

**Stormwater Management Plan**  
**Town of Butner**  
**NCS000544**

April 16, 2025



## Table of Contents

<b>PART 1: INTRODUCTION .....</b>	<b>1</b>
<b>PART 2: CERTIFICATION .....</b>	<b>2</b>
<b>PART 3: MS4 INFORMATION .....</b>	<b>3</b>
3.1 Permitted MS4 Area .....	3
3.2 Existing MS4 Mapping .....	4
3.3 Receiving Waters .....	4
3.4 MS4 Interconnection .....	5
3.5 Total Maximum Daily Loads (TMDLs) .....	5
3.6 Industrial Facility Discharges .....	5
3.7 Non-Stormwater Discharges .....	6
3.8 Target Pollutants and Sources .....	7
<b>PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION.....</b>	<b>8</b>
4.1 Organizational Structure .....	8
4.2 Program Funding and Budget .....	10
4.3 Shared Responsibility .....	11
4.4 Co-Permittees .....	12
4.5 Measurable Goals for Program Administration .....	12
<b>PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM.....</b>	<b>14</b>
<b>PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM .....</b>	<b>17</b>
<b>PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM .....</b>	<b>18</b>
<b>PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM .....</b>	<b>21</b>
<b>PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM.....</b>	<b>23</b>
<b>PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS .....</b>	<b>29</b>
<b>APPENDIX A – MS4 MAP .....</b>	<b>35</b>

## **List of Tables**

- Table 1: Summary of MS4 Mapping
- Table 2: Summary of MS4 Receiving Waters
- Table 3: Summary of Approved TMDLs
- Table 4: Summary of Federally Listed Species/Habitat Impacted by Surface Water Quality
- Table 5: NPDES Stormwater Permitted Industrial Facilities
- Table 6: Non-Stormwater Discharges
- Table 7: Summary of Target Pollutants and Sources
- Table 8: Summary of Responsible Parties
- Table 9: Shared Responsibilities
- Table 10: Co-Permittee Contact Information
- Table 11: Program Administration BMPs
- Table 12: Summary of Target Pollutants & Audiences
- Table 13: Public Education and Outreach BMPs
- Table 14: Public Involvement and Participation BMPs
- Table 15: Illicit Discharge Detection and Elimination BMPs
- Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program
- Table 17: Construction Site Runoff Control BMPs
- Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program
- Table 19: Summary of Existing Post-Construction Program Elements
- Table 20: Post Construction Site Runoff Control BMPs
- Table 21: Pollution Prevention and Good Housekeeping BMPs

## **PART 1: INTRODUCTION**

The purpose of this Stormwater Management Plan (SWMP) is to establish and define the means by which the Town of Butner will comply with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and the applicable provisions of the Clean Water Act to meet the federal standard of reducing pollutants in stormwater runoff to the maximum extent practicable.

This SWMP identifies the specific elements and minimum measures that the Town of Butner will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Energy, Minerals and Land Resources (DEMLR) in order to comply with the MS4 Permit number NCS000544 as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the Town of Butner and located within the corporate limits of the Town of Butner.

In preparing this SWMP, the Town of Butner has evaluated its MS4 and the permit requirements to develop a comprehensive 5-year SWMP that will meet the community's needs, address local water quality issues and provide the minimum measures necessary to comply with the permit. The SWMP will be evaluated and updated annually to ensure that the elements and minimum measures it contains continue to adequately provide for permit compliance and the community's needs.

Once the SWMP is approved by NCDEQ, all provisions contained and referenced in this SWMP, along with any approved modifications of the SWMP, are incorporated by reference into the permit and become enforceable parts of the permit. Any major changes to the approval of SWMP will require resubmittal, review and approval by NCDEQ and may require a new public comment period depending on the nature of the changes.



## PART 2: CERTIFICATION

By my signature below I hereby certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

I am also aware that the contents of this document shall become an enforceable part of the NPDES MS4 Permit, and that both the Division and the Environmental Protection Agency have NPDES MS4 Permit compliance and enforcement authority.


☐ I am a ranking elected official.

☐ I am a principal executive officer for the permitted MS4.

☒ I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):

☐ A specific individual having overall responsibility for stormwater matters.

☒ A specific position having overall responsibility for stormwater matters.

Signature:	
Print Name:	Jennifer Ganser
Title:	Planning Director
Signed this <u>4th</u> day of 20 <u>25</u> .	

**PD GANSER APPOINTED AS ORDINANCE ADMINISTRATOR, STORMWATER  
ADMINISTRATOR AND FLOOD PLAIN ADMINISTRATOR  
ADMINISTERED OATH OF OFFICE**

Mayor Turner presented for consideration the appointment of Planning Director Jennifer Ganser as Ordinance Administrator, Stormwater Administrator and Flood Plain Administrator. As the Planning Director, Ms. Ganser needs to be appointed to various positions and sworn in accordingly.

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO APPOINT PLANNING DIRECTOR GANSER AS ORDINANCE ADMINISTRATOR, STORMWATER ADMINISTRATOR AND FLOOD PLAIN ADMINISTRATOR. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Following Council Approval, Planning Director Ganser was Administered the Oath of Office for Ordinance Administrator, Stormwater Administrator and Flood Plain Administrator.**

**PD GANSER APPOINTED TO KERR-TAR COG RPO-TAC, KERR-TAR COG RPO-TCC, UNRBA  
NOT QUALIFIED FOR RPO – TAC – PER COG**

Mayor Turner presented for consideration the appointment of Planning Director Jennifer Ganser to the following committees.

- Kerr-Tar Council of Government RPO – TAC Alternate (staff representative)
- Kerr-Tar Council of Government RPO – TCC (staff representative)
- Upper Neuse River Basin Association (UNRBA) – First Alternate (staff representative)

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO APPOINT PLANNING DIRECTOR GANSER TO THE KERR-TAR COG RPO-TAC, KERR TAR RPO-TCC & UNRBA AS PROPOSED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**We were later informed by the Kerr-Tar COG that the alternate for the RPO-TAC must be an elected official according to their by-laws and State Law. This was a change from past appointment practices.**

**ADOPTED VEHICLE SERVICE (USE) FEE FOR BPS - \$8.75/HR.**

BPS Director Champion presented a Vehicle Use Fee for Public Safety Requests by businesses in the amount of \$8.75 per hour. Periodically, we are asked to provide high-visibility secondary employment to businesses that may expect retaliation for terminations and threats. The town must cover the use of fuel and maintenance for incidents like this. Since this is not part of routine operations, we would like the expense to be incurred by the entity since they are making the request. After researching other NC Law Enforcement Agencies for this type of fee, the Town Manager and Public Safety Director recommend a rate of \$8.75/hr. for vehicle use. This is equivalent to 25% of our Secondary Employment rate of \$35. The vehicle use fee would be billed to the requestor by the town.

BPS will be responsible for having the requestor sign a contract and provide the amount to be billed to the Finance Department.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO ADOPT A VEHICLE SERVICE(USE) FEE FOR PUBLIC SAFETY REQUESTS BY BUSINESSES IN THE AMOUNT OF \$8.75 PER HOUR. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### 3.1 Permitted MS4 Area

Map of the Town of Butler showing town limits and parcels. The map includes a scale bar (0 to 2 miles), a north arrow, and a legend. The legend indicates that the red outline represents the 'Butler Town Limit' and the black outline represents 'Parcels'. The map shows various streets, including Roberts, Central, and Main, and several buildings and structures. The map is dated August 11, 2015.

### 3.2 Existing MS4 Mapping

The current MS4 Map (Appendix A) includes IDDE points, inlets, manholes, outfall points, channels, culverts, pipes, swales, and streams.

Table 1: Summary of MS4 Mapping

Percent of MS4 Area Mapped	100	%
No. of Major Outfalls* Mapped	5	total
Total Outfalls Mapped	12	total

*\*An outfall is a point where the MS4 discharges from a pipe or other conveyance (e.g. a ditch) directly into surface waters. Major outfalls are required to be mapped to meet permit requirements. A major outfall is a 36-inch diameter pipe or discharge from a drainage area > 50-acres; and for industrial zoned areas a 12-inch diameter pipe or a drainage area  $\geq$  2-acres.*

### 3.3 Receiving Waters

The Town of Butner MS4 is located within the Neuse River Basin and discharges directly into receiving waters as listed in Table 2 below. Applicable water quality standards listed below are compiled from the following NCDEQ sources:

- [Waterbody Classification Map](#)
- [Impaired Waters and TMDL Map](#)
- Most recent NCDEQ Final [303\(d\) List](#)

Table 2: Summary of MS4 Receiving Waters

Receiving Stream Name	Stream Segment	Water Quality Classification	Use Support Rating	Water Quality Issues	303(d) List
Knap of Reeds Creek	27-4-(6)	WS_IV NSW	PS	Zinc, Ecological Integrity: Benthos	27-4-(6)_1998
Knap of Reeds Creek (Butner Lake)	27-4-(2)	WS-II HQW NSW CA	FS		
Ledge Creek	27-10-(0.5)	WS-II HQW NSW	FS		
Ledge Creek (Lake Rogers)	27-10-(1)	WS-II HQW NSW CA	FS	Chlorophyll a	27-10(1)c
Little Ledge Creek	27-10-3-(1)	WS-IV NSW	FS		
Picture Creek	27-4-7-(2)	WS-IV NSW	NR		



Unnamed Tributary to Knap of Reeds Creek	27-4-5-(1)	WS-II HQW NSW	FS		
Unnamed Tributary to Knap of Reeds Creek (Lighting Lake)	27-4-5-(2)	WS-II HQW NSW CA	FS		

### 3.4 MS4 Interconnection

The Town of Butner MS4 is not interconnected with another regulated MS4 and directly discharges to the receiving waters as listed in Table 2 above.

The MS4 does not interconnect with the statewide NCDOT MS4.

### 3.5 Total Maximum Daily Loads (TMDLs)

The Town of Butner has no TMDLs for receiving waters.

### Endangered and Threatened Species and Critical Habitat

Significant populations of threatened or endangered species and/or critical habitat are identified within the regulated MS4 urbanized area. Based upon a review of the Information for Planning and Consultation (IPAC) Endangered Species List provided by the U.S. Fish and Wildlife Service, the species listed in Table 4 have the potential to occur within the regulated MS4 urbanized area. Of those species listed, Table 4 summarizes the species that may be significantly impacted by the quality of surface waters within their habitat.

Table 4: Potentially Federally Listed Species/Habitat Impacted by Surface Water Quality

Scientific Name	Common name	Species Group	Federal Listing Status
Necturus Lewisi	Neuse River Waterdog	Amphibian	Endangered
Noturus Furiosus	Carolina Madtom	Fish	Endangered
Danaus Plexippus	Monarch Butterfly	Insect	Endangered
Ptilimnium Nodsum	Harperealla	Flowering Plant	Endangered
Echinacea Laevigata	Smooth Coneflower	Flowering Plant	Endangered

### 3.6 Industrial Facility Discharges

The Town of Butner MS4 jurisdictional area includes the following industrial facilities which hold NPDES Industrial Stormwater Permits, as determined from the [NCDEQ Maps & Permit Data web page](#).

Table 5: NPDES Stormwater Permitted Industrial Facilities

Permit Number	Facility Name
NCGNE1325	Delhaize America Distribution LLC
NCGNE1442	Cormetech Inc
NCGNE0054	Care Fusion Manufacturing LLC
NCGNE1250	Aisin North Carolina Corporation
NCS000175	Veolia

### 3.7 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the Town of Butner as summarized in Table 6 below. The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. The Town of Butner has evaluated residential and charity car washing and street washing for possible significant water quality impacts.

Street washing discharges are addressed under the Pavement Management Program in Part 10 of this SWMP. The Division has not required that other non-stormwater flows be specifically controlled by the Town of Butner.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the Town of Butner to determine whether they may significantly impact water quality. Commercial car washing facilities in the Town of Butner are designed to discharge to the sanitary sewer system and not the stormwater conveyance system.

Table 6: Non-Stormwater Discharges

Non-Stormwater Discharge	Water Quality Impacts
Water line and fire hydrant flushing	Incidental
Landscape irrigation	Incidental
Diverted stream flows	Incidental
Rising groundwater	Incidental
Uncontaminated groundwater infiltration	Incidental
Uncontaminated pumped groundwater	Incidental
Uncontaminated potable water sources	Incidental
Foundation drains	Incidental
Air conditioning condensate	Incidental
Irrigation waters	Incidental
Springs	Incidental
Water from crawl space pumps	Incidental
Footing drains	Incidental
Lawn watering	Incidental
Residential and charity car washing	<b>Possible</b>
Flows from riparian habitats and wetlands	Incidental
Dechlorinated swimming pool discharges	Incidental
Street wash water	<b>Possible</b>

Flows from firefighting activities	Incidental
------------------------------------	------------

### 3.8 Target Pollutants and Sources

In addition to those target pollutants identified above, the Town of Butner is aware of other significant water quality issues within the permitted MS4 area. The target pollutants for the Town of Butner are nitrogen, phosphorus, and sediment. Nitrogen and phosphorus are targets for the Town because stormwater runoff in Butner eventually drains to Falls Lake, a drinking water source for the City of Raleigh. The State Division of Water Quality has listed Falls Lake on the Clean Water Act 303(d) list of impaired waters due to chlorophyll-a, a measure of the algal productivity, which is an indicator of nutrient loading. The Falls Water Supply Nutrient Strategy rules (15A NCAC 02B .0275) require Butner to reduce its nitrogen loading to Falls Lake by 40% and phosphorus loading by 77% from a 2006 baseline condition. The goal of these reductions is to improve water quality in the watershed as a whole and to improve water quality in Falls Lake.

Sediment is the number one water pollutant, by volume, in North Carolina. Sediment degrades the quality of water for drinking, wildlife, plants, and land by carrying attached pollutants into receiving waters, increasing the turbidity of waters, affecting the habitats of aquatic life, and disrupting the natural hydrology of landscapes, among other effects. Runoff from construction sites has a particularly high concentration of sediment, thus construction site runoff within the Town is of concern.

Table 7 below summarizes the water quality pollutants identified throughout Part 3 of this SWMP, the likely activities/sources/targeted audiences attributed to each pollutant and identifies the associated SWMP program(s) that address each. In addition, the Town of Butner has evaluated schools, homeowners and businesses as target audiences that are likely to have significant stormwater impacts.

Table 7: Summary of Target Pollutants and Sources

Target Pollutant(s)	Likely Source(s)/Target Audience(s)	SWMP Program Addressing Target Pollutant(s)/Audience(s)
Nitrogen and Phosphorus	Residents, Businesses, Schools, Churches	Public education & outreach Post Construction Site Runoff Controls, Pollution Prevention and Good Housekeeping
Sediment	Construction Activity, Developers	Construction Site Runoff Controls, Post Construction Site Runoff Controls
Fertilizers and Herbicides	Residents, Businesses, Schools, Churches	Public education & outreach, Pollution Prevention and Good Housekeeping

## PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

### 4.1 Organizational Structure

The Planning Director acts as the stormwater administrator for the Town of Butner and works with the Senior Planner and is responsible for administering the Stormwater Management Plan, including enforcement, public education & outreach, and post-construction activities. The Public Works Director coordinates with their staff in implementing the Stormwater Management Plan in various facets such as good housekeeping, pollution and prevention plan, inspections of Town SCM's, and necessary repair work to ditches and storm drains. The administrative assistant receives and logs complaints. The Finance Director coordinates with Planning staff annually regarding the budget for the stormwater management program.

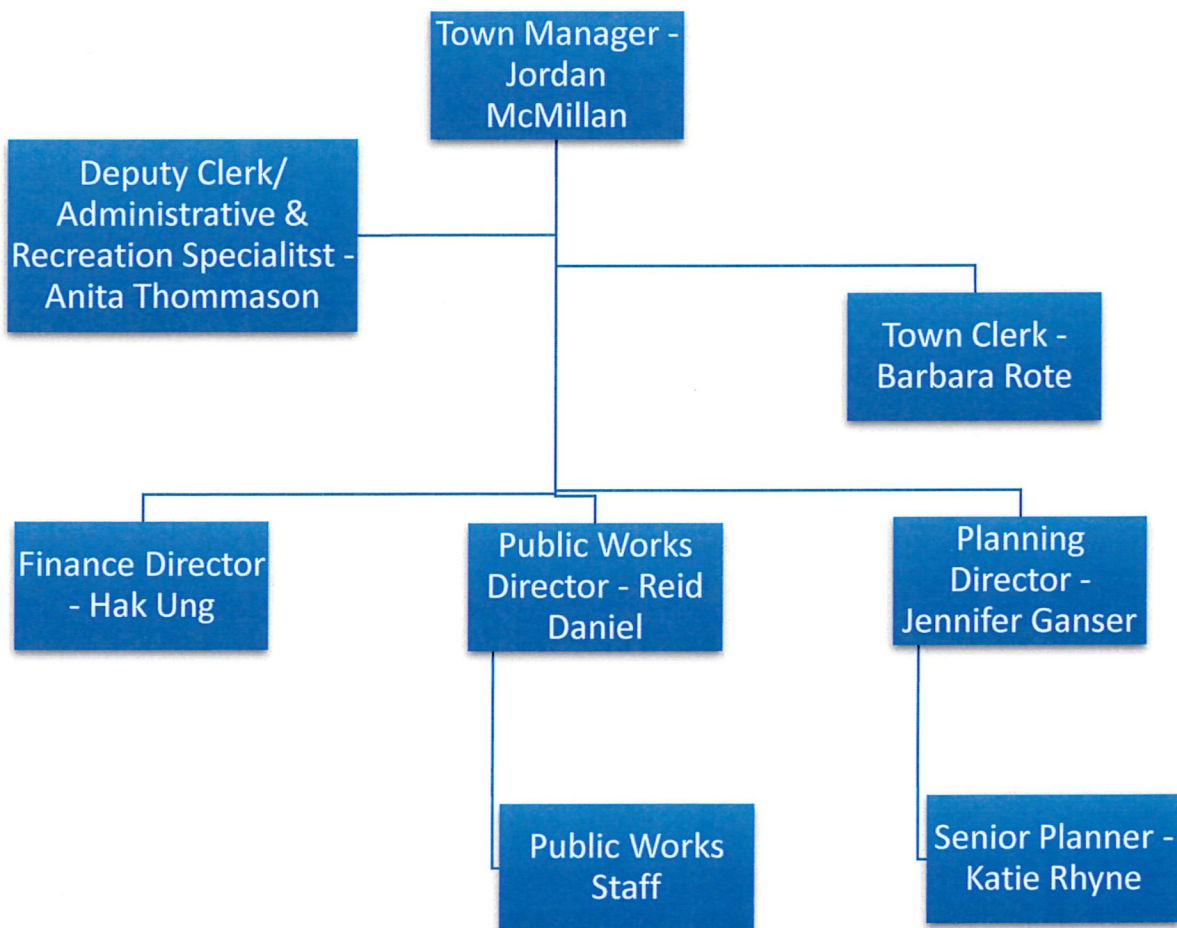




Table 8: Summary of Responsible Parties

SWMP Component	Responsible Position	Staff Name	Department
Stormwater Program Administration	Planning Director	Jennifer Ganser	Planning
SWMP Management	Planning Director	Jennifer Ganser	Planning
Public Education & Outreach	Planning Director	Jennifer Ganser	Planning
Public Involvement & Participation	Planning Director	Jennifer Ganser	Planning
Illicit Discharge Detection & Elimination	Planning Director	Jennifer Ganser	Planning
Construction Site Runoff Control	Public Works Director (NCDEQ is Qualified Alternative Program) but Public Works responds to any citizen complaints.	Reid Daniel	Public Works
Post-Construction Stormwater Management	Planning Director	Jennifer Ganser	Planning
Pollution Prevention/Good Housekeeping for Municipal Operations	Public Works Director	Reid Daniel	Public Works
Municipal Facilities Operation & Maintenance Program	Public Works Director	Reid Daniel	Public Works
Spill Response Program	Planning Director	Jennifer Ganser	Planning
MS4 Operation & Maintenance Program	Planning Director	Jennifer Ganser	Planning

Municipal SCM Operation & Maintenance Program	Public Works Director	Reid Daniel	Public Works
Pesticide, Herbicide & Fertilizer Management Program	Public Works Director	Reid Daniel	Public Works
Vehicle & Equipment Cleaning Program	Public Works Director	Reid Daniel	Public Works
Pavement Management Program	Public Works Director	Reid Daniel	Public Works
Total Maximum Daily Load (TMDL) Requirements	N/A	N/A	N/A

## 4.2 Program Funding and Budget

In accordance with the issued permit, the Town of Butner shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and comply with the requirements of the NPDES MS4 Permit. The budget includes the permit administering and compliance fee, which is billed by the Division annually.

The Town has elected to implement a stormwater utility and charge a fee to property owners to provide the revenue to fund the requirements of this SWMP and comply with the MS4 permit.

The following stormwater activities are provided for in the budget (<https://www.butnernc.org/finance/page/budget-documents>):

- Drainage system operation and maintenance
- Stormwater services manager (Butner's share)

The Stormwater fund absorbs a percentage of the salary and benefits of staff in the Planning Department and the Public Works Department. This will prevent the General Fund from supplementing the costs of stormwater related activities performed by Town employees.

The Town of Butner contracts with Stimmel for post-construction stormwater plan reviews. A portion of the fund also goes towards Clean Water Education Partnership (CWEP) for education and outreach.

### 4.3 Shared Responsibility

The Town of Butner will share the responsibility to implement the following minimum control measures, which are at least as stringent as the corresponding NPDES MS4 Permit requirement. The Town of Butner remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the Town of Butner nor the other entity fully performs the permit obligation. Table 9 below summarizes who will be implementing the component, what the component program is called, the specific SWMP BMP or permit requirement that is being met by the shared responsibility, and whether or not a legal agreement to share responsibility is in place.

Table 9: Shared Responsibilities

SWMP BMP or Permit Requirement	Implementing Entity & Program Name	Legal Agreement (Y/N)
Part 5: Education & Outreach – media campaign and local education program	Clean Water Education Partnership (CWEP)	Y
Part 6: Public Involvement and Participation	Butner Community Association	N
Part 9: Post Construction	Stimmel	Y
Part 7: Illicit Discharge Detection and Elimination Staff Training	Raftelis	Y
Part 8: Construction Site Runoff Control Staff Training	Raftelis	Y
Part 10: Pollution Prevention and Good Housekeeping Staff Training	Raftelis	Y

#### 4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000544 for the Town of Butner. Table 10 summarizes contact information for each co-permittee.

Table 10: Co-Permittee Contact Information

Co-Permittee MS4 Name	Contact Person	Phone & E-Mail	Interlocal Agreement (Y/N)
N/A	N/A	N/A	N/A

#### 4.5 Measurable Goals for Program Administration

The Town of Butner will manage and report the following Best Management Practices (BMPs) for the administration of the Stormwater Management Program.

Table 11: Program Administration BMPs				
Permit Ref.	<b>2.1.2 Program Implementation</b> Measures to evaluate the performance and effectiveness of the SWMP program components at least annually. Results shall be used by the permittee to modify the program components as necessary to accomplish the intent of the Stormwater Program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
1.	<b>Annual Self-Assessment</b>			
	Perform an annual evaluation of SWMP implementation, suitability of SWMP commitments and any proposed changes to the SWMP utilizing the NCDEQ Annual Self-Assessment Template.	1. Prepare, conduct and document an annual evaluation of the program components.	1. Annually Permit Years 1-5	Yes/No
2.	<b>Shared Responsibility (Permit Ref. 1.4)</b>			
	Agreements with entities operating on behalf of the Town of Butner will be reviewed to confirm that the entity has agreed to implement part of the program on the municipality's behalf and that all required documentation will be submitted to the municipality for documentation and reporting purposes.	1. Review all agreements and confirm that they meet all requirements outlined in 1.4 of the MS4 permit.	1. Annually Permit Years 1-5	1. Yes/No
3.	<b>Minimum Control Measures (Permit Ref. 2.2.2)</b>			
	The Town of Butner's MS4 related standard operating procedures will be reviewed on an annual basis and	1. Maintain written procedures for all minimum control measures.	1. Continuously Permit Year 1-5	1. Yes/No

**Table 11: Program Administration BMPs**

	modified if needed to best outline the program and assure compliance with part 2.2.2 of the MS4 Permit.	2. Review written programs and modify/update if needed.	2. Annually Permit Years 1-5	2. Yes/No
4.	<b>Funding and Staffing (Permit Ref. 2.1.1)</b>			
	The funding and staffing status of the program will be evaluated by appropriate Town staff to confirm that the program is meeting permit requirements.	1. Review and analyze the current funding and staffing of the program.	1. Annually Permit Years 1-5	1. Adequate/inadequate
<b>Permit Ref.</b>	<b>1.6: Permit Renewal Application</b> Measures to submit a permit renewal application no later than 180 days prior to the expiration date of the NPDES MS4 permit.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
5.	<b>Permit Renewal Application</b>			
	Submit a permit renewal application and Draft SWMP no later than 180 prior to permit expiration.	1. Draft SWMP applicable to the proceeding 5 years following permit re-issuance.	1. Permit Year 5	1. Yes/No
		2. Certify the stormwater permit renewal application (Permit renewal application form and Draft SWMP for the next 5-year permit cycle) and submit to NCDEQ at least 180 days prior to permit expiration.	2. Permit Year 5	2. Date of permit renewal application submittal

## PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The Town of Butner will implement a Public Education and Outreach Program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and steps the public can take to reduce pollutants in storm water runoff.

The target audiences and identified pollutants listed in Part 3.9 of this SWMP, which will be addressed by the Public Education and Outreach Program, are summarized in Table 12 below. In addition, the Town of Butner is required to inform businesses and the general public of the hazards associated with illicit discharges, illegal dumping and improper disposal of waste.

Table 12: Summary of Target Pollutants & Audiences

Target Pollutants/Sources	Target Audience(s)
Nitrogen and Phosphorus	Residents, Businesses, Schools, Churches
Fertilizers and herbicides	Residents, Businesses, Schools, Churches
Sediment	Developers, contractors

The Town of Butner will manage, implement and report the following public education and outreach BMPs. Where noted, the Town of Butner contracts with the Clean Water Education Partnership (CWEP) to provide Public Education and Outreach. They will provide a report annually regarding the implementation of the MS4 requirements for Public Education and Outreach.

Table 13: Public Education and Outreach BMPs

Permit Ref.	<b>3.2.2 and 3.2.4: Outreach to Targeted Audiences</b> Measures to identify the specific elements and implementation of a Public Education and Outreach Program to share educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and how the public can reduce pollutants in stormwater runoff. The permittee shall provide educational information to identified target audiences on pollutants/sources identified in table 12 above and shall document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
6.	<b>Stormwater Booth and Brochures</b>			
	Town stormwater staff will attend an annual Town event and distribute stormwater brochures	1. Develop stormwater brochures to distribute to public	1. Permit Year 1	1. Yes/No
		2. Review and update brochures to distribute to the public ensuring they address target audiences and target pollutants	2. Annually, Permit Years 1-5	2. Yes/No
		3. Attend Town Event to distribute brochures	3. Annually, Permit Years 1-5	3. Yes/No

**Table 13: Public Education and Outreach BMPs**

7.	<b>Local School Stormwater Education Presentations</b>			
	Presentation(s) on stormwater and target pollutants to school children	1. Partner with CWEP to host annual stormwater education presentation(s) at local school(s).	1. Annually, Permit Years 1-5	1. Yes/No
8.	<b>Media Campaign</b>			
	CWEP to run advertisements on local television, radio stations, direct mailings and newspaper about stormwater	1. Partner with CWEP to run stormwater related outreach on local media	1. Continuously Permit Years 1-5	1. Yes/No
9.	<b>Social Media Articles</b>			
	Town of Butner's Event Coordinator to post stormwater related information on the Town's social media pages	1. Post articles about stormwater on Town social media pages	1. Semi-Annually, Permit Years 1-5	1. Yes/No
<b>Permit Ref.</b>	<b>2.1.7, 3.2.3 and 3.6.5(c): Web Site</b> Measures to provide a web site designed to convey the program's message(s) and provide online materials including ordinances, or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms, providing the legal authority necessary to implement and enforce the requirements of the permit and SWMP. The web page shall also provide developers with all relevant post-construction requirements, design standards, checklists and/or other materials.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
10.	<b>Informational Website on Stormwater</b>			
	The Town of Butner will maintain and update a website to help educate the public on stormwater.	1. Review Town's existing stormwater website and update information as needed.	1. Annually Permit Years 1-5	1. Yes/No
		2. Review the checklist to inform developers what is required for stormwater review and update as needed	1. Annually Permit Years 1-5	1. Yes/No
		3. Maintain article 15 of Butner LDO on stormwater page to provide regulatory mechanism clearly to developers	1. Annually Permit Years 1-5	1. Yes/No
		4. Maintain links to NCDEQ, CWEP and EPA and update as needed	1. Annually Permit Years 1-5	1. Yes/No

**Table 13: Public Education and Outreach BMPs**

<b>Permit Ref.</b>	<b>3.2.5: Stormwater Hotline</b> Measures for a stormwater hotline/helpline for the purpose of public education and outreach.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>11.</b>	<b>Stormwater Hotline/Helpline</b>			
	A hotline will be maintained for citizens to ask questions, and report stormwater concerns.	1. Maintain hotline advertisement on the Town's stormwater website	1. Continuously Permit Years 1-5	1. Yes/No
		2. Maintain log of resident complaints and responses. Include name, date, nature of the complaint, and measures taken to resolve complaint	2. Continuously Permit Years 1-5	2. Report number of complaints and amount resolved each year.



## PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

This SWMP identifies the minimum elements and implementation of a Public Involvement and Participation Program that complies with applicable State, Tribal and local public notice requirements. The Town of Butner will manage, implement, and report the following public involvement and participation BMPs.

Table 14: Public Involvement and Participation BMPs				
Permit Ref.	<b>3.3.1: Public Input</b> Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
12.	<b>Public Meeting</b>			
	The Town will hold an annual Public Meeting on the MS4 Stormwater Program with opportunities for the public to provide input	1. Advertise for public meeting	1. Annually Permit Years 1-5	1. Yes/No
		2. Hold public meeting and gain public input	2. Annually Permit Years 1-5	2. Yes/No
		3. Evaluate and update the SWMP if needed based upon public feedback	3. Annually Permit Years 1-5	3. Yes/No
Permit Ref.	<b>3.3.2: Volunteer Opportunities</b> Measures to provide volunteer opportunities designed to promote ongoing citizen participation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
13.	<b>Litter Cleanup</b>			
	The Town will host a litter cleanup in conjunction with the Butner Community Association (BCA)	1. Coordinate with the BCA to host the litter cleanup	1. Annually Permit Years 1-5	1. Yes/No
		2. Advertise the litter cleanup via Town's social media and newsletter	2. Annually Permit Years 1-5	2. Yes/No
		3. Reach out to local volunteer organizations to invite them to the litter cleanup	3. Annually Permit Years 1-5	3. Yes/No
		4. Attend litter cleanup event	4. Annually Permit Years 1-5	4. Number of bags collected and/or weight of bags collected, Number of participants

## PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The Town of Butner will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which shall, at a minimum, include the following illicit discharge detection and elimination BMPs.

Table 15: Illicit Discharge Detection and Elimination BMPs				
<b>Permit Ref.</b>	<b>3.4.1: MS4 Map</b> Measures to develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>14.</b>	<b>Maintain System Map</b>			
	In 2018 the Town of Butner contracted with AECOM to develop a system map of all the outfalls, drainpipes	1. Update as new development occurs	1. Continuously Permit Years 1-5	1. Yes/No
		2. Make the map available to the public via Town's stormwater website	2. Year 1	2. Yes/No
<b>Permit Ref.</b>	<b>3.4.2: Regulatory Mechanism</b> Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>15.</b>	<b>Enforce Regulations</b>			
	Article 15.4 of the Town of Butner Land Development Ordinance regulates IDDE within the Town's jurisdiction.	1. Review IDDE Ordinance and update as needed.	1. Annually Permit Years 1-5	1. Yes/No
<b>Permit Ref.</b>	<b>3.4.3: IDDE Plan</b> Measures to maintain and implement a written IDDE Plan to detect and address illicit discharges, illegal dumping and any non-stormwater discharges identified as significant contributors of pollutants to the MS4. The plan shall provide standard procedures and documentation to: <ul style="list-style-type: none"> <li>a) Locate priority areas likely to have illicit discharges,</li> <li>b) Conduct routine dry weather outfall inspections,</li> <li>c) Identify illicit discharges and trace sources,</li> <li>d) Eliminate the source(s) of an illicit discharge, and</li> <li>e) Evaluate and assess the IDDE Program.</li> </ul>			

**Table 15: Illicit Discharge Detection and Elimination BMPs**

BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
16.	<b>Investigate sources of identified Illicit Discharges</b>			
	The Town of Butner shall maintain written procedures for conducting investigations of identified illicit discharges.	1. Review the Town's IDDE plan and update as needed	1. Annually Permit Years 1-5	1. Yes/No
		2. Implement approved plan	2. Annually Permit Years 1-5	2. Yes/No
17.	<b>Dry Weather Screening</b>			
	Schedule a time each year for trained staff to perform IDDE inspections and record findings and provide photographs of inspection for documentation.	1. Inspect 100% Major Outfalls	1. Annually Permit Years 1-5	1. Percentage inspected
		2. Inspect 100% non-major outfalls	2. Biennially Permit Years 1-5	2. Percentage inspected
Permit Ref.	<b>3.4.4: IDDE Tracking</b> Measures for tracking and documenting the date(s) an illicit discharge, illicit connection or illegal dumping was observed, the results of the investigation, any follow-up of the investigation, the date the investigation was closed, the issuance of enforcement actions, and the ability to identify chronic violators.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
18.	<b>Track and document investigations of illicit discharges</b>			
	For each case the Town of Butner shall track and document 1.) The date(s) the illicit discharge was observed 2.) The results of the investigation 3.) Any follow-up of the investigation 4.) The date the investigation was closed	1. Keep a spreadsheet of stormwater IDDE calls, online submissions, and emails	1. Continuously Permit Years 1-5	1. Number of calls received. Number of investigations conducted. Number of NOVs issued. Number of NOVs resolved. Number of enforcement cases.
		2. Identify potential hotspot areas for IDDE	2. Annually Permit Years 1-5	2. Yes/No
Permit Ref.	<b>3.4.5: Staff IDDE Training</b> Measures to provide training for municipal staff and contractors who, as part of their normal job responsibilities, may observe an illicit discharge, illicit connection, illegal dumping or spills. Training shall include how to identify and report illicit discharges, illicit connections, illegal dumping and spills. Each staff training event shall be documented, including the agenda/materials, date, and number of staff participating.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
19.	<b>Provide employee training</b>			

**Table 15: Illicit Discharge Detection and Elimination BMPs**

	Implement training program for appropriate municipal staff, who, as part of their normal job responsibilities may come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system.	1. Identify appropriate staff to participate in the training	1. Annually Permit Years 1-5	1. Yes/No
		2. Conduct the training	2. Annually Permit Years 1-5	2. Number of staff trained
<b>Permit Ref.</b>	<b>3.4.6: IDDE Reporting</b> Measures for the public and staff to report illicit discharges, illegal dumping and spills. The mechanism shall be publicized to facilitate reporting and shall be managed to provide rapid response by appropriately trained personnel.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>20.</b>	<b>Illicit discharge reporting mechanism</b>			
	The Town of Butner shall promote, publicize, and facilitate a reporting mechanism for the public and staff to report illicit discharges and establish and implement citizen request response procedures.	1. Advertise hotline via website, social media and newsletter	1. Continuously Permit Years 1-5 Permit Years 1-5	1. Yes/No
		2. Conduct initial inspections following reports	2. Upon receipt of report	2. Number of initial inspections
		3. Follow-up inspections to ensure compliance	3. After notice of resolution	3. Number of follow up inspections

## PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the Town of Butner relies upon the North Carolina Sedimentation Pollution Control Act (SPCA) of 1973 as a qualifying alternative program to meet a portion of the NPDES MS4 Permit requirements for construction site runoff control measures. The SPCA requirements include reducing pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre and includes any construction activity that is part of a larger common plan of development that would disturb one acre or more. The state SPCA Program is either delegated to a city/town, delegated to a county, or implemented by NCDEQ in non-delegated areas.

Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program

Permit Reference	State or Local Program Name	Legal Authority	Implementing Entity
3.5.1 - 3.5.4	State Implemented SPCA Program	15A NCAC Chapter 04	NCDEQ

Table 17: Construction Site Runoff Control BMPs				
Permit Ref.	<b>3.5.6: Public Input</b> Measures to provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
21.	<b>Municipal Staff Training</b>			
	Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints.	1. Identify appropriate staff to participate in the training	1. Annually Permit Years 1-5	1. Yes/No
		2. Train municipal staff on proper handling of construction site runoff control complaints.	2. Annually Permit Years 1-5	3. Number of staff trained
22.	<b>Stormwater Hotline</b>			
	A hotline will be maintained for citizens to ask questions and report stormwater concerns.	1. Advertise hotline on website and newsletter	1. Continuously Permit Years 1-5	1. Provide status
		2. Maintain log of resident complaints and responses. Include name, date, and nature of complaint, and what measures were taken to resolve complaint	2. Continuously Permit Years 1-5	2. Report number of complaints and amount resolved each year
Permit Ref.	<b>3.5.5: Waste Management</b> Measures to require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impact to water quality.			

**Table 17: Construction Site Runoff Control BMPs**

<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
23.	Establish and maintain legal authority			
		1. Maintain legal authority	2. Continuously, after ordinance is adopted	2. Yes/No

## PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that are located within the Town of Butner and discharge into the MS4. These elements are designed to minimize water quality impacts utilizing a combination of structural Stormwater Control Measures (SCMs) and/or non-structural BMPs appropriate for the community and ensure adequate long-term operation and maintenance of SCMs.

In accordance with 15A NCAC 02H .0153 and .1017, the Town of Butner implements the following State post-construction program requirements, which satisfy the NPDES Phase II MS4 post-construction site runoff control requirements as Qualifying Alternative Programs (QAPs) in the MS4 area(s) where they are implemented.

Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program

State QAP Name	State Requirements	Local Ordinance / Regulatory Mechanism Reference
Water Supply Watershed (WS-II)	15A NCAC 2B .0620 - .0624	Article 15.1 Water Supply Watershed Protection Rules
Water Supply Watershed (WS-IV)	15A NCAC 2B .0620 - .0624	Article 15.1 Water Supply Watershed Protection Rules
Neuse River Basin Nutrient Sensitive (NSW) Management Strategy	15A NCAC 2B .0235	Article 15.2 & 15.3 of LDO
Universal Stormwater Management Program	15A NCAC 2H .1020	Article 15.2-15.4 of LDO

The Town of Butner has existing requirements other than Qualifying Alternative Program(s) for implementation of the NPDES Phase II MS4 post-construction program requirements. These existing requirements are codified in local ordinance(s), and implementation is further defined in guidance, manuals and/or standard operating procedure(s) as summarized in Table 19 below.

Table 19: Summary of Existing Post-Construction Program Elements

Permit Requirements for <b>Plan Review and Approval</b>	Municipal Ordinance/Code Reference(s) and/or Document Title(s)	Date Adopted
3.6.2(a) Authority	Section 15.2.1 of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.3(a) & 15A NCAC 02H.0153(c) Federal, State & Local Projects	Not Included	N/A
3.6.3(b) Plan Review	Section 15.2.6 of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021

3.6.3(c) O&M Agreement	Section 15.2.9(B) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.3(d) O&M Plan	Section 15.2.9(B) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.3(e) Deed Restrictions/Covenants	Section 15.3.2 of Stormwater Control Measure Additional Standards	June 3, 2021
3.6.3(f) Access Easements	Section 15.3.5 of Stormwater Control Measure Additional Standards	June 3, 2021
<b>Permit Requirements for Inspections and Enforcement</b>	<b>Municipal Ordinance/Code Reference(s) and/or Document Title(s)</b>	<b>Date Adopted</b>
3.6.2(b) Documentation	Section 15.2.6 (B) of Stormwater Requirements for New Development Implementing the Falls Lake Rules and Section 3.2.8 (D) Stormwater Management Permit of the LDO	June 3, 2021
3.6.2(c) Right of Entry	Section 15.2.9(C) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.4(a) Pre-CO Inspections	Section 3.2.8 (G) Stormwater Management Permit of the Land Development Ordinance	June 3, 2021
3.6.4(b) Compliance with Plans	Section 15.2.7(D) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.4(c) Annual SCM Inspections	Section 15.2.9(A) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.4(d) Low Density Inspections	Section 15.2.6 (B.2) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
3.6.4(e) Qualified Professional	Section 15.2.9(A.2) of Stormwater Requirements for New Development Implementing the Falls Lake Rules	June 3, 2021
<b>Permit Requirements for Fecal Coliform Reduction</b>	<b>Municipal Ordinance/Code Reference(s) and/or Document Title(s)</b>	<b>Date Adopted</b>
3.6.6(a) Pet Waste	Not Included	N/A
3.6.6(b) On-Site Domestic Wastewater Treatment	Not Included	N/A



The annual reporting metrics for the post construction program are provided in Table 20: Post Construction Site Runoff Control BMPs below.

<b>Table 20: Post Construction Site Runoff Control BMPs</b>				
<b>Permit Ref.</b>	<b>3.6.5(a), 3.6.5(b), and 4.1.3: Minimum Post-Construction Reporting Requirements</b> Measures to document activities over the course of the fiscal year (July 1 – June 30) including appropriate information to accurately describe progress, status, and results.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>24.</b>	<b>Standard Reporting</b>			
	Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process. Data shall be provided for each Post-Construction/Qualifying Alternative Program being implemented as listed in Tables 18 and 19.	1. Track number of low density and high-density plan reviews performed.	1. Continuously Permit Years 1-5	1. Number of plan reviews performed for low density and high density.
		2. Track number of low density and high-density plans approved.	2. Continuously Permit Years 1-5	2. Number of plan approvals issued for low density and high density.
		3. Maintain a current inventory of low-density projects and number of SCMs including SCM type or low-density acreage, location and last inspection date.	3. Continuously Permit Years 1-5	3. Summary of number and type of SCMs added to the inventory; and number and acreage of low-density projects constructed.
		4. Track number of SCM inspections performed.	4. Continuously Permit Years 1-5	4. Number of SCM inspections.
		5. Track number of low-density inspections performed.	5. Continuously Permit Years 1-5	5. Number of low-density projects inspected.
		6. Track number and type of enforcement actions taken.	6. Continuously Permit Years 1-5	6. Number of enforcement actions issued.
<b>Permit Ref.</b>	<b>2.3 and 3.6: Qualifying Alternative Program(s)</b> Measures to develop, implement and enforce additional BMPs to comply with the QAP state program requirements.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>25.</b>	<b>Keep record of SCM review and approval documentation</b>	1. Review and maintain/store documentation received from Stimmel, including Stormwater agreement, SCM Bonds, and final approval letters	1. Continuously Permit Years 1-5	1. Report number of records reviewed

**Table 20: Post Construction Site Runoff Control BMPs**

		2. Inspect final SCM devices prior to CO and bond release. Save photographs and finding reports	2. Continuously Years 1-5	2. Report number of inspections
		3 Enforce annual SCM device inspections. Keep documentation of reviews organized.	3. Continuously Years 1-5	3. Report any enforcement actions
<b>Permit Ref.</b>	<b>3.6.2: Legal Authority</b> Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to: (a) review designs and proposals for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained, (b) request information such as stormwater plans, inspection reports, monitoring results, and other information deemed necessary to evaluate compliance with the Post-Construction Stormwater Management Program, and (c) enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Post-Construction Stormwater Management Program.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>26.</b>	<b>Maintain Legal Authority</b>			
	Maintain and update Article 15 of Butner LDO as needed for compliance with state and federal laws.	1. Annually review new state or federal law concerning stormwater and update LDO article 15 as necessary to maintain compliance.	1. Continuously Permit Years 1-5	1. Report on any applicable changes
<b>Permit Ref.</b>	<b>3.6.3: Plan Review and Approval</b> Measures to maintain plan review and approval authority, standards and procedures to: (a) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire MS4 permitted area, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, (b) Conduct site plan reviews of all new development and redeveloped sites that disturb greater than or equal to one acre, and sites that disturb less than one acre that are part of a larger common plan of development or sale for compliance with 15A NCAC 02H .1017 and the qualifying alternative programs that apply within your jurisdiction, (c) Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), (d) Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), (e) Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and (f) Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10).			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>27.</b>	<b>Plan Review for Stormwater</b>			

**Table 20: Post Construction Site Runoff Control BMPs**

	The Town of Butner contracts services with engineers at Stimmel Associates who are responsible for Plan Review.	1. Save documentation of reviews performed by Stimmel	1. Continuously Permit Years 1-5	1. Report number of reviews
		2. Save final as-builts in project file that include requirements that the project be maintained consistently with approved plans	2. Continuously Permit Years 1-5	2. Report number of approved plans
		3. Save copies of recorded stormwater agreements, and bonds	3. Continuously Permit Years 1-5	3. Report number of agreements
<b>28.</b>	<b>Accounting</b>			
	The Town of Butner tracks stormwater accounts and provides information to Stimmel and the applicant regarding the cost of review prior to permit approval	1. At the beginning of every new project the Town of Butner receives a stormwater deposit for stormwater review services	1. Continuously Permit Years 1-5	1. Report number of deposits
		2. Monthly Stimmel provides documentation on the fees associated with Stormwater Review	2. Continuously Permit Years 1-5	2. Yes/No
		3. The Town of Butner keeps a spreadsheet of all fees received as the review process continues and keeps it updated	3. Continuously Permit Years 1-5	3. Yes/No
		4. If a new deposit is required, the Town of Butner will inform the applicant and will track the account after receiving the deposit.	4. Continuously Permit Years 1-5	4. Yes/No
		5. At the end of a project after all accounts and fees are totaled a refund is issued to the applicant	5. Continuously Permit Years 1-5	5. Report number of total projects completed
<b>Permit Ref.</b>	<b>3.6.4: Inspections and Enforcement</b> Measures to maintain inspection and enforcement authority, standards and procedures to: (a) Conduct post-construction inspections prior to issuing a Certificate of Occupancy or a Temporary Certificate of Occupancy. Alternatively, the project owner may provide a surety bond to guarantee compliance with the approved plan(s), (b) Ensure that the project has been constructed in accordance with the approved plan(s), (c) Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, (d) Ensure inspection of low-density projects at least once during the permit term, and (e) Require that inspections be conducted by a qualified professional.			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

**Table 20: Post Construction Site Runoff Control BMPs**

<b>BMP No.</b>	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>29.</b>	<b>Annual SCM Inspections</b>			
	The Town of Butner requires each SCM facility owner that falls within these requirements to provide an inspection report filled out by a licensed engineer.	1. The Town of Butner will maintain and update a spreadsheet with a list of contacts for the parties responsible for the review of SCM facilities.	1. Continuously Permit Years 1-5	1. Yes/No
		2. Notice will be sent to responsible parties reminding them of the annual SCM inspections and the deadline	2. Continuously Permit Years 1-5	2. Yes/No
		3. The Town will maintain a record of received inspection reports	3. Continuously Permit Years 1-5	3. Yes/No
		4. Parties that have not submitted inspection reports will be sent notices of violation per article 4 of the Town of Butner LDO. If compliance is not met further enforcement action is taken.	4. Continuously Permit Years 1-5	4. Report number of violation notices

## PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the Town of Butner municipal facilities and operations. Pollution prevention and good housekeeping is accomplished through the implementation of seven required programs, which collectively address the ultimate goal of preventing or reducing pollutant runoff from municipal operations such as parks and open space maintenance, fleet and building maintenance, new construction and land disturbances, and municipal storm sewer system maintenance.

Pollution prevention and good housekeeping for municipal operations includes the following programs:

1. Municipal Facilities Operation and Maintenance Program
2. Spill Response Program
3. MS4 Operation and Maintenance Program
4. Municipal SCM Operation and Maintenance Program
5. Pesticide, Herbicide and Fertilizer Management Program
6. Vehicle and Equipment Maintenance Program
7. Pavement Management Program

The Town of Butner will manage, implement and report the pollution prevention and good housekeeping BMPs as specified in Table 21 below for each required program.

Table 21: Pollution Prevention and Good Housekeeping BMPs				
Permit Ref.	<b>3.7.1: Municipal Facilities Operation and Maintenance Program</b> Measures to manage facilities that are owned and operated by the permittee and have the potential for generating polluted stormwater runoff. The permittee shall maintain a current inventory of municipal facilities; perform facility inspections and routine maintenance; establish specific frequencies, schedules, and standard documentation; provide staff training on general stormwater awareness and implementing pollution prevention and good housekeeping practices.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
30.	<b>Inventory of municipally owned or operated facilities</b>			
	Maintain a current inventory of Town of Butner facilities that have the potential of generating polluted stormwater runoff	1. Update facility inventory as new facilities are added/closed	1. Continuously Permit Years 1-5	1. Total number of facilities identified.

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

		2. Perform facility inspections and determine potential runoff or requiring spill response procedures. Further classify facilities as having high, medium, or low potential for stormwater runoff	2. Annually Permit Years 1-5	2. Number of inspections
31.	<b>Staff Training</b>			
		1. Develop and perform staff training program for general stormwater pollution prevention and provide to public works employees	1. Annually Permit Years 1-5 S	1. Report on the number of employees trained
<b>Permit Ref.</b>	<b>3.7.2: Spill Response Program</b> Measures for facilities and operations that store and/or use materials that have the potential to contaminate stormwater runoff if spilled. The permittee shall maintain written spill response procedures and train staff on spill response procedures.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
32.	<b>Spill response procedures for municipally owned or operated facilities</b>			
	Maintain written spill response procedures and locations for municipal facilities that store materials that would be classified as a hazard to the stormwater system if spilled.	1. Create and hang informational posters regarding spill response procedures for municipal staff	1. Permit Year 1	1. Yes/No
		2. Provide training for municipal staff on spill response	2. Annually Permit Years 1-5	2. Report number of employees trained
		3. Update spill procedures as facilities and operations are revised	3. Continuously Permit Years 1-5	3. Yes/No
<b>Permit Ref.</b>	<b>3.7.3: MS4 Operation and Maintenance Program</b> Measures to minimize pollutants in the stormwater collection system. The permittee shall provide operation and maintenance staff training on stormwater awareness and pollution prevention, perform MS4 inspections, maintain the collection system including catch basins and conveyances; and establish specific frequencies, schedules, and standard documentation.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
33.	<b>MS4 Operation and Maintenance Program</b>			

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

	Maintain and implement an Operation and Maintenance (O&M) program for the MS4 conveyance systems that specifies the frequency of inspections	1. Develop an O&M Plan for the MS4 system, including inspection schedules, standard documentation and staff responsibilities.	1. Annually Permit Years 1-5	1. Yes/No
		2. Update inspection forms as needed	2. Continuously Permit Years 1-5	2. Report any updates
		3. Perform inspections on the MS4 system	3. Per Schedule developed in Item 1, at a minimum annually	3. Yes/No
<b>Permit Ref.</b>	<b>3.7.4: Municipal SCM Operation and Maintenance Program</b> Measures to manage municipally owned, operated, and/or maintained structural stormwater control measures (SCM's) that are installed for compliance with the permittee's post-construction program. The permittee shall maintain a current inventory of SCMs, perform SCM inspections and maintenance, and shall establish specific frequencies, schedules, and documentation.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>34.</b>	<b>Map of municipally owned and maintained SCM's</b>			
	Maintain and update an inventory and map of Town owned and maintained SCM's	1. Update MS4 map to reflect new municipal SCM's	1. Annually Permit Years 1-5	1. Yes/No
		2. Maintain and update O&M Plans for all Town-owned SCM's	2. Annually Permit Years 1-5	2. Yes/No
		3. Inspect municipally owned SCMs	3. Annually Permit Years 1-5	3. Number of inspections
<b>35.</b>	<b>Operation and Maintenance for municipally owned or maintained catch basins or conveyance systems.</b>			
	Implement an O&M Program for the stormwater system catch basins and conveyance systems that is owns and maintains	1. Update municipal SCM inventory as needed	1. Continuously Permit Years 1-5	1. Yes/No
		2. Maintain NC SCM Inspections Certification for Public Works Director	2. Continuously Permit Year 1-5	2. Yes/No and Number of certified staff
		3. Review SCM Inspection form and updated if needed	3. Annually Permit Year 1-5	3. Yes/No
		4. Inspect SCMs annually to determine their condition and recommend any relevant maintenance	4. Annually Permit Year 1-5	4. Number of SCM's Inspected
		5. Perform Maintenance tasks identified in inspections	5. Continuously Permit Years 1-5	5. Yes/No

**Table 21: Pollution Prevention and Good Housekeeping BMPs**

<b>Permit Ref.</b>	<b>3.7.5: Pesticide, Herbicide and Fertilizer Management Program</b> Measures to minimize water quality impacts from the use of landscape chemicals. The permittee shall provide routine pollution prevention and chemical use, storage and handling training, and shall ensure compliance with permits and applicator certifications.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>36.</b>	<b>Pesticide, Herbicide, and Fertilizer Application Management and Training</b>			
	Ensure all municipal employees and contractors are properly trained and all permits, certifications, and other measures for applicators are followed.	1. Maintain municipal staff core, right-of-way, and ornamental pest control applicator certifications	1. Continuously Permit Years 1-5	1. Number of licensed applicators
		2. Require Town contractors to provide NC Pesticide License for inspection	3. Continuously Permit Years 1-5	3. Yes/No and Number of contractors that provided licenses
<b>Permit Ref.</b>	<b>3.7.6: Vehicle and Equipment Maintenance Program</b> Measures to prevent and minimize contamination of stormwater runoff from areas used for municipal vehicle and equipment maintenance and/or cleaning. The permittee shall ensure that municipal industrial facilities subject to NPDES industrial permitting comply with those permit requirements, provide routine pollution prevention training to staff, perform routine inspections, and establish specific frequencies, schedules, and documentation.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>37.</b>	<b>Vehicle and Equipment Cleaning Maintenance Facility Inspection</b>			
	Routine inspections to ensure that municipal facilities where car washing takes place are following proper procedures to minimize water quality impacts from vehicle and equipment claiming and maintenance	1. Develop, maintain and update as needed an inspection checklist	1. Continuously Permit Years 1-5	1. Yes/No/Status
		2. Perform inspections using checklist and notify public works of any corrective actions	2. Annually Permit Years 1-5	2. Number of inspections performed
<b>Permit Ref.</b>	<b>3.7.7: Pavement Management Program</b> Measures to reduce pollutants in stormwater runoff from municipally owned streets, roads, and parking lots within the permittee's corporate limits. The permittee shall implement measures to control litter, leaves, debris, particulate and fluid pollutants associated with vehicles, and establish specific frequencies, schedules, and documentation.			
<b>BMP No.</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Description of BMP</b>	<b>Measurable Goal(s)</b>	<b>Schedule for Implementation</b>	<b>Annual Reporting Metric</b>
<b>38.</b>	<b>Streets, roads, and public parking lots maintenance/sweeping/leaf collection</b>			



**Table 21: Pollution Prevention and Good Housekeeping BMPs**

	The Town of Butner shall implement a program for street cleaning. This program will reduce polluted stormwater runoff from municipally owned streets, roads, and public parking lots within its corporate limits. The Town of Butner will evaluate the effectiveness of this program based on cost and the estimated quality of pollutants removed.	1. Develop a formal street cleaning program for Central Avenue with a schedule of leaf collection and street cleaning.	1. Permit year 1	1. Yes/No/Status
		2. Implement the formal street cleaning program on Central Avenue (0.3 miles between E Street and D Street) with annual evaluation and update as needed	2. Annually Permit Years 1-5	2. Report on the volume of leaves collected, and the miles of roads cleaned
		3. Update SWMP if needed based upon annual evaluation and update to street cleaning program, if any.	3. As needed based upon annual evaluation and changes/updates to the street cleaning program	3. Yes/No/Status



## APPENDIX A – MS4 MAP

