

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exclusions, exemptions, waivers, and variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit.	iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.	Completed July 1, 2019

*PDD Requirement: Part I.E.4.c iii. Regulatory Mechanism Exemptions: A list of citation(s) and location(s) of regulatory mechanism elements that allow for exemptions. A list of the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.*

Title	Document Location
Municipal Code 7-7-6 (reference to criteria manual)	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>



<p>Littleton Storm Drainage and Technical Criteria Manual, July 1 2019 (Chapter 15)</p>	<p><a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a></p>
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**Part I.E.4.c.iv. Control Measure Requirements:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>iv. Control Measure Requirements: The permittee’s requirements and oversight for applicable development sites must be implemented to address the selection, installation, implementation, and maintenance of control measures in accordance with requirements in Part I.B. The “base design standard” is the minimum design standard for new development and redevelopment. The control measures for applicable development sites shall meet one of the following base design standards listed below:</p> <ul style="list-style-type: none"> <li>(A) WQCV Standard</li> <li>(B) Pollutant Removal Standard</li> <li>(C) Runoff Reduction Standard</li> <li>(D) Applicable Development Site Draining to a Regional WQCV Control Measure</li> <li>(E) Applicable Development Site Draining to a Regional WQCV Facility</li> <li>(F) Constrained Redevelopment Sites Standard</li> <li>(G) Previous Permit Term standard</li> </ul>	<p>iv. Control Measure Requirements: The applicable codes, resolutions, ordinances and program documents used to meet the permit requirements, including the procedures to determine which design standard applies to each applicable development site and the design specifications for each design standard (if applicable).</p>	<p>Completed July 1, 2019</p>

*PDD Requirement: Part I.E.4.c.iv. Control Measure Requirements: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to meet the requirements in Part I.E.4.v, including any documents that provide control measure design considerations, criteria, or standards.*

Title	Document Location
<p>Littleton Post-Construction Program Description, 3/2020</p>	<p>J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf</p>
<p>Littleton Storm Drainage and Technical Criteria Manual, July 1 2019 (Chapter 15)</p>	<p><a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a></p>

**Part I.E.4.c.v. Site Plan Requirements:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>v. Site Plans (A) Site Plan Requirements: Site plans that include control measures for the applicable</p>	<p>v. Site Plans: Copies of final site plans for all applicable development sites. (A) For all sites for which the stormwater</p>	<p>Completed July 1, 2019</p>

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>development projects must include the following:</p> <ol style="list-style-type: none"> <li>1) Design details for all structural control measures implemented to meet the requirements of Part I.B.4.</li> <li>2) A narrative reference for all non-structural control measures for the project, if applicable.</li> <li>3) Documentation of operation and maintenance procedures to ensure the long term observation, maintenance, and operation of the control measures. The documentation shall include frequencies for routine inspections and maintenance activities.</li> <li>4) Documentation regarding easements or other legal means for access of the control measure sites for operation, maintenance, and inspection of control measures.</li> </ol> <p>(B) Site Plan Review: The permittee shall implement a site plan review process for applicable development sites. The site plan review shall include the following minimum requirements designed to prevent inadequate control measures from being implemented or modified:</p> <ol style="list-style-type: none"> <li>1) Confirmation that control measures meet the requirements of Part I.E.4.</li> <li>2) Confirmation that site plans meet the requirements of Part I.E.4.a.v.</li> </ol> <p>(C) The permittee must meet the requirements of Part I.E.4.a.v(A) and (B) before approving any modifications to the site plan.</p>	<p>runoff going to a regional WQCV control measure or facility is applied: The name and location of the regional WQCV control measure or facility.</p> <p>(B) For all sites for which the constrained redevelopment sites standard is applied: The site plan and the permittee’s written determination that it is not practicable to meet any of the other design standards in Parts I.E.4.a.iv(A)(B) or (C). The permittee’s written determination shall include an evaluation of the applicable redevelopment sites ability to install a control measure without reducing surface area covered with the structures.</p> <p>(C) For all sites for which the previous permit term standard is applied: Date of the start of the permittee’s review process, the permittee’s approval of the site plan (if applicable), the control measure implementation, and any modifications to the site plan. (D) The applicable documentation for the operation and maintenance procedures that ensure the long-term observation, maintenance, and operation of control measures, including routine inspection frequencies and maintenance activities.</p> <p>(E) The applicable documentation regarding easements or other legal means for access to the control measure for operation, maintenance, and inspection of control measures.</p>	

*PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (A) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee requires operators to develop, maintain, and modify site plans, including the citation(s) and location(s) of supporting documents.*

Title	Document Location
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf
Littleton Storm Drainage and Technical Criteria Manual, July 1 2019 (Chapter 15)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>

*PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (B) A list of citation(s) and location(s) of applicable*

<i>documents that demonstrate that the permittee conducts initial site plan reviews, including the citation(s) and location(s) of supporting documents.</i>	
Title	Document Location
Review documents/correspondence Preliminary and Final/Approved Site Plans and construction plans	TRAKIT> Case No. or Grading/Building Permit No. (through permit trak or project trak)>attachments
<i>PDD Requirement: Part I.E.4.c.v. Site Plan Requirements: (C) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has operation and maintenance procedures that ensure the long-term observation, maintenance, and operation of control measures , including routine inspection frequencies and maintenance activities.</i>	
Title	Document Location
Littleton Storm Drainage and Technical Criteria Manual, July 1 2019 (Chapter 15)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf
<i>PDD Requirement: Part I.E.4.c.v. Site Plan Requirements:(D) A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has procedures to ensure that structural control measures have easements or other legal means for access to the control measure for operation, maintenance, and inspection of control measures.</i>	
Title	Document Location
Littleton Storm Drainage and Technical Criteria Manual, July 1 2019 (Chapter 15)	<a href="https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage">https://www.littletongov.org/city-services/city-departments/public-works/sewer-and-storm-drainage</a>

***Part I.E.4.c.vi. Construction Inspection and Acceptance and Post Acceptance Oversight Site Inspection:***

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
vi. Construction Inspection and Acceptance: The permittee must implement inspection and acceptance procedures to ensure that control measures are installed and implemented in accordance with the site plan and include the following: (A) Confirmation that the completed control measure operates in accordance with the approved site plan. (B) All applicable development sites must have operational permanent water quality control measures at the completion of the project. In the case where permanent water quality control measures are part of future phasing, the permittee must have a mechanism to ensure that all control measures will be implemented, regardless of completion of future phases or site ownership. In such	vi. Construction Inspection and Acceptance: Maintain records of inspections conducted during construction and the permittee’s acceptance of the control measure(s).	Completed July 1, 2019

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
cases, temporary water quality control measures must be implemented as feasible and maintained until removed or modified. All temporary water quality control measure must meet one of the design standards in Part I.E.4.a.iv.		

*PDD Requirement: Part I.E.4.c.vi. Construction Inspection and Acceptance and Post Acceptance Oversight Site Inspection: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for inspections, including the citation(s) and location(s) of supporting documents that describe the following:*

*(A) The process and tools used for documenting inspections.*

*(B) The process for inspection follow-up, including determining, implementing, and documenting the nature of the follow-up action.*

*(C) The process for determining, implementing, and documenting Post Acceptance Site Inspection frequencies if different than once a permit term.*

*(D) Procedures for determining ownership through property records, as needed.*

Title	Document Location
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf

**Part I.E.4.b vi. Post Acceptance Oversight:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>vii. Long-Term Operation and Maintenance and Post Acceptance Oversight: The permittee must implement written procedures which include the following minimum requirements to ensure adequate long-term operation and maintenance of control measures to ensure that they are functioning as designed:</p> <p>(A) Procedures to enforce the requirements for the owner or operator to implement and maintain control measures when necessary.</p> <p>(B) Oversight shall include inspections of field conditions and control measures to confirm conformity with the site plan, identify any inadequate control measures, and identify control measures requiring routine maintenance, such as trash removal. All functional elements of control measures shall be inspected at a frequency determined by the permittee. Inspections of each control measure shall occur at least once during the permit term except when Inspections for oversight of control</p>	<p>vii. Post Acceptance Oversight: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:</p> <p>(A) Inspection date</p> <p>(B) Name of inspector</p> <p>(C) Control measure identification, including the type of control measure</p> <p>(D) Owner of the control measure</p> <p>(E) Confirmation that the control measure operates in accordance with the approved plan</p> <p>(F) Inspection findings including, when present: inadequate control measures and control measures requiring routine maintenance</p> <p>(G) Confirmation that the control measure is operating as designed or a list of follow up actions</p> <p>Permittees only have to keep the inspection records for the once a permit term</p>	<p>Completed July 1, 2019</p>

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
measures on individual residential lots serving only the individual lot shall occur as determined by the permittee and may rely on alternative oversight process.	inspection. Permittees do not have to keep records for inspections conducted more frequently than required by this permit.	

*PDD Requirement: No PDD requirement*

**Part I.E.4.c.vii. Enforcement Response:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
viii. Enforcement Response: Implement appropriate written enforcement procedures and actions to meet the requirements of Part I.E.4. The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the violator to ensure that findings of a similar nature are enforced upon consistently. The permittee must have processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measure requirements. Written enforcement procedures must include informal, formal, and judicial enforcement responses.	viii. Enforcement Response: Maintain records of the enforcement response.	Completed July 1, 2019

*PDD Requirement: Part I.E.4.c.vii. Enforcement Response: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for enforcement response. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place.*

Title	Document Location
Municipal Code 7-7-12	<a href="https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter">https://www.littletongov.org/city-services/city-departments/city-clerk/city-code-city-charter</a>
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf

**Part I.E.4.c.viii. Tracking:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
ix. Tracking: Implement and document procedures and mechanisms to track the location of and adequacy of operation of control measures implemented in accordance with the program.	ix. Tracking: Maintain records of the required control measure and regional WQCV control measure and facilities information.	None given.

*PDD Requirement: Part I.E.4.c.viii. Tracking: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee has written procedures for maintaining the required tracking information.*

Title	Document Location
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf
Inspection Reports and photos	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Post-Construction Program\Permanent BMP and detention inspections\Inspection files_photos-other info by year\XXXX (year)
Summary Spreadsheet: XXXX (years of permit term)_detention and WQ inventory_inspections.xls	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Post-Construction Program\Permanent BMP and detention inspections\

**Part I.E.4.c.ix. Training:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
x. Training: Train applicable municipal staff to inspect the control measures in accordance with the permittee’s procedures in Part I.E.4.a.vi and vii. The permittee must identify those who will be likely to inspect the control measures and provide training to those individuals. The training must also include information on trash and its effects on water quality.	x. Training: Name and title of each individual trained, date of training, the type of training, and a list of topics covered.	None given.

*PDD Requirement: Part I.E.4.c.ix. Training: A list of citation(s) and location(s) of the training program and supporting documents.*

Title	Document Location
Littleton Post-Construction Program Description, 3/2020	J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2002.pdf
Copies of attendance sheets, topics covered	J:\WATER QUALITY PROGRAM\MS4 permit\Training\Post-Construction BMP inspections\XXXX (by year)  Hard copies in Public Works/Engineering files until scanned

**Part I.E.4.c.x. For Applicable Construction Activities that Overlap Multiple Permit Areas:**

Program Requirements (Part I.E.4.a)	Recordkeeping (Part I.E.4.b)	Compliance Schedule
<p>xi. For applicable development sites that overlap multiple permit areas (co-regulating MS4 permittee), when a written agreement is in place with a co- regulating MS4 permittee the following is required:</p> <p>(A) Control measure requirements may be imposed on the operator in accordance with the requirements of a co-regulating MS4 permittee pursuant to the written agreement. This requirement does not apply to applicable development sites in the permit area of the Colorado Department of Transportation.</p> <p>(B) Site plan review/acceptance and site inspection actions may be conducted by a co- regulating MS4 permittee to meet the requirement of the permit.</p>	<p>xi. For Applicable Construction Activities that Overlap Multiple Permit: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.4.a.xi.</p>	<p>None given.</p>

*PDD Requirement: Part I.E.4.c.x. For Applicable Construction Activities that Overlap Multiple Permit Areas: A list of citation(s) and location(s) of applicable documents that demonstrate that the permittee meets all permit requirements in Part I.E.4 for applicable development site for which the permittee is the owner or operator, if different than procedures for private sites.*

Title	Document Location
<p>Littleton Post-Construction Program Description, 3/2020</p> <p>Agreements (if any)</p>	<p>J:\WATER QUALITY PROGRAM\MS4 permit\Post-Construction Program\Post Construction Program Description 3-2020.pdf</p> <p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Multiple Jurisdiction Agreements\Post Construction</p>

## Part I.E.5 Pollution Prevention/Good Housekeeping for Municipal Operations

### Part I.E.5.c.i. Municipal Facility Runoff Control Measures:

Program Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>ii. Municipal Facility Runoff Control Measures:</p> <p>(A) The permittee shall implement control measures to prevent or reduce potential discharges of pollutants to the MS4 from the applicable municipal facilities listed below. New written procedures shall be developed and implemented for any new applicable municipal facilities prior to associated pollutant sources being present.</p> <ol style="list-style-type: none"> <li>1) Vehicle maintenance facilities</li> <li>2) Asphalt and concrete batch plants which are not already authorized by a separate CDPS or NPDES discharge permit</li> <li>3) Solid-waste transfer stations where waste and recyclables are briefly held before further transport</li> <li>4) Outdoor storage yards with exposed stockpiles of materials, including stockpiles of road deicing salt, salt and sand, sand, and rotomill material</li> </ol> <p>(B) The permittee shall implement the following categories of control measures as necessary to prevent or reduce the pollutant sources present:</p> <ol style="list-style-type: none"> <li>1) Preventive maintenance</li> <li>2) Good housekeeping</li> <li>3) Spill prevention and response procedures</li> <li>4) Structural control measures</li> <li>5) Evaluation of non-stormwater discharges</li> <li>6) Employee training</li> </ol>	<p>i. Municipal Facility Runoff Control Measures: For each applicable municipal facility:</p> <ol style="list-style-type: none"> <li>(A) Facility identification</li> <li>(B) Description of all pollutant sources</li> <li>(C) Control measures implemented, including installation and implementation specifications and information</li> <li>(D) Staff (position title) responsible for implementation of control measures and associated documentation</li> <li>(E) Description of control measures implemented for bulk storage structures.</li> </ol>	<p>a.ii. Completed July 1, 2017</p> <p>b.i. Completed July 1, 2019</p>

*PDD Requirement: Part I.E.5.c.i. Municipal Facility Runoff Control Measures: A list of citations(s) and locations(s) of the following:*

*(A) List of applicable municipal facilities.*

*(B) List of facilities the permittee owns or operates that are subject to separate CDPS or NPDES permit coverage under the state’s general stormwater permits for discharges of stormwater associated with industrial activity.*

*(C) Citation(s) and location(s) of supporting documents of the municipal facility runoff control measures, including documents that provide control measure installation and implementation specifications and information.*

Title	Document Location
Standard Operating Procedures and Fact Sheets	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Standard Operating Procedures and Fact Sheets\



<p>Service Center Runoff Control Plan, 2018</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_12-2018</p>
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**Part I.E.5.c. ii. Municipal Facility Runoff Control Measures:**

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>ii. Municipal Facility Runoff Control Measures: (C) The permittee shall implement written municipal facility inspection procedures, which must at a minimum include the following:                      1) An annual visual inspection of each applicable municipal facility.                      2) A verification that the written procedures and documentation reflect current conditions.                      3) Observation of locations and areas where stormwater from municipal facilities are discharged off-site; or discharged to waters of the state, or to a storm sewer system that drains to waters of the state.                      4) Observation of facility conditions, including pollutant sources and control measures, to identify inadequate control measure and control measure requiring maintenance.</p>	<p>i. Municipal Facility Runoff Control Measures: (F) Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:                      1) Inspection date                      2) Name of inspector                      3) Applicable facility identification                      4) Inspection findings including, when present: inadequate control measures, control measures requiring routine maintenance, and if there was any evidence of polluted discharges from the facility                      5) Confirmation and documentation that the control measures are adequate or a list of follow up actions</p>	<p>Completed July 1, 2019</p>

*PDD Requirement: Part I.E.5.c.i. Municipal Facility Runoff Control Measures: (D) Citation(s) and location(s) of supporting documents for inspections, including the written procedures for conducting inspections.*

Title	Document Location
Standard Operating Procedures and Fact Sheets	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Standard Operating Procedures and Fact Sheets\
Service Center Runoff Control Plan, 2018	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018\
Annual inspections, and inspection form, Service Center	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Inspections at Service Center\ titled by year
Recordkeeping for maintenance and construction work at Service Center for MS4 program	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control

	Plan\Recordkeeping
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**Part I.E.5.c. ii.Municipal Operations and Maintenance Procedures:**

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>iii. Municipal Operations and Maintenance Procedures: The permittee shall implement control measures that prevent or reduce discharges for applicable municipal operations that are not covered under Part I.E.5.a.ii(A). New written procedures shall be developed and implemented for any new applicable municipal operations prior to associated pollutant sources being present.</p> <p>(A) At a minimum, implementation of the procedures must prevent or reduce stormwater pollution from the following operations conducted by the permittee:</p> <ol style="list-style-type: none"> <li>1) Operation and maintenance of streets, roads, highways</li> <li>2) Operation and maintenance of municipal parking lots</li> <li>3) Operations at maintenance and storage yards</li> <li>4) Operations at maintenance shops with outdoor storage areas</li> <li>5) Operation and maintenance of snow dumps/snow disposal areas</li> <li>6) Operation and maintenance of sites used for temporary storage of sweeper tailings or other waste piles</li> <li>7) Park and open space maintenance</li> <li>8) Building maintenance</li> <li>9) New construction of municipal facilities</li> <li>10) Application of pesticides, herbicides, and fertilizers</li> <li>11) Large outdoor festivals and events</li> <li>12) Construction activities not subject to the requirements of Part I.E.3</li> <li>13) Maintenance, replacement, and construction of utilities and the storm system, including operations, such as storage, dewatering, or disposal, associated with removal of sediment, debris, and other pollutant sources from the MS4, including removal of materials, such as trash, from control measures implemented in accordance with Part I.E.4, unless covered by a separate CDPS or NPDES permit.</li> </ol>	<p>ii. Municipal Operations and Maintenance Procedures: Control measures implemented, including installation and implementation information.</p>	<p>None given.</p>

*PDD Requirement: Part I.E.5.c.ii.Municipal Operations and Maintenance Procedures: A list of citations(s) and locations(s) of the following:*

*(A) List the municipal operations to which this program applies.*

*(B) Citation(s) and location(s) of supporting documents, including documents that provide control measure installation and implementation specifications and implementation.*

Title	Document Location
Standard Operating Procedures and Fact Sheets	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Standard Operating Procedures and Fact Sheets\

Service Center Runoff Control Plan, 2018	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018
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**Part I.E.5.c.iv. Nutrient Source Reductions:**

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>iv. Nutrient Source Reductions: The permittee shall implement a municipal operations program that has the ultimate goal of preventing or reducing nitrogen and phosphorus in stormwater runoff associated with the applicable municipal operations and facilities.</p> <p>(A) The permittee shall evaluate, identify, and document the municipal operations and facilities that are and/or have the potential to contribute nitrogen and phosphorus to the waters receiving the discharge authorized under this permit (identified municipal operations nutrient sources). The permittee is authorized to meet the requirements of this section through contribution to a collaborative program to evaluate, identify, and target sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the permittee’s discharge(s). At a minimum, the permittee shall include the storage and application of fertilizer, including subsequent stormwater or irrigation runoff from areas were fertilizer has been applied, as an identified municipal operations nutrient source if these operations were not covered under Part I.E.5.a.ii and iii.</p>	<p>iii. Nutrient Source Reductions: Control measures implemented to prevent or reduce nitrogen and phosphorus from municipal operations, including installation and implementation information.</p>	<p>Completed July 1, 2020</p>

*PDD Requirement: Part I.E.5.c.iii. Nutrient Source Reductions: A list of citations(s) and locations(s) of the method used to evaluate operations and facilities to identify sources of nitrogen and phosphorus discharges from the MS4 that can be controlled through the implementation of control measures.*

Title	Document Location
<p>Standard Operating Procedures:                      SOP 9 Good Housekeeping                      SOP 10 Spill Prevention                      SOP 11 Materials Storage                      SOP 13 Landscape Chemicals                      SOP 15 Groundkeeping                      SOP 16 Open Space groundkeeping                      SOP 24 Bulk Storage Containment</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018</p>
<p>Service Center Runoff Control Plan, 2018</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018</p>

**Part I.E.5.c.iv.Outdoor Bulk Storage:**

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>v. Outdoor bulk storage structures, of more than 55 gallons, for petroleum products and any other liquid chemicals located at applicable municipal facilities must have control measures implemented that provide secondary containment or equivalent protection that contains all spills and prevents any spilled material from entering state waters. For the scenario of a single containment system serving multiple tanks, the containment system must have sufficient capacity to contain 10% of the volume of containers, or the volume of the largest container plus 10%, whichever is greater. Bulk storage on mobile refuelers that are subject to the authority and control of the U.S. Department of Transportation, as defined in the Memorandum of Understanding between the Secretary of Transportation and the Administrator of EPA, dated November 24, 1971 are not subject to the requirements of Part I.E.5.a.ii(A)(5). Before the implementation of such controls, the permittee shall implement practices, such as spill prevention and response, to prevent or reduce pollutants in runoff associated with bulk storage structures.</p>	<p>iv. Bulk Storage: Description of control measures implemented for bulk storage structures, if applicable.</p>	<p>Completed July 1, 2021</p>

*PDD Requirement: Part I.E.5.c.iv.Outdoor Bulk Storage: iv. Bulk Storage: A list of citations(s) and locations(s) of procedures to ensure that this requirement is met.*

Title	Document Location
<p>Standard Operating Procedures 9, 10, 24</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Standard Operating Procedures and Fact Sheets\</p>
<p>Service Center Runoff Control Plan, 2018</p> <p>Recordkeeping of secondary containment installation for MgCl tanks in Sept 2019</p>	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018</p> <p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Recordkeeping\Sept 2019 secondary containment of MgCl\</p>

**Part I.E.5.c.v.Training:**

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>vi. Training: Train applicable municipal staff to implement the Pollution Prevention/Good Housekeeping for Municipal Operations, including training for employees</p>	<p>v. Training: Name and department of each individual trained, date of</p>	<p>None given.</p>

Permit Requirements (Part I.E.5.a)	Recordkeeping (Part I.E.5.b)	Compliance Schedule
<p>that will conduct inspections in accordance with Part I.E.5.a.ii(C). The permittee must identify those who will be likely to inspect the control measures and provide training to those individuals. The program must inform public employees responsible for operations with the potential to result in an illicit discharge about the permittee’s prohibitions against, and potential impacts associated with, illicit discharges from municipal operations. The training must also include information on trash and its effects on water quality.</p>	<p>training, the type of training, and a list of topics covered.</p>	

*PDD Requirement: Part I.E.5.c.v.Training: v. Training: A list of citation(s) and location(s) of the training program and supporting documents.*

Title	Document Location
Service Center Runoff Control Plan, 2018	J:\WATER QUALITY PROGRAM\MS4 PERMIT\Municipal Operations\Service Center Runoff Control Plan\Service Center Runoff Control Plan\Municipal Facility Runoff Control Plan_Jan 2018
Attendance logs, dates, and topics (by year)	<p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Training\Municipal operations Good Housekeeping\XXXX (year)</p> <p>J:\WATER QUALITY PROGRAM\MS4 PERMIT\Training\Illicit Discharges\XXXX (year)</p>